



## **REGULAR MONTHLY BOARD MEETING**

**February 24, 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  
February 24, 2015  
Educational Support Center  
7:00 PM

- I. Pledge of Allegiance
- II. Roll Call of Members
- III. Awards/Recognition
  - A. STEP Program Luv A Mug Recognition
  - B. 2014 Academic All-State Team Award Winners
  - C. Mike Field - Eagle Scout Project
  - D. Dr. Martin Luther King, Jr. Celebration Luncheon Essay Winners
  - E. Bullseye NASP Archery Tournament 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
- XI. Consent Agenda
  - A. Consent/Approve 4  
Recommendations Concerning Appointments, Leaves of Absence,  
Retirements and Resignations
  - B. Consent/Approve 5  
Minutes of 1/27/15 Special Meeting and Executive Session,  
1/27/15 Regular Meeting, and 2/3/15 and 2/14/15 Special Meetings
  - C. Consent/Approve 18  
Summary of Receipts, Wire Transfers and Check Registers
  - D. Consent/Approve 24  
Mary Frost Ashley Charitable Trust

E. Consent/Approve	31
Request to Submit the 21st Century Community Learning Center Program Grant Application for the 2015-16 School Year	
F. Consent/Approve	36
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School Board Policy 3531.1 - Copyrighted Materials (Second Reading)	
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B. Discussion/Action	48
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B. Discussion/Action	104
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C. Discussion/Action	110
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XIV. Other Business as Permitted by Law Tentative Schedule of Reports, Events and Legal Deadlines For School Board (February-March)	111
XV. Predetermined Time and Date of Adjourned Meeting, If Necessary	
XVI. Adjournment	

**Kenosha Unified School District**

**Kenosha, WI**

**February 24, 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	Irizarry	Sonimarie	Bradford High School	Attendance	ESP	01/20/2015	1	\$14.33
Appointment	Eldridge	Kathleen	Southport Elementary School	Grade 4	Instructional	01/21/2015	1	\$43,069.00
Appointment	Torres	Juan	School Leadership	Coordinator of Diversity & Student/Family Engagement	Administration	01/27/2015	1	\$87,802.00
Appointment	Chwala	Matthew	Indian Trail Academy	Security	ESP	02/02/2015	1	\$15.33
Appointment	Huissen Jr	Kenneth	Harborside Academy	Special Education - Cross Categorical	Instructional	01/26/2015	1	\$39,106.00
Appointment	Alexandrescu	Rishana	Brass Community School	Special Education	ESP	02/09/2015	1	\$15.33
Appointment	Haschker	Louise	Special Education - Boys and Girls Club	Special Education	ESP	02/09/2015	1	\$15.33
Appointment	Kearby	Che	Teaching and Learning	Coordinator of Social Studies	Administration	01/27/2015	1	\$89,591.00
Early Retirement	Pierce	Randy	Facility Services	Night Custodian - Second Shift	Service	04/17/2015	1	\$21.32
Early, Early Retirement	Bishop	Judith	Bradford High School	L.D.	Instructional	06/12/2015	1	\$78,396.00
Early, Early Retirement	Casper	Natalie	Dept Of Sp Ed	Hearing Impaired	Instructional	06/12/2015	1	\$72,158.00
Resignation	Contreras De Garcia	Imelda	Roosevelt Elementary School	Special Education	ESP	01/15/2015	1	\$16.60
Resignation	Blaziewske	Michelle	Forest Park Elementary School	Info/Health	ESP	03/27/2015	0.86	\$14.44
Resignation	Torres	Juan	Community & Parent	Even Start Liaison	Instructional	01/26/2015	1	\$70,015.00
Resignation	Spencer	Jeffrey	Indian Trail Academy	Math	Instructional	02/09/2015	1	\$39,106.77
Resignation	Black	Pamela	Dept Of Sp Ed	Coordinator of Special Education	Administration	06/30/2015	1	\$108,403.00
Resignation	Wendt	Frederick	Grewenow Elementary School	Cross Categorical	Instructional	11/05/2014	1	\$78,396.00
Resignation	Kearby	Che	Human Resources	Educator Effectiveness Coach	Instructional	01/26/2015	1	\$75,600.00
Separation	Mc Phaul	David	Distribution/Utilities	Truck Driver	Service	01/13/2015	1	\$23.25
Separation	Harmon	Miatta	Indian Trail Academy	Cross Categorical	Instructional	01/12/2015	1	\$50,750.00
Separation	Batt	Bradley	HR Leave Status	HR Service Employee on Leave	Service	02/06/2015	1	\$21.32

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SPECIAL MEETING & EXECUTIVE SESSION  
OF THE KENOSHA UNIFIED SCHOOL BOARD  
HELD JANUARY 27, 2015

A special meeting of the Kenosha Unified School Board was held on Tuesday, January 27, 2015, 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 5:33 P.M. with the following members present: Mr. Kunich, Mr. Flood, Mr. Bryan, Mrs. Snyder, and Mrs. Coleman. Dr. Savaglio-Jarvis was also present. Ms. Stevens and Mr. Wade were 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: Position Assignments and Personnel: Evaluation Consideration.

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

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

1. Personnel: Position Assignments and Evaluation Consideration

Dr. Savaglio-Jarvis presented two administrative appointments to Board members.

Mr. Che Kearby arrived at 5:37 P.M. and answered questions from Board members. Mr. Kearby was excused at 5:44 P.M.

Mr. Juan Torres arrived at 5:51 P.M. and answered questions from Board members. Mr. Torres was excused at 6:06 P.M.

Board members reviewed and discussed Dr. Savaglio-Jarvis' mid-year evaluation with her.

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

Meeting adjourned at 6:27 P.M.

Stacy Schroeder Busby  
School Board Secretary

REGULAR MEETING OF  
THE KENOSHA UNIFIED SCHOOL BOARD  
HELD JANUARY 27, 2015

A regular meeting of the Kenosha Unified School Board was held on Tuesday, January 27, 2015, at 7:00 P.M. in the Board Room of the Educational Support Center. Mrs. Coleman, President, presided.

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

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

Mrs. Tanya Ruder, Executive Director of Community Partnerships and Media Relations, presented the 2014 Wisconsin State Theatre Festival All-State and Ensemble Awards. Mr. Paul Frederickson, Commander of Kenosha VFW Post 7308, presented the VFW Post 7308 Teacher of the Year Awards.

Dr. Savaglio-Jarvis presented two Administrative/Supervisory Appointments.

Mr. Flood moved to approve Che Kearby as the Coordinator of Social Studies effective January 27, 2015. Mr. Bryan seconded the motion. Unanimously approved.

Mr. Bryan moved to approve Juan Torres as the Coordinator of Diversity/Student and Family Engagement effective January 27, 2015. Mr. Kunich seconded the motion. Unanimously approved.

Mr. Bryan introduced the Student Ambassador, Mollie Hillstrom, from Indian Trail Academy and she made her comments.

Mr. Bryan gave the Legislative Report.

There were views and comments by the public.

Board members made their responses/comments.

Mrs. Coleman made Board President remarks.

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

The Board considered the following Consent-Approve items:



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

Consent-Approve item XI-B – Minutes of the 12/9/14 and 12/16/14 Special Meetings and Executive Sessions and the 12/16/14 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 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.”

Consent-Approve item XI-D – Palmer Foundation Grant Application submitted by Mr. William Hittman, Principal at LakeView Technology Academy; Dr. Bethany Ormseth, Assistant Superintendent of Secondary School Leadership; and Dr. Savaglio-Jarvis, excerpts follow:

“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.

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.”

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

Dr. Savaglio Jarvis presented School Board Policy 3810 – Employee Use of District Equipment submitted by Mr. Patrick Finnemore, Director of Facilities, and Dr. Savaglio-Jarvis, excerpts follow:

“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.

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.”

Ms. Stevens moved to approve revised Policy and Rule 3810 – Employee Use of District Equipment as a first reading. Mr. Bryan seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis presented School Board Policy 3531.1 – Copyrighted Materials submitted by Mrs. Ann Fredriksson, Coordinator of Library Media and Instructional Technology; Mrs. Ruder; Mrs. Julie Housaman, Interim Assistant Superintendent of Teaching and Learning; and Dr. Savaglio-Jarvis, excerpts follow:

“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

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.”

Mr. Flood moved to approve revised Policy and Rule 3531.1 - Copyrighted Materials as a first reading. Mrs. Snyder seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis presented Policy 5260 – Open Enrollment – Full Time submitted by Mr. Kristopher Keckler, Executive Director of Information and Accountability, and Dr. Savaglio-Jarvis, excerpts follow:

“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.

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.”

Mr. Bryan moved to approve revised Policy 5260 – Open Enrollment - Full Time as a simultaneous first and second reading. Mr. Kunich seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis presented the Four-Year Graduation Rate (Cohort Analysis) School Year 2013-14 submitted by Ms. Renee Blise, Research Coordinator; Mr. Keckler; and Dr. Savaglio-Jarvis, excerpts follow:

“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.

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.”

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

Mr. Kunich moved to accept the 2013-14 Four Year Graduation Rate – Cohort Analysis Report. Mr. Bryan seconded the motion. Unanimously approved.

Mrs. Coleman presented the 8000 Policy Series – Internal Board Operations submitted by Mrs. Coleman, experts follow:

“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).

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."

Board members discussed the following suggested changes to the revised 8000 policy series:

- The removal of the definition of "immediate family" from Policy 8651 – School Board Member Conflicts of Interest;
- The addition of "Introduction, Welcome, and Comments by Student Ambassador" to the order of business in Policy 8712 – School Board Meeting Agenda Preparation and Dissemination;
- The addition of "or more time" after "The use of another member's time..." in the last sentence of #12 (before the listed provisions) in Policy 8810 – Rules of Order; and
- In Policy 8880 – Audio Recording of Board Meetings, the change of "audio" to "audio and video" throughout the policy, the addition of "Regular" before "School Board" in the first sentence of the policy, and the addition of the following sentence after the first sentence, "Audio and/or video recording of Special Board meetings will be made at the discretion of the Board president."

Mr. Flood moved to add the discussed suggested policy changes in Policy 8712, Policy 8810, and Policy 8880 and approve the revised 8000 Policy Series as a first reading. Mrs. Snyder seconded the motion. Unanimously approved.

Mr. Flood presented the Student Advisory Council Policy – 8000 Series submitted by Dr. Savaglio-Jarvis, excerpts follow:

"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."

Board members discussed their concerns of student interest, student attendance, the addition of another committee, and the specifics of agenda topics and agenda creation. It was suggested that questions pertaining to a proposed Student Advisory Council be included in the student culture and climate survey.

Mr. Flood moved to approve the Student Advisory Council Policy. Motion failed due to lack of a second.

Mrs. Coleman passed the gavel to Mrs. Snyder and moved to table the Student Advisory Council Policy until the July, 2015 Board meeting and/or pending the results of the student culture and climate survey. Mr. Flood seconded the motion. Unanimously approved.

Mrs. Snyder returned the gavel to Mrs. Coleman.

Dr. Savaglio-Jarvis presented the Outdoor Athletic Improvements Referendum Resolutions #307 and #308 submitted by Mr. Hamdan and Dr. Savaglio-Jarvis, excerpts follow:

“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.

Administration recommends school board adoption of resolution #307 and #308 as contained in this report.”

Ms. Stevens moved to adopt resolutions #307 and #308 as contained in this report. Mr. Kunich seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis presented Open Enrollment Allocations – 2015-16 School Year submitted by Ms. Blise; Ms. Belinda Grantham, Director of Early Education Programs; Ms. Susan Valeri, Director of Special Education and Student Support; Dr. Ormseth; Dr. Floyd Williams, Assistant Superintendent of Elementary School Leadership; Mr. Keckler; and Dr. Savaglio-Jarvis, excerpts follow:

“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.

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.

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.”

Ms. Stevens moved to approve the space availability for open enrollment students (both regular and special education) as contained in the agenda for School Year 2015-16. Mrs. Snyder seconded the motion. Unanimously approved.

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

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

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

Meeting adjourned at 9:10 P.M.

Stacy Schroeder Busby  
School Board Secretary



A SPECIAL MEETING OF  
THE KENOSHA UNIFIED SCHOOL BOARD  
HELD FEBRUARY 3, 2015

A special meeting of the Kenosha Unified School Board was held on Tuesday, February 3, 2015, at 6:00 P.M. in the Board Meeting Room at the Educational Support Center. The purpose of this meeting was for an Inservice/Refresher Course Regarding Act 10 and Meeting the Requirements of the Law with a Newly Certified Union.

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

Attorney Joel Aziere from Buelow, Vetter, Buikema, Olson, & Vliet, LLC presented and discussed the following topics pertaining to Act 10: the components of Act 10 that were subject to challenge, the upholding of Act 10 by the Wisconsin Supreme Court in its entirety, the basic constitutional rights of employees recognized by the Wisconsin Supreme Court, the basic rights of employees under the Municipal Employment Relations Act and related statutes in Wisconsin, the basic requirements of Act 10, employee discipline and performance evaluations without a union contract, and samples of a collective bargaining agreement, a grievance procedure, and a teacher contract.

There were no questions from Board members.

There were no views or comments from the public.

Meeting adjourned at 7:15 P.M.

Stacy Schroeder Busby  
School Board Secretary

A SPECIAL MEETING OF  
THE KENOSHA UNIFIED SCHOOL BOARD  
HELD FEBRUARY 14, 2015

A special meeting of the Kenosha Unified School Board was held on Saturday, February 14, 2015, at 8:30 A.M. in the Board Meeting Room at the Educational Support Center. The purpose of this meeting was to begin the initial phase of a strategic planning process.

The meeting was called to order at 8:37 A.M. with the following members present: Mr. Kunich, Ms. Stevens, Mr. Bryan, Mrs. Snyder, Mr. Wade, and Mrs. Coleman. Dr. Clegg, Dr. Savaglio-Jarvis, Dr. Williams, Dr. Ormseth, Mrs. Housaman, Mr. Keckler, Ms. Valeri, Mrs. Ruder, Mr. Hamdan, and Mrs. DeLabio were also present. 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 No. 1. Notice of this special meeting was given to the public by forwarding a copy of the notice to all requesting radio stations and newspapers.

Dr. Randall Clegg gave a PowerPoint presentation entitled Mapping the Future which covered the following topics: what is strategic planning, strategic planning outcomes, an articulated plan, organizational roles, common pitfalls in strategic planning, planning sequence, mission, and mission samples.

Dr. Clegg gave direction and explained that a group-work format would be used to compose sample district mission statements. Each group shared and then gave suggestions to each other's mission statements.

The following administrators gave an overview of the information included in the binders which were provided: Mr. Keckler-student performance outcomes, Mrs. Housaman – professional capacity, Dr. Williams – district academic interventions, Mr. Hamdan – financial status and human resources, and Ms. Valeri – support services.

Mr. Flood arrived at 11:29 A.M.

Board members recessed at 12:10 P.M. and reconvened at 12:49 P.M.

Dr. Clegg gave direction and explained that a group-work format would be used to compose a list of internal strengths and concerns and a list of external opportunities and challenges. Each group shared their lists when completed.

Dr. Clegg resumed his PowerPoint presentation and provided information pertaining to vision statements. He then gave direction and explained that a group-work format would be used to compose a vision statement. Each group shared their vision statement when completed.

Dr. Clegg resumed his PowerPoint presentation and provided information pertaining to core values. He then gave direction and explained that a group-work format would be used to compose core values. Each group shared their core values when completed.

Dr. Clegg resumed his PowerPoint presentation and provided information pertaining to strategic direction. He then gave direction and explained that a group-work format would be used to compose a strategic direction. Each group shared their strategic direction when completed.

Dr. Clegg gave direction on the next steps to be taken in the strategic planning process.

There were no views or comments from the public.

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

Meeting adjourned at 2:57 P.M.

Stacy Schroeder Busby  
School Board Secretary

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Kenosha Unified School District No. 1  
Kenosha, Wisconsin  
Summary of Cash Receipts and Disbursements  
February 24, 2015

<b>CASH RECEIPTS</b>	reference	total
<b>January 2015 Wire Transfers-In, to Johnson Bank from:</b>		
WI Department of Public Instruction	<i>state aids register receipts</i>	\$ 2,370,194.57
District Municipalities	<i>tax settlement - January payment</i>	36,956,606.53
Johnson Bank	<i>account interest</i>	122.60
Bankcard Services (MyLunchMoney.com)	<i>food services credit card receipts (net of fees)</i>	94,002.17
Bankcard Services (TicketSpice.com)	<i>fine arts ticket sales receipts (net of fees)</i>	18,544.00
5/3 Bank (RevTrak)	<i>district web store receipts (net of fees)</i>	5,679.02
Retired & Active Leave Benefit Participants	<i>premium reimbursements</i>	27,430.75
HHS	<i>head start grant</i>	184,863.54
Various Sources	<i>small miscellaneous grants / refunds / rebates</i>	30,728.13
Total Incoming Wire Transfers		\$ 39,688,171.31

**January 2015 Deposits to Johnson Bank - All Funds:**

General operating and food services receipts *(excluding credit cards)* \$ 347,965.91

**TOTAL JANUARY CASH RECEIPTS**

**\$ 40,036,137.22**

<b>CASH DISBURSEMENTS</b>	reference	total
<b>January 2015 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>	\$ 6,810,643.21
WI Department of Revenue	<i>state payroll taxes</i>	495,054.48
WI Department of Revenue	<i>state wage attachments</i>	1,404.90
IRS	<i>federal payroll taxes</i>	2,644,949.74
Diversified Benefits Services	<i>flexible spending account claims</i>	28,276.04
Employee Trust Funds	<i>wisconsin retirement system</i>	1,543,886.21
NVA	<i>vision insurance premiums</i>	11,603.66
Various	<i>TSA payments</i>	322,835.57
<i>general operating wires</i>		
US Bank	<i>purchasing card payment-individuals</i>	88,794.66 *
US Bank	<i>purchasing card payment-AP program</i>	27,123.87 *
Aegis	<i>workers' compensation payment</i>	200,000.00
Kenosha Area Business Alliance	<i>LakeView lease payment</i>	13,333.33
Johnson Bank	<i>banking fees</i>	798.04
Various	<i>returned checks</i>	190.00
Total Outgoing Wire Transfers		\$ 12,188,893.71

**January 2015 Check Registers - All Funds:**

Net payrolls by paper check *Register# 01001DP, 01901DP, 01002DP* \$ 16,252.89  
*Check# 517461 thru Check# 518368*  
 General operating and food services *(net of void batches)* 8,047,276.05  
 Total Check Registers \$ 8,063,528.94

**TOTAL JANUARY CASH DISBURSEMENTS**

**\$ 20,252,422.65**

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

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

Billing Cycle Ending January 15, 2015

Merchant/Vendor	Total Charge (Credit)
HOTEL	\$ 6,885.34
INDUSTRIAL CONTROLS	\$ 6,095.86
VEHICLE MAINT. & FUEL	\$ 5,102.29
MARK S PLUMBING PARTS	\$ 4,612.07
AIRLINE	\$ 3,610.16
MENARDS KENOSHA	\$ 2,699.71
MAYFAIR RENT A CAR KENO	\$ 2,667.07
EB *IPAD MASTERS-REDEF	\$ 2,625.00
IVIE ENTERPRISES INC	\$ 2,492.90
VIKING ELECTRIC - KENOSHA	\$ 2,332.55
FIRST SUPPLY LLC #2033	\$ 2,166.67
HIGHWAY C SVC	\$ 2,080.14
ULINE *SHIP SUPPLIES	\$ 1,766.00
SF ANALYTICAL LABO	\$ 1,700.00
WW GRAINGER	\$ 1,490.01
WWW FOUNDATIONSINC COM	\$ 1,456.00
NSPRA	\$ 1,420.00
HAJOCA KENOSHA PC354	\$ 1,400.63
BOSCH PACKAGING SERVICE	\$ 1,379.76
RESTAURANTS & CATERING	\$ 1,289.66
JONES SCHOOL SUPPLY	\$ 1,241.09
EXPEDIA*	\$ 1,218.68
SDE INC	\$ 1,203.00
PALMEN BUICK GMC CAD	\$ 1,191.69
ALUMINUM FENCE CORP	\$ 1,103.39
WASBO FOUNDATION INC	\$ 1,085.00
USPS	\$ 1,079.85
CDW GOVERNMENT	\$ 1,005.82
NCS PEARSON	\$ 1,000.00
HYDRO-FLO PRODUCTS INC	\$ 906.29
HALLMAN LINDSAY PAINTS	\$ 845.64
DASH MEDICAL GLOVES	\$ 780.00
JOHNSTONE SUPPLY	\$ 736.86
3654 INTERSTATE	\$ 735.21
SCHOLASTIC BOOK FAIRS	\$ 729.65
EATALY SCUOLA - CHI	\$ 690.63
BEST BUY	\$ 659.96
TARGET	\$ 608.04
MOBYMAX	\$ 599.00
IN *ANDERSON LABORATORIES	\$ 575.00
TIMBER-LEE CHRISTIAN CENT	\$ 575.00
BAUER SIGN COMPANY	\$ 558.50
AMAZON MKTPLACE PMTS	\$ 513.32
AMAZON.COM	\$ 461.10
BATTERIES PLUS KEN	\$ 453.54
IN *UNIFORMS AND ACCESSOR	\$ 440.72
SHINERETROF	\$ 416.58
NATIONAL SCIENCE TEACH	\$ 405.00
SHERWIN WILLIAMS #3180	\$ 400.96
ACT CONFERENCE REGISTRAT	\$ 400.00

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

Billing Cycle Ending January 15, 2015

Merchant/Vendor	Total Charge (Credit)
HOBBY LOBBY #350	\$ 395.13
AED SUPERSTORE	\$ 389.64
FASTENAL COMPANY01	\$ 385.98
WI ASSN SCHOOL BOARDS	\$ 380.00
WWW.CVS.COM	\$ 361.42
ASSOC SUPERV AND CURR	\$ 355.00
RADWELL INTL INC	\$ 340.00
PAYPAL *WI ASCD	\$ 339.00
WELCH ALLYN INC	\$ 336.55
PATS SERVICES INC	\$ 325.00
PLANK ROAD PUBLISHING	\$ 322.69
PAYPAL *SUPERSAAS	\$ 308.00
WISCONSIN ALLIED PRODUCTS	\$ 307.05
WM SUPERCENTER #1167	\$ 305.90
G2 PRINTING	\$ 282.73
SQ *JUMPNJAX (BARBARA COL	\$ 260.00
WEBCONNEX.COM/CHARGE	\$ 247.83
PARTY CITY	\$ 246.99
SEARS.COM	\$ 238.16
PICK N SAVE	\$ 216.16
AT&T*BILL PAYMENT	\$ 213.98
STEIN GARDENS & GIFTS 14	\$ 203.32
SKILLPATH SEMINARS MAIN	\$ 199.00
RECREATION SUPPLY COMPANY	\$ 194.00
IN *NAME BADGE PRODUCTION	\$ 188.58
ASSOCIATION OF WISC	\$ 185.00
MENARDS RACINE	\$ 166.16
WAL-MART #1167	\$ 159.65
PAYPAL *CESA 2	\$ 150.00
SAGE PUBLICATIONS INC.	\$ 143.28
CHEAPOAIR.COM AIR	\$ 143.07
ZORO TOOLS INC	\$ 136.98
LOWES #02560*	\$ 132.09
EDUCATION WEEK	\$ 124.88
GFS MKTPLC #1923	\$ 110.89
PAYPAL *WSST	\$ 110.00
WOODWORKS, LTD	\$ 101.00
PANERA EGIFTCARD	\$ 100.00
WI SCHOOL COUNSELORS ASC	\$ 100.00
LEARNING A-Z	\$ 99.95
PAYPAL *EDUBLOGS	\$ 99.95
AMAZONPRIME MEMBERSHIP	\$ 99.93
PP*KAABA1962	\$ 95.00
EREPLACEMENTPARTS.COM	\$ 90.35
NELSON ELECTRIC SUPPLY	\$ 89.78
MOTION INDUSTRIES WI04	\$ 87.97
NCSM	\$ 85.00
ZORN COMPRESSOR	\$ 84.51
CASELOGIC.COM	\$ 84.36
HARBOR FREIGHT TOOLS 358	\$ 83.98

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

Billing Cycle Ending January 15, 2015

<b>Merchant/Vendor</b>	<b>Total Charge (Credit)</b>
BARNES & NOBLE #2037	\$ 80.91
DG HARDWARE	\$ 80.06
MCMASTER-CARR	\$ 76.84
INFOBASE LEARNING	\$ 75.95
HERITAGE FOOD SERVICE GRO	\$ 75.10
KENOSHA FRESH MARKE	\$ 75.08
PENSKE MAYFAIR RENT A CA	\$ 71.86
MARZANO RESEARCH LAB	\$ 67.90
HESCO INC	\$ 65.23
ADY*ONEHOURTRANSLATIONUS	\$ 62.27
PAYPAL *WISCONSINED	\$ 60.00
WUFOO.COM/CHARGE	\$ 59.90
CRESS MANUFACTURING CO	\$ 59.70
VERNIER SOFTWARE & TEC	\$ 56.43
HOLLAND SUPPLY INC	\$ 55.16
DRI *SONIC SOLUTIONS	\$ 53.79
CROWN TROPHY	\$ 51.97
PROVANTAGE LLC	\$ 51.88
MAM-FINANCE	\$ 50.00
TOWN & COUNTRY GLASS CO	\$ 47.30
HOT WATER PRODUCTS, INC.	\$ 46.11
TROPHY DEPOT INC	\$ 43.47
PARKSIDE TRUE VALUE	\$ 41.75
NAEYC SALES	\$ 41.00
ORIENTAL TRADING CO	\$ 38.99
WSRA	\$ 37.00
WALGREENS	\$ 36.59
MAILCHIMP	\$ 35.00
OFFICE MAX	\$ 33.88
PETSMART INC 1636	\$ 33.34
DOLRTREE 3962 00039628	\$ 31.16
TRAVEL INSURANCE POLICY	\$ 27.00
APL* ITUNES.COM/BILL	\$ 25.30
A&B HARDWARE & LOCK SH	\$ 25.28
BUREAU OF EDU & RESEARCH	\$ 24.00
LAKESIDE SUPERVALU	\$ 21.70
SKILLSUSA ORG	\$ 13.00
ON 3 PROMOTIONAL PARTNER	\$ 10.00
WASTE HAULERS	\$ 10.00
SHIFFLER EQUIPMENT SAL	\$ 8.04
AMAZON SERVICES-KINDLE	\$ 4.21
SUDDORA.COM	\$ (2.00)
SRVCFEE COM	\$ (24.98)
SAFECART SLMCLRPLS	\$ (49.87)
SAFECART.COM*DRVUPDATE	\$ (49.87)
FITNESS FINDERS INC	\$ (1,040.00)
<b>US Bank Purchasing Card Payment - Individuals</b>	<b>\$ 88,794.66</b>



**KUSD Purchasing Card Program - Accounts Payable**

**Transaction Summary**

Billing Cycle Ending January 15, 2015

Check #	Vendor ID	Vendor Name	Total
99000557	V01058	FIRST STUDENT	\$ 27,123.87
US Bank Purchasing Card Payment - Accounts Payable			\$ 27,123.87

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1  
Kenosha, WI

February 24, 2015

**Administrative Recommendation**

It is recommended that the January 2015 cash receipt deposits totaling \$347,965.91, and cash receipt wire transfers-in totaling \$40,036,137.22, be approved.

Check numbers 517461 through 518368 totaling \$8,047,276.05, and general operating wire transfers-out totaling \$330,239.90, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the January 2015 net payroll and benefit EFT batches totaling \$11,858,653.81, and net payroll check batches totaling \$16,252.89, be approved.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Tarik Hamdan  
Interim Chief Financial Officer

Heather Kraeuter, CPA  
Accounting & Payroll Manager

KENOSHA UNIFIED SCHOOL DISTRICT  
Kenosha, Wisconsin

February 24, 2015

**MARY FROST ASHLEY CHARITABLE TRUST**

The district applied for and received funding from the Mary Frost Ashley Charitable Trust in 2010 and 2011 for the Back-to-School – A Celebration of Family and Community Event, and parent and student programs. From 2012 to the current school year, the district has been invited to apply and received funding from the Trust used for back to school supplies, parent and student education and learning experiences, parent leadership training, and the district Recognition Program, annual Alcohol, Tobacco, and Other Drugs Awareness Student Recognition Brunch, as well as playground equipment for one elementary school.

During the 2015-2016 school year, the district plans to further develop and strengthen the comprehensive parent education training program, family interactive learning experiences, student learning opportunities, district Recognition Program, the annual Alcohol, Tobacco and Other Drugs Awareness Student Recognition Brunch and awareness week, and provide safe playground equipment for Brass Community School. This comprehensive program is developed with the framework of Search Institute’s “40 Developmental Assets,” and Joyce Epstein’s School, Family and Community Partnerships guide. The design plan includes improving student achievement and personalized learning, expanding collaborative partnerships with families and the community and securing resources to support student learning as well as implementing Joyce Epstein’s “Ten Steps to Success: School-Based Programs of Family, School, and Community Partnerships.”

Data will be kept on attendance, ethnicity and student participation in interactive family programs. There will be two methods for evaluation: 1) written evaluations by the participants, and 2) informal discussions with participants. A summary will be compiled by the presenter or Parent Site Organizer. The application includes the following major components:

- |          |   |
|----------|---|
| Goal I   | Provide school supplies for elementary-age children. The community provides support for some middle and high school supplies.   |
| Goal II  | Implement interactive family learning experiences that relate to curriculum, strengthening family and school connections, and initiate Family College Tours to assist families in preparing their children for higher education.  |
| Goal III | Further develop parent education trainings that support parent skills development, family communications, learning at home, and violence prevention.  |
| Goal IV  | Develop and provide training for the Action Team for Partnerships process in five schools that will include parents, staff and a community partner. Teams will access past practices, and identify current issues and strengths with family engagement. From there, the team will develop an action plan to expand and strengthen family engagement and community partnerships. |

- Goal V            Plan and implement three six-week Saturday sessions for students and parents at Washington Middle School, which include math and literacy support for students with low test scores and computer and ESL classes for parents.
- Goal VI           Strengthen the Bradford Leading Ladies Program and Link Crew program that will provide input to assist with the developing a parent engagement program at Bradford High School.
- Goal VII          Develop three researched based programs: Motherread Fatherread Program at Wilson Elementary School, which has a 94.38-percent poverty rate, Even Start, which has a 100-percent poverty rate; FAST (Families and Schools Together) at Bose Elementary School, which has a 69.82-percent poverty rate; and Strengthening Families at Lincoln Middle School which has a 73.75-percent poverty rate.
- Goal VIII        Provide support for the Annual Kenosha County Alcohol, Tobacco and Other Drugs Awareness Student Recognition Brunch and weeklong education sessions.
- Goal IX           Strengthen the district's Recognition Program, a program which recognizes 25 years of service, individuals receiving recognition for exemplary district service and a retiree's reception.
- Goal X            Provide safe playground equipment at Brass Community School, which has an 89.95-percent poverty rate.

The all-encompassing program will continue to build on the framework of Joyce Epstein's research from John Hopkins University. The framework includes the Six Types of Family-School-Community Partnerships; Parenting, Communication, Learning at Home, Volunteering, Decision Making, and Community Collaboration. Within that research (Epstein & Sheldon 2006), Epstein indicates, "School, Family and Community Partnerships is a better term than parental involvement. The concept of "partnership" recognizes that parents, educators, and others in the community share responsibility for students' learning and development."

## **Title**

A Framework for Healthy Youth Development: Expanding Family and Student Learning Programs.

## **Funding Source**

These funds originate from the Mary Frost Ashley Charitable Trust. The Trust was created by Mary Frost Ashley to provide financial support to the charitable organizations in Kenosha, Wisconsin. The Kenosha Unified School District was invited to submit a 2015 proposal to the Trust.

## **Time Period**

July 1, 2015 – June 30, 2016

## Purpose

The goal is to further develop the District's Family Engagement Training and Education Programs as well as provide meaningful and engaging learning opportunities for students to increase achievement and attendance. The following goals support the expansion of family and student participation as well as a stronger home school connection:

**Number of students served:** 22,474

## Budget

Classification	Object	Amount
Support Services	Salaries	\$29,722.85
	Fringes	\$3,615.03
	Purchased Services	\$19,477.49
	Non-Capitol Objects	\$49,184.63
	Equipment	\$20,000.00
	<b>Total</b>	<b>\$122,000.00</b>

## District Resources Committed as a Result of the Acceptance of these Funds

The Community School Relations Coordinator is required to coordinate all goals in the program. Support for Parent Site Organizers, child care, and additional time for staff is covered through the Community School Relations Office Budget for approximately \$18,000.

## Evaluation Plan

- Elementary principals will receive, complete and return an evaluation form as to the effectiveness of the Back to School supplies distributed to the students in their buildings. The data will be compiled and reviewed for future planning.
- The five schools that participate in the Joyce Epstein's School, Family and Community Partnerships process to strengthen family engagement and community participation will complete an evaluation through focus groups. Each school will have an outside facilitator lead a group discussion on the value of this process to determine if it has an effective impact on the school community.
- The Action Teams for Partnership will review their first year's plan and further develop the programs established within their school sites. Evaluations will be reviewed and adjustments made if necessary for program effectiveness.
- The family interactive learning experiences and parent skill development trainings will have a formal written evaluation which includes a written narrative on how parents will use the strategies gained through a program to enhance learning at home and improve

home-school communication. The programs will also have informal group reviews to determine the effectiveness of the program. This data will be reviewed by the principals and presenters. The Family College Tour will be evaluated through focus groups with families that attended the program. Facilitators of the focus group will compile, review and adjust the program for further development if necessary.

- Best practice, research based and evidence based programs will follow the evaluation criteria set up for the program. Examples will include Second Step, 911 for Parents, Families and School Together (FASTWORKS), Supporting School Success, Parents as Teachers, Successful Fathering, and Motherread Fatherread. Parents participating in Successful Fathering and Motherread Fatherread will participate in a focus group when the series is completed. Information compiled will help set the direction of the program for future groups.
- The Bradford Leading Ladies group and Link Crew will engage in a focus group with students and an outside facilitator to assist in determining the effectiveness of the program. Other students in the school will voluntarily complete a survey to also determine the value of the established group.
- The Washington Middle School Saturday program will collect data on attendance, ethnicity, student academic progress, as well as parent evaluations.
- The Annual Kenosha County Alcohol, Tobacco, and the Other Drugs Awareness Student Recognition Committee will send out evaluations to school site representatives, parents, teachers, and the committee at large. Input from the evaluations will be used to consider revisions in the yearlong program for the 2015-2016 school year.
- Every program will collect attendance data that includes how many parents and students attend and participate in the interactive program, ethnicity, and attendance of pre-school children during the program. Data from a written form regarding the climate of the location and value of the program will be compiled annually.

### **Type of Project**

This is a competitive application.

### **Staff Persons involved in preparation of application**

Tanya Ruder, Executive Director of Community Partnerships and Media Relations  
Patricia Demos, Community School Relations Coordinator  
Juan Cruz, Tremper High School Bilingual Community Liaison  
Starlynn Daley, Lincoln Middle School Principal  
Dr. Betzaida Gomez, EBSOLA Dual Language Principal  
Yolanda Jackson Lewis, Wilson Elementary School Principal  
Cheryl Johnson, Bradford High School Dean of Students

Scott Kennow, Brass Community School Principal  
Ardis Mosley, Lincoln Middle School Parent Liaison  
Tiffany Norphlet, Bose Elementary School Counselor  
Shawn Quirk, Bradford High School Dean of Students  
Samuel Saucedo, Indian Trail High School and Academy Bilingual Community Liaison  
Curtis Tolefree, Washington Middle School Principal  
Gary Vargas, Bradford High School Bi-lingual Community Liaison

**Administrative Recommendation:**

On February 10, 2015 the joint Audit/Budget/Finance and Curriculum/Program Standing Committees voted to forward to the school board this one-year grant proposal. Administration recommends that the school board approve the grant proposal titled Framework for Healthy Youth Development: Expanding Family Learning and Student Engagement Program in the amount of \$122,000 for submission to the Mary Frost Ashley Charitable Trust.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Tanya Ruder  
Executive Director of Community Partnerships and Media Relations

Patricia Demos  
Community School Relations Coordinator

## Fiscal, Facilities and Personnel Impact Statement

<b>Title:</b>	A Framework for Healthy Youth Development: Expanding Family and Student Learning Programs	<b>Budget Year:</b>	2015-2016
<b>Department:</b>	Office of Communications	<b>Budget Manager:</b>	Patricia Demos

### REQUEST

School Board approval is requested to submit and implement a one-year grant to further develop and strengthen the comprehensive parent education training program, family interactive learning experiences, provide enrichment on Saturdays for one middle school, and expand student engagement learning opportunities through a high school group that provides a framework for character building and healthy learning experiences. This comprehensive program is developed with the framework of Search Institute's "40 Developmental Assets" and Joyce Epstein's researched based School, Family and Community Partnerships process. The plan includes improving student achievement, expanding collaborative partnerships with families and the community, as well as implementing Joyce Epstein's "Ten Steps to Success: School-Based Programs of Family, School, and Community Partnerships" and securing resources to support student learning, comprehensive interactive family and student learning program opportunities to increase student attendance, achievement, and participation in citizenship. The grant includes support for the district Recognition Program and the ATOD Awareness Program. The grant request is for \$122,000 which also includes funds to support back to school supplies for the 2015-2016 elementary school open houses. Brass Community School will receive support to improve playground equipment.

### RATIONALE/ INSTRUCTIONAL FOCUS

The grant will provide funding to further develop family learning opportunities, parenting skills development, family interactive learning programs, implementing the Joyce Epstein's Partnership model process, student group learning opportunities and a Family College Tour program. The goals include:

- |          |  |
|----------|--|
| Goal I   | Provide school supplies for elementary children to ensure equity and preparation for learning.   |
| Goal II  | Implement interactive family learning experiences that directly relate to curriculum, strengthening family and school connections, and develop the Family College Tour program.  |
| Goal III | Further develop parent education trainings that support parent skills development, family communications, learning at home, and violence prevention.   |
| Goal IV  | Develop and train Action Teams for Partnerships in five schools that will establish a yearlong plan to strengthen family engagement and community partnerships, as well as provide follow up sessions with school teams that are implementing plans. |
| Goal V   | Plan and implement three six-week Saturday sessions that includes math and   |



Goal VI	literacy support for students to increase their skills and provide computer and ESL Classes for parents.
Goal VII	Strengthen the Bradford Leading Ladies Program and Link Crew.
Goal VIII	Provide three researched-based programs: Motherread Fatherread at Wilson, Even Start, FAST (Families and Schools Together) at Bose, and Strengthening Families at Lincoln Middle School.
Goal IX	Provide support for the Annual Kenosha County Alcohol, Tobacco and Other Drugs Awareness Student Recognition Brunch and weeklong education sessions.
Goal X	Assist with strengthening the district's Recognition Program.
	Plan and support safe playground equipment for Brass Community School.

### IMPACT

This program provides opportunities for families to strengthen their involvement in their child's education, increase their parenting strategies and current information on pertinent areas such as technology safety, math, literacy, communication, and increasing student learning opportunities that directly relate to student achievement, life skills development and participation in citizenship.

### BUDGET IMPACT

Object Level	Descriptive	Amount
100's	Salaries	\$29,722.85
200's	Fringes	\$3,615.03
300's	Purchased Services	\$19,477.49
400's	Non-Capital Objects	\$49,184.63
500's	Capital Objects	\$20,000.00
	<b>TOTAL</b>	<b>\$122,000.00</b>

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

### FUNDING SOURCES

Select Funding Sources: Additional Source of Revenue Available

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**Kenosha Unified School District  
Kenosha, Wisconsin**

**February 24, 2015**

**REQUEST TO SUBMIT THE 21<sup>ST</sup> CENTURY COMMUNITY LEARNING CENTER  
PROGRAM GRANT APPLICATION FOR THE 2015-16 SCHOOL YEAR**

**Type of Project**

The 21<sup>st</sup> Century Community Learning Center (CLC) Program is a federally funded grant program. Federal guidelines state that funds for the CLC program are distributed to the state level and then allocated to communities based on an extremely competitive process to offer out-of-school time programming. Grants awarded under this competition will range from \$50,000 up to \$100,000 per CLC site. Activities are intended to serve students at schools with high poverty rates and schools in need of improvement based on student math and reading achievement results outlined in the school report card. Funds are allocated to the school district for fiscal and program management.

**Program Description**

All CLC programs within the Kenosha Unified School District will continue to provide a safe haven for children during out-of-school time. Out-of-school time includes before school, after school, early release days, and half days. The combination of academic support, a nutritious snack, and a host of enrichment activities allows for a great partnership with community-based organizations like the Boys and Girls Club of Kenosha, the University of Wisconsin—Extension, Crossway Community Church, and the Kenosha County Department of Human Services. Each of these primary partners participates in a CLC Advisory Council.

Schools offer enrollment for the CLC program at the beginning of the academic year during open house. The number of seats available fluctuates from school to school and year to year. Priority is given to students who exhibit a need for academic support as defined by the principal and the academic coordinator of CLC sites. Students report to the CLC program at dismissal for attendance and a nutritious snack, which is provided by Kenosha Unified School District Food Services. Immediately following their snack, “targeted” students attend the first hour of programming (Power Hour), where they work in small groups with certified teachers and/or highly-qualified staff on planned academic activities that are linked to the school’s curriculum. Other students attend homework help/tutoring sessions. After Power Hour, students participate in a variety of enrichment activities hosted by the Boys and Girls Club of Kenosha. These enrichment activities focus on the arts, fitness, health and life skills, and character and leadership. Students also benefit from many incentive-based projects surrounding attendance, behavior, and active participation.

### **Rationale**

Improving academic achievement for all students is one of the goals identified by the school board and superintendent. A close examination of the CLC program's Annual Performance Review illustrates the role CLCs plays in helping Kenosha Unified School District reach the goals outlined in schools' student learning objectives. Outcomes for the CLC program include:

- Students who participate in CLC on a regular and consistent basis are exposed to a total of 54 more days of a learning environment.
- CLC students had a higher rate of attendance than non-CLC students.
- CLC can serve as a Tier II intervention as certified daytime teachers assist students in gaining skills through small group instruction in one-hour sessions three times per week.
- Student Intervention Teams with the direction from elementary principals regularly refer students to CLC, which demonstrates their belief that CLC helps to increase students' academic progress and behavior.
- A total of 91.5 percent of parents surveyed believed that CLC helped their students academically, a total of 84 percent believed that the CLC helped their child behaviorally, and a total of 77.5 percent believed that CLCs improved their child's attendance.
- Nearly 600 students attend elementary CLC programs each year.

### **2015-16 Anticipated Funding**

21 <sup>st</sup> Century CLC Grants	\$325,000
District Support—Fund 10	\$ 50,000
Title I	\$100,000
<b>TOTAL FOR CLC PROJECT</b>	<b>\$475,000</b>

### **Renewal and Continuation Grants**

School Board approval is requested to submit the following grants:

#### **Renewal Grants**

- Wilson Elementary School (\$50,000)
- Frank (\$50,000)

Continuation Grants (Cycle 2)

- Jefferson Elementary School (\$75,000)
- Grant Elementary School (\$75,000)
- Vernon Elementary School (\$75,000)

Total amount of request: \$325,000

**GRANT TITLE**

Elementary and Secondary Act—Title IV, 21<sup>st</sup> Century Schools

**GRANT FUNDING SOURCE**

State of Wisconsin, Department of Public Instruction

**GRAND TIME PERIOD**

July 01, 2015, through June 30, 2016, with an opportunity to maintain each funded proposal for five years pending state funding and successful completion of grant requirements

**Recommendation**

On February 10, 2015, the joint Audit/Budget/Finance and Curriculum/Program Committees voted to forward this grant to the school board for consideration. It is recommended that the school board approve the request to submit the CLC Program Grant Application for the 2015-16 school year.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Ms. Julie Housaman  
Interim Assistant Superintendent of Teaching and Learning

Mr. Robert Neu  
Interim Director of Title Programs

## Fiscal, Facilities and Personnel Impact Statement

<b>Title:</b>	21st Century Community Learning Center (CLC) Grant	<b>Budget Year:</b>	2015-2016
<b>Department:</b>	Title I	<b>Budget Manager:</b>	Robert Neu

### REQUEST

We are seeking funding from the State of Wisconsin-Department of Public Instruction to provide high-quality afterschool programs to students in the Kenosha Unified School District.

### RATIONALE/ INSTRUCTIONAL FOCUS

The 21st Century Community Learning Center (CLC) program provides an opportunity for schools to provide high-quality afterschool programs. Students who attend the program receive academic assistance and have the opportunity to build academic skills through activities hosted by community partner agencies like the Boys and Girls Club of Kenosha. Historically, students who attend CLC have a higher rate of attendance, receive additional time in positive learning environments beyond the school day, and receive ample support during tutoring/homework time.

### IMPACT

This grant will provide:

\*\*Funding for staff (Administrators, Teachers) to administer, coordinate, and implement academic programming.

\*\*Funding for support staff (Educational Support Professionals) to administer, coordinate, and implement the instructional portion of the program.

\*\*Funding to support student enrichment programs provided by community based partners.

\*\*Funding for supplies necessary to operate a successful CLC program.

### BUDGET IMPACT

Object Level	Descriptive	Amount
100's	Salaries	\$260,210.00
200's	Fringes	\$54,042.00
300's	Purchased Services	\$130,426.00
400's	Non-Capital Objects	\$21,402.00
500's	Capital Objects	\$0.00
Indirect Cost		\$8920.00
	<b>TOTAL</b>	<b>\$475,000.00</b>

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

FUNDING SOURCES	
21 <sup>st</sup> Century Community Learning Center Grant:	\$325,000.00
District Support-Fund 10:	\$ 50,000.00
Title I:	\$100,000.00
Total:	\$475,000.00

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KENOSHA UNIFIED SCHOOL DISTRICT  
Kenosha, Wisconsin

February 24, 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. The school board approved revised Policy and Rule 3810 as a first reading on January 27, 2015. Administration recommends that the school board approve Policy and Rule 3810 – Employee Use of District Equipment as 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**

**February 24, 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 outdated, 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. The school board approved revised Policy and Rule 3531.1 as a first reading on January 27, 2015. Administration recommends that the school board approve revised Policy and Rule 3531.1 - Copyrighted Materials as 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~~District 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 NO. 1  
Kenosha, Wisconsin

February 24, 2015

**2015- 2016 CAPITAL PROJECTS PLAN**

**Background:**

Board Policy 3711 requires that a major maintenance project list be developed annually by the Department of Facilities Services and that the list be reviewed by the Planning, Facilities, and Equipment Committee and taken to the School Board for action no later than April 1<sup>st</sup> of each year. This report includes the proposed major maintenance and energy savings projects plans for 2015-16.

The overall major maintenance plan is updated on a regular basis with annual evaluations of each project on the list by the Facilities Department. The plan includes “place marks” for annual-type projects, which include roof, exterior envelop, asphalt/concrete, and flooring replacements. Each project is prioritized by the Facilities Department based, in-part, on the priority system detailed in the Board Policy. Generally, this report also includes the capacity projects as required by Board Policy 7210; however there are no capacity projects proposed for the coming year.

Available Budget:

The major maintenance budget is \$2,000,000; however \$500,000 will be used to continue to pay off the loan used to fund the Reuther masonry restoration project from several years ago, and an additional \$500,000 will be used to fund security improvements at all of our facilities. The three-year security project and related funding was approved by the Board at the June 25, 2013 meeting. This leaves \$1,000,000 for major maintenance projects this year.

Major Maintenance Plan Information:

The 2015-16 capital projects plan is provided as Attachment A to this report. The plan is a continuation of the overall major maintenance plan initiated fourteen years ago, and the energy savings project program started twelve years ago. The major maintenance plan includes a proposed contingency of \$34,500 or 3.45% of the available budget for projects that will be performed this year. Board Policy 3711 recommends that a contingency of not more than 5% be reserved at the beginning of each year; contingencies have ranged from 0.86% to 4.25% over the past fourteen years.

### Security Project Information:

In regards to the \$500,000 security project, which is the final year of the three-year initiative, there are two major scope items:

- Conversion of the card access system for the 18 buildings currently being served by the obsolete G.E. Sapphire system to the T.A.C. system that serves the remainder of the district. The G.E. system has been discontinued and is no longer supported. It runs off old hardware and an old server operating system that cannot be supported by our server back-up system at KUSD. Our plan is to sole source purchase T.A.C. equipment so that the entire district is on one system. We have negotiated a price with Schneider Electric, the parent company of T.A.C., for the equipment that is lower than what we have paid in the past through a competitive process. The installation will be done entirely in-house.
- Completion of the installation of VoIP phones in every classroom in the district. Phase 3 of the project includes 12 elementary schools, Dimensions of Learning and the Senior Center. This will complete the VoIP project necessary to support the Informacast notification system by having a phone in every classroom in the district.

This report was reviewed at the February 10, 2015, meeting of the Planning/Facilities/Equipment Committee, and the committee voted unanimously to forward this report to the Board for consideration.

### **Administration Recommendation:**

Administration recommends Board approval of the 2015-16 Capital Projects Plan as described in this report.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Mr. Patrick M. Finnemore, PE  
Director of Facilities

Mr. John E. Setter, AIA  
Project Architect

## **PROPOSED 2015-16 CAPITAL PROJECTS PLAN**

### **MAJOR MAINTENANCE PROJECTS:**

#### **Asbestos Abatement Projects:**

This project will be performed in conjunction with the energy projects being performed at Grewenow, Jefferson, Jeffery, Roosevelt and Vernon Elementary Schools this year. The project will remove all of the asbestos that needs to be removed to support those projects whether the asbestos is in the form of pipe insulation, floor tile, mastic, flashings or sealants, etc. Performance contractors do not get involved in asbestos abatement so we made the decision prior to the process to consider a performance contract that we would address the asbestos abatement separate from the performance contract and fund with our major maintenance budget. The estimated cost for this work is \$188,000.

#### **Exterior Door Replacement Projects:**

This is an annual-type project that replaces the oldest wood and steel exterior doors in the District with well-insulated, vandal-resistant doors. Selection of the doors is based on an evaluation performed by our maintenance department. The estimated cost for the exterior door replacement projects for this year is \$13,500.

#### **Exterior Wall Major Maintenance:**

This is another annual-type project that includes a wide range of exterior envelope, masonry, and concrete repairs including tuck-pointing, window-related work such as lintel replacement, etc. There is not one significant project this year; instead it is a series of 11 smaller projects at several schools. The estimated cost for the overall building exterior wall project is \$264,600.

#### **Flooring Projects:**

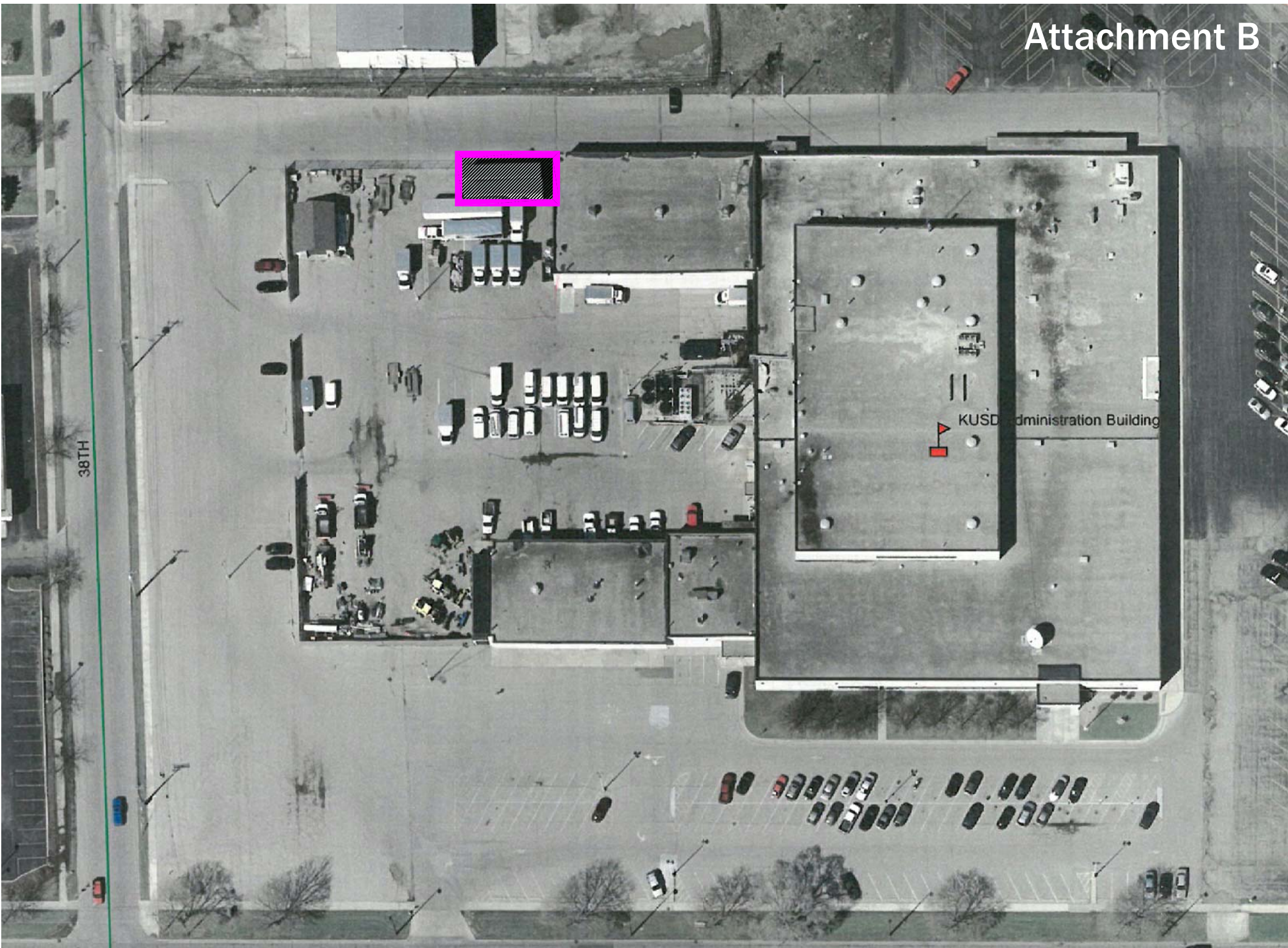
We are proposing one flooring project for this coming summer which is the replacement of the carpeting in the library at Jefferson Elementary School. This project is needed to support the remodeling that will occur in the Jefferson library as part of the energy project. The estimated cost of the flooring project is \$8,000. If funds become available as a result of one of the other project categories coming in under budget, we will add the replacement of the gym floor at Prairie Lane Elementary School which is estimated at 10,000.

**Roof Replacements and Major Repairs:**

This is also an annual project to replace the oldest and most troublesome roofs in the District. The roof sections in need of replacement or major repair are determined by the comprehensive roof assessment program that the District initiated fourteen years ago. The projects for this summer coincide with the performance contract projects at Jefferson, Jeffery, Roosevelt and Vernon Elementary Schools pulling out those portions that have minimal energy savings which is a large percentage of the roof replacement scope of work. The estimated cost is \$491,400 for engineering and survey fees, roofing replacement, and other repair work that will be determined after the spring surveys are completed.

**ENERGY SAVINGS PROJECT:**

The energy savings funded project will be the replacement of single pane windows and metal panels at Grewenow Elementary School with brick and energy efficient windows. This project will be funded through the savings generated from our energy savings programs which has a budget of \$500,000. The estimated cost for the project at Grewenow is over \$600,000, so there will be a portion of the project that will be completed in a subsequent year. The focus in 2015 will be the classroom windows.



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KENOSHA UNIFIED SCHOOL DISTRICT  
Kenosha, Wisconsin

February 24, 2015

**8000 Policy Series – Internal Board Operations**

Work by board members on the 8000 policy series began in Aug. 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 Aug. 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. 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 Sept. 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 Nov. 20, 2014. This meeting also consisted of board members and leadership council. At this meeting, each individual policy was reviewed by the group. On Dec. 2, 2014, the noted changes to the policies from the Nov. 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 Dec. 2014, legal counsel at Buelow, Vetter, Buikema, Olson, & Vliet reviewed the revised 8000 policy series and questions brought forward by board members. A copy of the response from the legal counsel is attached as Attachment 1. It was also suggested that board members review legal counsel’s responses in red on Attachment 1.

At the January 27, 2015 Board meeting, the 8000 policy series was approved as a first reading with the following changes:

- The addition of “Introduction, Welcome, and Comments by Student Ambassador” to the order of business in Policy 8712 – School Board Meeting Agenda Preparation and Dissemination;
- The addition of “or more time” after “The use of another member’s time...” in the last sentence of #12 (before the listed provisions) in Policy 8810 – Rules of Order; and
- In Policy 8880 – Audio Recording of Board Meetings, the change of “audio” to “audio and video” throughout the policy, the addition of “Regular” before “School Board” in the first sentence of the policy, and the addition of the following sentence

after the first sentence, “Audio and/or video recording of Special Board meetings will be made at the discretion of the Board president.”

The policy changes have been made and inserted standard policy formatting. Upon doing this, it was discovered that there were policies that were missing a Rule, had deletions without being noted and/or two policies were combined as one. In order to be as transparent as possible and to avoid confusion the following policies have been removed and will be addressed as a separate agenda item: 8300, 8330, 8411, 8412, 8510, 8520, 8620, 8630, 8740, and 8870.

### **Recommendation**

It is recommended that the school board approve the 8000 policy series as a second reading as contained in the agenda excluding the following policies: 8300, 8330, 8411, 8412, 8510, 8520, 8620, 8630, 8740, and 8870 which will be addressed as a separate agenda item.

Tamarra A. Coleman  
School Board President



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.

LEGAL REF.: Wisconsin Statutes

Sections **17.03** [Vacancies, how caused]  
19.01 [Oath of office]  
120.06 [Election of school board members]  
**120.17(10)**  
Chapter 6 — [Electors]  
Chapter 10 — [Election notices]  
Chapter 12 — [Prohibited election practices]

~~CROSS REF.: 8300, School Board Legal Status~~

~~8330, Filling Board Vacancies~~  
~~8412, Board Officer Duties~~

ADMINISTRATIVE REGULATIONS: None

REVISED: July 10, 2001

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

Sections ~~118.001~~ [~~Broadly construed powers~~]  
**120.10** [**Powers of annual meeting**]  
120.12 [School board duties]  
120.13 [School board powers]

CROSS REF.: ~~3100, Annual Operating Budget~~

~~6100, District Vision~~

**8300, School Board Legal Status**

~~8510, Board Policy Development and Revision~~

~~8511, Administrative Leeway in Policy Absence~~

~~8512, Development of Administrative Rules and Regulations~~

~~8610, Board Member Authority~~

~~8650, School Board Code of Conduct~~

~~8651, Board Member Conflicts of Interest~~

~~8820, Quorum~~

~~District Strategic Plan~~

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: May 25, 1993

REVISED: July 10, 2001

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.**

CROSS REF.: 8510, Board Policy Development and Revision

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: December 28, 1990

REVISED: July 10, 2001

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 rule change will be made with School Board approval ~~and will follow all Board appropriate protocols.~~

CROSS REF.: 8500, Board Policy Development and Revision  
8511, Administrative Leeway in Absence of District Policy

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: May 25, 1993

REVISED: July 10, 2001

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 ~~b~~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.

CROSS REF.: ~~6100, District Vision~~  
~~6110, Instructional Program Mission and Beliefs~~  
~~8500, Board Powers and Duties~~  
8520, Board Goal Setting

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: September 27, 2005

RULE 8530  
BOARD 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 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 15:	Completed instrument returned to the Superintendent of Schools.
APRIL Public Relations/Goals/ Legislative Committee Meeting:	Summary report of collected data distributed to Public Relations/Goals/Legislative Committee for preliminary review prior to full Board review.
APRIL Board Meeting:	Summary report provided for full Board review.
MAY Public Relations/Goals/ Legislative Committee Meeting:	Formulation of improvement plans discussed.
JUNE Board Meeting:	Presentation and Board adoption of improvement plans.

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 and 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-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.**

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: May 25, 1993

REVISED: July 10, 2001

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, Board Powers and Duties  
~~8510, Board Policy Development and Revision~~  
~~8650, School Board Code of Conduct~~  
~~8651, Board Member Conflicts of Interest~~  
~~8850, Board Standing Committees~~

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: December 28, 1990

REVISED: July 10, 2001



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 **school district** 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

- Sections 120.10(3) [Annual meeting power to set board member salaries]
- 120.10(4) [Annual meeting power to authorize expense reimbursements]
- 120.13(16) [Board power to pay expenses for attendance at school board organization conferences]
- 120.13(32) [Board power to provide board member orientation and training]

CROSS REF.: 8620, New Board Member Orientation

~~8630, Board Member Development Opportunities~~

8710, Regular Board Meetings

8720, Special Board Meetings

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: May 25, 1993

REVISED: July 10, 2001

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~~ School Board 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 should 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;
  - 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 should 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 statements or 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 should 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.

POLICY 8650  
SCHOOL BOARD ETHICAL CODE OF CONDUCT

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4. A Board member should 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. **All requests for reports will be filtered through the Superintendent;**
  - e. **Board members should contact the Superintendent before visiting a school.**
5. A Board member should 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

- |          |               |   |
|----------|---------------|---|
| Sections | 19.59         | [Ethical standards for public officials]          |
|          | <b>119.66</b> | <b>[Interest in contracts forbidden]</b>          |
|          | <b>946.10</b> | <b>[Bribery of public officers and employees]</b> |
|          | 946.12        | [Misconduct in public office]                     |
|          | 946.13        | [Private interests in public contracts]           |

POLICY 8650  
SCHOOL BOARD ETHICAL CODE OF CONDUCT

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CROSS REF.: ~~4331, Conflicts of Interest~~  
~~6100, District Vision~~  
~~8410, Board Officers Duties~~  
~~8500, Board Powers and Duties~~  
~~8510, Board Policy Development~~  
~~8610, Board Member Authority~~  
~~8630, Board Member Development Opportunities~~  
8651, Board Member Conflicts of Interest

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: October 10, 2000

REVISED: July 10, 2001  
April 25, 2005

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. Upon a Board member assuming office, written disclosure detailing all relevant financial conflicts must be submitted and made public.**

LEGAL REF.: Wisconsin Statutes

Sections 19.59 Ethical standards for public officials

**946.10 Bribery of public officers and employees**

**946.12 Misconduct in public office**

946.13 Private interests in public contracts

CROSS REF.: ~~4331, Conflicts of Interest~~

8650, School Board Code of Conduct

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: May 25, 1993

REVISED: July 10, 2001

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 ~~11:00~~ **10:00** p.m. ~~except by two-thirds a~~ **majority** vote of those members present at the meeting. If the agenda is not completed, the remaining items will be continued at a predetermined date and time unless another meeting date and time is 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 is included in the notice of the meeting.**

LEGAL REF.: Wisconsin Statutes

Sections **19.83** [Meetings of governmental bodies]  
19.84 [Public notice requirements]  
19.85 [Open meeting exemptions]  
120.11(1) [Regular board meetings]

CROSS REF.: 8711, Public Notification of Board Meetings  
8712, Agenda Preparation and Dissemination  
~~8720, Special Board Meetings~~  
~~8730, Executive Sessions (Closed Sessions)~~  
8740, Organizational Meeting  
~~8810, Rules of Order~~  
~~8820, Quorum~~  
8840, Board Minutes  
~~8870, Public Participation at Board Meetings~~

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: May 25, 1993 and June 8, 1993

REVISED: July 10, 2001  
January 29, 2013

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. ~~Committee chairs are responsible for posting committee meeting notices.~~

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**

Sections ~~19.81 [Open meetings; declaration of policy]~~  
**19.83 [Meetings of governmental bodies]**  
19.84 [Public notice requirements]  
~~19.85 [Open meetings exemptions]~~

**CROSS REF.: ~~8620, New Board Member Orientation~~**  
8710, Regular Board Meetings  
8712, Agenda Preparation and Dissemination  
8720, Special Board Meetings  
~~8730, Executive Sessions (Closed Sessions)~~  
~~8850, Board Standing Committees~~

**ADMINISTRATIVE REGULATIONS:** None

**AFFIRMED IN PART:** January 28, 1990 and June 8, 1993

**REVISED:** July 10, 2001

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 on matters requiring action shall be supplied to all Board members for study 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 Tuesday before the meeting, and who can demonstrate a need for the material. Such reserved copies shall not be distributed but may be picked up at the Superintendent's office ~~starting on the Friday before the meeting~~ **24 hours after they make the application.**

LEGAL REF.: Wisconsin Statutes

**Section 19.83 [Meetings of governmental bodies]**

Section 19.84 [Public notice of subject matter of board meeting]

~~Chapter 19, Subchapter II [Access to public records]~~

CROSS REF.: ~~1240, Access to Public Records~~

~~8510, School Board Policy Development and Revision~~

~~8620, New School Board Member Orientation~~

~~8710, Regular School Board Meetings~~

~~8711, Public Notification of School Board Meetings~~

~~8720, Special School Board Meetings~~

~~8810, Rules of Order~~

~~8870, Public Participation at School Board Meetings~~

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: May 25, 1993 and June 8, 1993

REVISED: November 11, 1999  
March 28, 2000  
July 10, 2001  
November 13, 2001  
June 25, 2002  
June 24, 2003  
December 14, 2010



RULE 8712

SCHOOL BOARD MEETING AGENDA PREPARATION AND DISSEMINATION

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- **Introduction, Welcome, and Comments by Student Ambassador**
- 6- Legislative Report
- 7- Views and Comments by the Public
- 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

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 all Special Board meetings, ~~however, comments will only be allowed if they address the items on the Special Meeting agenda.~~ 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 **in advance of or at the start of the meeting, which this time may not be changed except by two-thirds a majority** vote of those School Board members present at the meeting.

LEGAL REF.: Wisconsin Statutes

<b>Sections 19.83</b>	<b>[Meetings of governmental bodies]</b>
<del>Sections 19.84</del>	<del>[Public notification requirements]</del>
<del>19.85</del>	<del>[Open meeting exemptions]</del>
<del>120.11(2)</del>	<del>[Special board meetings]</del> <b>[School board meetings a reports]</b>

CROSS REF.: ~~8710, Regular Board Meetings~~  
8711, Public Notification of Board Meetings  
8712, Agenda Preparation and Dissemination  
~~8730, Executive Sessions (Closed Sessions)~~  
~~8810, Rules of Order~~  
~~8820, Quorum~~  
8840, Board Minutes  
~~8870, Public Participation at Board Meetings~~

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: June 8, 1993

REVISED: November 11, 1999  
March 28, 2000  
July 10, 2001  
March 25, 2014

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  
Sections ~~19.84~~ [Public notice requirements]  
19.85 [Open meeting exemptions]

CROSS REF.: ~~8420, School Attorney~~  
**8710, Regular School Board Meetings**  
8711, Public Notification of Board Meetings  
~~8712, Agenda Preparation and Dissemination~~  
**8720, Special School Board Meetings**  
~~8840, Board Minutes~~

ADMINISTRATIVE REGULATIONS: None

AFFIRMED IN PART: June 8, 1993

REVISED: July 10, 2001

POLICY 8750  
ANNUAL SCHOOL DISTRICT MEETING

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. No annual meeting shall 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 with proper notice and the agenda will cover matters consistent with state law governing meetings of the electors.**

LEGAL REF.: Wisconsin Statutes

- 19.84 [Public notice]**
- ~~120.08(1) [Time, date and place of annual meeting]~~
- ~~120.08(3) [Challenge of person's qualifications to vote at annual meeting]~~
- ~~120.09 [Consideration of special subject at annual meeting]~~
- ~~120.10 [Annual meeting powers]~~
- ~~120.11(3) [Board review of district accounts/report to annual meeting]~~
- ~~120.13(2) [Board power to provide student accident insurance as authorized by annual meeting]~~
- ~~120.13(20) [Board power to solicit/obtain option to purchase real property upon approval of annual or special school district meeting]~~
- ~~120.13(25) [Board power to lease school property not needed for school purposes if approved by annual or special school district meeting]~~

~~CROSS REF.: 3100, Annual Operating Budget~~  
~~3800, District Asset Management (currently 3260)~~  
~~8640, Board Member Compensation and Expenses~~

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: July 10, 2001

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

POLICY 8810  
RULES OF ORDER  
Page 2

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 **or more 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.

CROSS REF.: ~~8710, Regular Board Meeting~~  
~~8720, Special Board Meeting~~  
~~8730, Executive Sessions (Closed Meetings)~~  
~~8850, Board Standing Committees~~  
~~8870, Public Participation at Board Meetings~~

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: June 8, 1993

REVISED: March 26, 1996  
July 8, 1997  
July 10, 2001  
May 22, 2007

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

Sections 120.11(1) Quorum of board meeting  
**990.001(8m) Quorum**

CROSS REF.: 8710, Regular Board Meetings

8720, Special Board Meetings

~~8730, Executive Sessions (Closed Sessions)~~

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: June 8, 1993

REVISED: July 10, 2001

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. ~~Microfilmed~~ **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

Sections ~~19.85~~ [Open meeting exemptions]  
19.88 [Recording votes and motions]  
~~120.11(4)~~ [Publishing board meeting proceedings]  
[School board meetings and reports]  
~~Chapter 19, Subchapter II~~ [Access to public records]

CROSS REF.: ~~1240, Access to Public Records~~ [currently 1170, 1170.1, 1170.2 and 1171]  
~~8412, Board Officer Duties~~  
8710, Regular Board Meetings  
8720, Special Board Meetings  
~~8730, Executive Sessions (Closed Sessions)~~  
~~8850, Board Standing Committees~~

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: May 25, 1993 and June 8, 1993

REVISED: July 10, 2001



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 two 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.

**POLICY 8850  
SCHOOL BOARD COMMITTEES  
Page 2**

**LEGAL REF.: Wisconsin Statutes**

~~Sections 19.82 [Open meeting law definitions]  
19.84 [Public notice requirement]  
19.85 [Reasons for closed session]  
19.89 [Exclusion of members from meetings]~~

**CROSS REF.:**

~~8412, School Board Officer Duties  
8510, School Board Policy Development and Revision  
8711, Public Notification of School Board Meetings  
8712, School Board Meeting Agenda Preparation and Dissemination  
8810, Rules of Order  
8840, School Board Minutes  
8850, School Board Committees  
8860, Citizen Advisory Committees  
8870, Public Participation at School Board Meetings~~

**ADMINISTRATIVE REGULATIONS: None**

**AFFIRMED:** June 8, 1993

**REVISED:** April 21, 1998  
July 13, 1999  
February 22, 2000  
July 10, 2001  
July 28, 2009

**DELETED:** June 25, 2002

**REAFFIRMED:** May 13, 2003  
December 19, 2006  
June 22, 2010

RULE 8850  
SCHOOL BOARD COMMITTEES

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.~~
98. 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.

RULE 8850  
SCHOOL BOARD COMMITTEES  
Page 2

C. Specific Duties of Standing Committees

BOARD OF EDUCATION  
ORGANIZATIONAL CHART – COMMITTEES

<u>Audit, Budget and Finance Committee</u>	<u>Curriculum and Program Committee</u>	<u>Planning, Facilities and Equipment Committee</u>
<ul style="list-style-type: none"><li>• Assist in the preparation and development of the Board and District's annual budget</li><li>• Review all monthly budget expenditures and all budget modifications, changes, etc., throughout the year</li><li>• Review all budgets related to grants submitted and/or awarded</li><li>• Review all proposed Board policies related to budget and finance matters</li><li>• Assist in the planning and completion of the District's management, financial, and program audits, including the AASA audit</li><li>• Review any audit findings and prepare recommended action plans</li><li>• 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>	<ul style="list-style-type: none"><li>• Review all matters related to existing or new curriculum and programs</li><li>• Review survey, test and evaluation results of the District</li><li>• Monitor curriculum adoption and implementation schedule</li><li>• Review all grant proposals in terms of program components</li><li>• Review teaching materials, book selections, etc.</li><li>• Review all proposed Board policies related to education, teaching or support programs</li><li>• Review comprehensive staff development plan and implementation</li><li>• 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>	<ul style="list-style-type: none"><li>• Assist in the preparation and updating of the District's five-year capital improvement budget</li><li>• Review the implementation of all expenditures related to facilities and equipment</li><li>• Assist in establishing of building standards for each type of educational facility</li><li>• Review and update the District's comprehensive technology and administrative computer plan</li><li>• Work with community groups to develop a financial plan to accommodate the implementation of the District's physical plant plans</li><li>• Review all proposed Board policies related to planning facilities and equipment</li><li>• Strategic Plan – A portion of the strategic plan that involves facilities or accommodations within facilities will be reviewed by this committee.</li></ul>

BOARD OF EDUCATION  
ORGANIZATIONAL CHART – COMMITTEES

<u>Personnel and Policy Committee</u>	<u>Ad-Hoc Committee</u>
<ul style="list-style-type: none"><li>• All employment of staff and related issues concerning staff would be addressed through this committee</li><li>• Bargaining of Labor Contracts – All contracts that are bargained would be reviewed with recommendations forwarded to the full Board</li><li>• Review all personnel transactions, job descriptions, hiring, etc.</li><li>• Prepare and update annual student enrollment projections</li><li>• Policy Development – All policy development would receive first readings through Personnel and Policy Committee</li><li>• 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.</li></ul>	<ul style="list-style-type: none"><li>• Ad-hoc committee(s) are appointed by the Board President</li><li>• Their responsibilities are based on the task(s) for which they are assigned</li><li>• Ad-hoc committees are not standing committees and have a limited term</li></ul>

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 citizen advisory 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.

**LEGAL REF.:** ~~Wisconsin Statutes~~  
~~Sections 19.82 [Open meeting law definitions]~~  
~~19.84 [Public notice requirements]~~

**CROSS REF.:** ~~2720, Shared Decision Making~~  
~~8711, Public Notification of Board Meetings~~  
~~8850, Board Standing Committees~~

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: December 28, 1990

REVISED: July 10, 2001

KENOSHA UNIFIED SCHOOL DISTRICT  
Kenosha, Wisconsin

February 24, 2015

**Revisited 8000 Policies**

At the January 27, 2015 Board meeting, the 8000 policy series was approved as a first reading. Upon inserting the policies using standard policy formatting, it was discovered that there were policies that were missing a Rule, had deletions without being noted and/or two policies were combined as one. Therefore, these policies were approved as a first reading despite having all of the necessary content.

In order to be as transparent as possible and to avoid confusion, the following policies have been removed from the 8000 policy series for additional review and approve: 8300, 8300, 8411, 8412, 8510, 8520, 8630, 8630, 8740, and 8870.

Reasons for revising the policies are as follows:

<u>Policy</u>	<u>Missing Information</u>
8300 – School Board Legal Status	The deletion of the last two paragraphs was not noted.
8330 – filling School Board Vacancies	The Rule was not included and some grammatical suggestions were made by legal counsel.
8411 – Appointment of School Board Officers	The deletion in the second paragraph was not noted.
8412 – School Board Officer Duties	The deletion in the first paragraph was not noted.
8510 – School Board Policy, Development, Revision and Repeal	The deletion in the last sentence was not noted.
8520 – Board Goal Setting	The deletion in the last two paragraphs in the policy and the deletion of the rule were not noted.
8620 – New School Board Member Membership, Orientation, and Development	Policies 8620 and 8630 were combined into this policy and deleted information was not noted.
8630 – School Board Member Development Opportunities	There was information deleted which was noted.
8740 – Order of Business for Organizational Meeting	The Rule was not included.
8870 – Public Participation at School Board Meetings	The Rule was not included.

**Recommendation**

It is recommended that the School Board approve policies 8300, 8330, 8411, 8412, 8510, 8520, 8620, 8630, 8740, and 8870 as a simultaneous first and second reading this evening.

Tamarra A. Coleman  
School Board President



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.

**~~Number of Board Members~~**

~~The School Board shall consist of seven members elected at large in accordance with the order establishing the District.~~

**~~Terms of Office~~**

~~School Board members shall serve for a term of three years, except as otherwise provided by law.~~

**LEGAL REF.: Wisconsin Constitution Article X-Section 3**

Wisconsin Statutes

Sections 120.01(2) ~~[Number of board members]~~

120.06(2) ~~[Board members elected at large]~~

120.06(3) ~~[Board member terms of office]~~

**120.13 [School board powers]**

**CROSS REF.: 8310, Board Elections**

**8330, Filling Board Vacancies**

**8500, Board Powers and Duties**

**8610, Board Member Authority**

**ADMINISTRATIVE REGULATIONS: None**

**AFFIRMED: June 8, 1993**

**REVISED: July 10, 2001**

RULE 8330  
FILLING SCHOOL BOARD VACANCIES

1. Within 10 days of being informed of a vacancy on the School Board, the School Board directs the administration to publish a press release to all requesting media outlets of the vacancy and to solicit letters of interest from citizens of the District. All letters of interest shall be received in the Superintendent's Office no later than 12:00 noon ~~on the~~ 10th business days following publication of the notice. A news release listing the names of all candidates for the School Board vacancy will be faxed to the requesting media at the end of that day. Candidates may withdraw their letter of interest at any time during the selection process.
2. A special meeting of the School Board will be scheduled within 10 days of publication of the list of names for the purpose of interviewing candidates for the School Board vacancy and making appointment decisions. School Board members should not talk with any citizens who expressed written interest in filling the vacancy or discuss any issues with them prior to the special meeting.
3. Interview Process
  - a. Round One: Candidates will be interviewed one at a time in reverse alphabetical order. Candidates not being interviewed will be asked to sit in an adjacent room until their turn to be interviewed. Each School Board member will ask one question of a candidate so each candidate will answer six questions within a given time frame. Each School Board member will ask the same questions of all candidates. To avoid duplication, Board members should prepare four possible questions prior to the meeting. School Board members will ask their questions in the order that roll call is taken. Each candidate will have two minutes to answer each question. After responding to all questions, candidates may remain in the Board Room.

After all candidates have been interviewed, School Board members will be asked to narrow the field using the following suggested procedure. Each School Board member will list, in writing, ~~their~~ his/her top three choices. The Superintendent or his/her designee will review the lists and only those candidates appearing on two or more School Board members' lists shall be eligible for the second round of questions and the field will be considered narrowed to that pool of candidates. If desired, unsuccessful candidates may remain in the Board Room.

- b. Round Two: School Board members will ask a follow up question, if desired, of the remaining candidates. Candidates will have two minutes to respond to that question. School Board members must ask the same question of all remaining candidates. As with the original interviews, candidates will **be asked to** remain in an adjacent room until their turn to be interviewed during the second round. After all candidates have had an opportunity to answer the second round of questions, School Board members will be asked to rank the remaining candidates in order of preference assigning the highest number to their most preferred candidate and the lowest number (1) to their least preferred candidate. The Superintendent or his/her designee will then add up the accumulated points and report them to the Board in writing. The School Board may then recess for a short time.

Rule 8330

Page 2

4. Appointment

- a. Following the interview process, motions will be in order for filling the School Board vacancy. School Board members should accentuate the positive when supporting a "motion to appoint" and should refrain from proselytizing.
- b. Tied votes equal a failed motion and, according to School Board policy, a failed motion cannot be reintroduced during the same business meeting.
- c. School Board members who do not follow the above rules may have their ballots disqualified by the presiding officer, but will be allowed to vote on any motion.

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. ~~Secret ballots may be used in the election of officers.~~

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

Sections ~~19.88(1)~~ [Use of secret ballots to elect board officers]  
120.05(1)(e) [Election of board officers]  
~~120.05(3)~~ [Officer's inability to act]

CROSS REF.: 8412, School Board Officer Duties

8740, **School Board** Organizational Meeting

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: June 8, 1993

REVISED: November 15, 1993  
July 10, 2001  
February 28, 2012

POLICY 8412  
SCHOOL BOARD OFFICER DUTIES

School Board officers ~~may not serve a term for more than two consecutive years~~ 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.

**SCHOOL BOARD SECRETARY**

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.

POLICY 8412  
SCHOOL BOARD OFFICER DUTIES  
Page 2

LEGAL REF.: Wisconsin Statutes

~~Sections 11.02 & 11.22~~ [Clerk duties related to elections]  
~~120.05(3)~~ [Vice President acting in President's absence]  
~~120.06~~ [Clerk duties related to school board elections]  
120.15 [President duties]  
120.16 [Treasurer duties]  
120.17 [Clerk duties]

CROSS REF.: ~~3311, Authorized Signatures (currently 9351)~~  
~~3330, Bonded Employees and Officers (currently 9353)~~  
~~8310, School Board Elections~~  
~~8411, Appointment of Board Officers~~  
~~8540, Board Legislative Program (Legislative Liaison)~~  
~~8420, School Attorney~~  
~~8612, Agenda Preparation and Dissemination~~  
**8740, School Board Organizational Meeting**  
~~8810, Rules of Order~~  
~~8840, Board Minutes~~  
~~8850, Board Committees~~  
~~8870, Public Participation at Board and Committee Meetings~~

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: June 8, 1993

REVISED: April 22, 1996  
July 10, 2001

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 School Board members, ~~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 ~~at two consecutive regular School Board meetings~~ and shall be suspended ~~or repealed~~ only by a unanimous vote of the School Board. Board operating procedures shall be contained in Series 8000 of the policy manual.

CROSS REF.: 8500, Board Powers and Duties  
8511, Administrative Leeway in Absence of District Policy  
8512, Development of Administrative Rules and Regulations  
8850, Board Standing Committees  
8870, Public Participation at Board Meetings

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: May 25, 1993 and June 8, 1993

REVISED: July 10, 2001

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, and District, and students. **The Board of Education will participate in a goal setting process by July 1 annually.** The goal setting process is to assist the Board in fulfilling its primary responsibility of establishing the purposes, programs, and procedures that will produce the best educational achievement needed by 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 for the Board, District and Superintendent of Schools.
2. Communicate with the public some of the major points of emphasis in the coming year(s).
3. ~~Hold all affected parties accountable for identified goals.~~ **Collaborate with all stakeholders to achieve identified goals.**

~~The Board believes that the annual goal setting process must involve all stakeholders: Board, administration, teachers, support staff and public.~~

~~The Superintendent, in collaboration with the Board, will identify goals following the timeline identified in the rule.~~

~~LEGAL REF.: Wisconsin Statutes~~

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

~~CROSS REF.: 1200 — Public Information Program~~

~~2110 — Accountability~~

~~2720 — Shared Decision Making~~

~~6100 — District Vision~~

~~6110 — Instructional Program Mission and Beliefs~~

~~8530, Board Self-Assessment~~

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: January 27, 2004



**RULE 8520**  
**BOARD GOAL SETTING**

The School Board will follow the timelines for establishment of District, Board and Superintendent goals along with a review of the goals on the timeline identified below.

<b>ANNUALLY</b>	<b>ACTIVITY</b>
August	Adopt District, Board and Superintendent goals
September	Identify building goals
November	Review progress on District and Board goals
February	Review progress of District and Board goals and Superintendent job accountabilities
May	Final reviews of District and Board goals with recommendations for next year
June	Review suggested District goals by buildings and end-of-year analysis of Superintendent job accountabilities
July	Second reading of proposed District, Board and Superintendent goals for next year
August	Adopt District, Board and Superintendent goals

POLICY 8620

**NEW SCHOOL BOARD MEMBER MEMBERSHIP,  
ORIENTATION, AND 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 inservice meetings and to avail themselves of other opportunities for development. Inservice 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 inservice meetings and other professional development activities in accordance with established District guidelines.

**LEGAL REF.: Wisconsin Statutes**

Sections 120.13(32) ~~[Board power to provide board member orientation and training]~~

(16) **[School board organization; fee]**

**120.13 (32) [School board orientation]**

**CROSS REF.: 8610, Board Member Authority**

~~8630, Board Member Development Opportunities~~

~~8640, Board Member Compensation and Expenses~~

~~8650, School Board Code of Conduct~~

**ADMINISTRATIVE REGULATIONS:** None

**AFFIRMED:** May 25, 1993

**REVISED:** July 22, 1997

**RULE 8620**

**NEW SCHOOL BOARD MEMBER ORIENTATION**

**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.~~

~~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. The content of the meetings may include but is not limited to the following:~~

- ~~• Information regarding District programs, personnel, and support resources;~~
- ~~• Information regarding executive sessions and Board member liability including grievance, expulsion, disciplinary, and other closed meeting subjects;~~
- ~~• Personal liability arising from issues of confidentiality along with Errors and Omissions insurance provisions;~~
- ~~• Employee contract information including a copy of the Superintendent of School's contract;~~
- ~~• Discussion of policy management and Board member role;~~
- ~~• School finance information;~~
- ~~• Explanation of the District strategic plan and goals;~~
- ~~• Update on current issues before the Board;~~
- ~~• Discussion of procedures for making and amending motions; and~~
- ~~• Review of the organizational meeting agenda.~~

POLICY 8630

SCHOOL BOARD MEMBER DEVELOPMENT OPPORTUNITIES

School Board members are encouraged to attend inservice meetings and to avail themselves of other opportunities for development. Inservice 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 inservice meetings and other professional development activities in accordance with established District guidelines.

LEGAL REF.: Wisconsin Statutes

- Sections 120.10(4) — [Annual meeting power to authorize expense reimbursements]
- 120.13(16) — [Board power to reimburse expenses for attendance at school board organization conferences]
- 120.13(32) — [Board power to provide board member orientation and training]

CROSS REF.: 8620, New Board Member Orientation  
8631, School Board Memberships  
8640, Board Member Compensation and Expenses  
8650, School Board Code of Conduct

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: May 25, 1993

REVISED: July 10, 2001

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

|           Section 120.05(1)(e) — ~~Election of board officers~~ **School board officials**

| CROSS REF.: ~~1950, Relations with the Wisconsin Interscholastic Athletics Association (currently 8131)~~

|           8411, Appointment of Board Officers

|           ~~8850, Board Standing Committees~~

ADMINISTRATIVE REGULATIONS: None

AFFIRMED:   June 8, 1993

REVISED:    July 10, 2001

RULE 8740

ORDER OF BUSINESS FOR ORGANIZATIONAL MEETING

The agenda of the organizational meeting of the School Board shall be as follows:

1. Roll Call of New Board
2. Oath of Office
3. Organization of New Board
  - a. Election of School Board President (Presides upon Election)
  - b. Election of School Board Vice-President
  - c. Election of School Board Treasurer
  - d. Election of School Board Clerk
  - e. Appointment of School Board Secretary
  - f. Selection of Time and Place of Regular Meetings
  - g. Voting Order Draw
  - h. Board Committees
  - i. Check Signatures
4. New or Old Business as Required
5. Adjournment

## POLICY 8870

~~special session of the Board.~~

~~Board meetings are conducted for the purpose of carrying on the business of the District.~~

District in an orderly and efficient manner, public presentations may be regulated.

requirements as appropriate on the public's participation at Board meetings.

**approved by a majority vote.**

LEGAL REF.: Wisconsin Statutes

~~Sections 19.81 [Open meetings; declaration of policy]~~

19.83(2) [Board discussion of matters raised during period of public comment]

19.84(2) [Public notice of public comment period]

CROSS REF.: ~~1720, Complaints About School Personnel~~

### 8710, Regular School Board Meetings

~~8711, Public Notification of School Board Meetings~~

~~8712, School Board Meeting Agenda Preparation and Dissemination~~

### 8720, Special School Board Meetings

~~8850, School Board Committees~~

~~8860, Citizen Advisory Committee~~

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: December 28, 1990

POLICY 8870  
PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS  
PAGE 2

REVISED:     August 26, 1997  
                 July 10, 2001  
                 June 25, 2002  
                 June 24, 2003  
                 December 14, 2010  
                 February 25, 2014



RULE 8870  
PUBLIC PARTICIPATION AT SCHOOL BOARD MEETINGS

Presentations to the School Board by members of the public shall be regulated in the following manner:

1. Persons or groups wishing to make presentations to the Board during the "Views and Comments" portion of the Board meeting agenda shall sign up on a sheet provided for this purpose prior to the meeting. Persons wishing to state their views to the Board may also call the Superintendent of Schools' Office prior to 4:00 p.m. on the day of a Board meeting to request that they be placed on the list of speakers.
2. Speakers shall be limited to three minutes and to speaking only once during the "Views and Comments" portion of each meeting. Time for speaking will be allocated only by the Board President, or other presiding officer, and may not be reallocated by speakers to others. The Board President, or other presiding officer, may honor a request to permit a speaker more time than provided, for good reason, hearing no objection from the Board.
3. The "Views and Comments" portion of regular and special meeting agendas shall conclude after 45 minutes at the beginning of the meeting. This time allotment may be extended by a two-thirds vote of the Board.

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Kenosha Unified School District  
Kenosha, Wisconsin

February 24, 2015

**Report of Contracts in Aggregate of \$25,000**

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

The contracts/agreements in aggregate of \$25,000 that have been added to the Contract Management Database subsequent to January 27, 2015, with approval of the purchasing agent are shown in the database in coral color. Board members may access this database while on district property.

[Link to Contract Management Database](#)

**Approval of Contracts in Aggregate of \$25,000**

The following contracts/agreements have not been added to the Contract Management Database and are being presented for board approval. Purchase/Contract Rationale forms are attached for each vendor.

- **Mastery Connect – 3-year aggregate of \$36,000**
- **Solution Tree – \$41,536**

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Dr. Bethany Ormseth  
Assistant Superintendent of School Leadership – Secondary

Ms. Julie Housaman  
Interim Assistant Superintendent of Teaching and Learning

Mr. Tarik Hamdan  
Interim Chief Financial Officer

Mr. Robert Hofer  
Purchasing Agent

## PURCHASE/CONTRACT RATIONALE

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

Vendor: Mastery Connect

Purchased Good/Program: Mastery Connect

Start Date/Date Needed: March, 2015

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

Through Mastery Connect, teachers can quickly and effectively assess core standards, monitor student performance, and report student mastery to students, parents and administrators. The program allows students to receive immediate feedback on assessments and aids teachers in data discussions regarding standards during PLC team times by allowing them to compare mastery between classrooms and class periods. Furthermore, the program creates standards-based reports for communication, remediation, re-teaching, and Response to Intervention (RtI) planning. Finally, Mastery Connect will allow teacher teams to create and share standards-based curriculum maps and connected assessments.

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

The total cost is as follows

Semester 2, 2014-15 school year:	\$ 6,000.00
Year 1, July 1, 2015	\$12,000.00
Year 2, July 1, 2016	\$12,000.00
Year 3, July 1, 2017	\$12,000.00
Indian Trail High School and Academy Account number 4241200141-2171	

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

YES ☐ NO ☒ If no, please request an RFP packet

Educational outcomes would include increased communication about standards mastery between teachers and students, teachers and content teams, teachers and administrators, teachers and parents, and teachers and RtI leadership. We would be able to use Mastery Connect to identify students for RtI Tier II interventions based on mastery of specific standards.


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

Educational outcomes would include increased communication about standards mastery between teachers and students, teachers and content teams, teachers and administrators, teachers and parents, and teachers and Rtl leadership. We would be able to use Mastery Connect to identify students for Rtl Tier II interventions based on mastery of specific standards.

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

Spring 2015 - Indian Trail High School and Academy

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

Appropriate Leadership Signature  Date 2/16/15

## PURCHASE/CONTRACT RATIONALE

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

Vendor: Solution Tree

Purchased Good/Program: Professional Learning Communities Institute- Lincolnshire, IL

Start Date/Date Needed: August 2015

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

Professional Learning Communities is a foundational piece of the district's Professional Learning Plan. The Professional Learning Communities Institute will allow individual schools to build capacity of their leadership team in this differentiated conference which includes nation-wide experts in the area of establishing a culture of professional learning communities within a school.

### 2. FUNDING – What is the funding source for this purchase?

The total cost of this activity is \$41,536.

Breakdown of funding sources

- Title IIA - \$20,119
  - Brompton
  - Prairie Lane
  - McKinley
  - Jeffery
  - Pleasant Prairie
  - Mahone
  - Lance
- Southport Title I - \$3245
- Bullen Title I - \$5192
- Indian Trail Title I - \$3245
- EBSOLA-CA Title I - \$3,245
- Lincoln Title I - \$6490

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

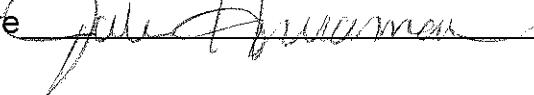
Sixty-four staff members from Southport, Bullen, Brompton, Prairie Lane, McKinley, Jeffery, Pleasant Prairie, Mahone, Lance, Indian Trail, EBSOLA CA, and Lincoln will gain additional knowledge and skills in order to build and grow the professional learning community (PLC) culture within their schools. A high quality professional learning communities' culture focuses on student learning, results based decision making, and collaboration. In Michael Fullan's book, The New Meaning of Educational Change, he describes the need for teachers to move away from traditional professional structures stating, "The teaching profession must become a better learning profession" (p. 297). The Professional Learning Communities framework will support building leaders and teachers as they establish a professional learning culture so that:

- Teachers have a shared commitment to helping all students learn at high levels.
- Teachers regularly engage in rich conversations regarding the essential knowledge, and skills students must achieve for mastery of instruction.
- Teachers establish criteria to assess the quality of student work.
- Teachers use common formative assessment data frequently to monitor student learning and plan for instruction.
- Teachers establish systematic interventions that provide additional time and support for students who are struggling and for students who are exceeding expectations.

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

Professional Learning Communities Institute- Lincolnshire, IL- August 4-6, 2015

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

Signature 

Date 2.11.15

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KENOSHA UNIFIED SCHOOL DISTRICT  
Kenosha, Wisconsin

February 24, 2015

**School Year 2015-16 Instructional Calendars**

The proposed 2015-16 instructional calendars were developed with input from many stakeholders. A survey was provided to all KUSD staff and reviewed in December 2014. Many optional calendar components were considered regarding full instructional days, early release days, and non-instructional days. 1,736 staff members, including 1,146 (approximately 2/3 of all) teachers selected preferences for several areas. The majority of responses were in alignment to historical calendar options. The results of the survey are available at the following link: <http://kUSD.edu/instructional-calendar-survey-results>.

In the spring of 2014, Wisconsin removed the historical minimum school day requirement, but did not alter the number of required instructional hours for defined grade levels. The proposed calendars not only meet those requirements, but also include enough minutes for the equivalent of two full instructional days to cover any potential school cancellations.

Attached are the KUSD calendars for the following areas:

- 2015-16 Calendar Description
- 2015-16 Elementary Calendar
- 2015-16 Extended Year Elementary Calendar (Frank & Wilson)
- 2015-16 Middle School Calendar
- 2015-16 High School Calendar

Certain choice schools, charter schools, and alternative programs align to the majority of the proposed comprehensive calendars, but some may have minor alterations that best suit their specific programs. The following schools and programs have the approval to deviate from the state mandate for instructional minutes: Brompton, Dimensions of Learning, eSchool, Harborside, Hillcrest, KTEC, and Phoenix Program.

**Recommendations**

Administration recommends that the School Board review and accept the 2015-16 Instructional Calendars at its February 24 meeting.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Mr. Kristopher Keckler  
Executive Director  
Information and Accountability

Lorien Thomas  
Research Analyst

## 2015-2016 SCHOOL CALENDAR

August 19-24 (Wednesday-Monday)..... New Staff Orientation (unless otherwise notified)  
 August 25 (Tuesday)..... All Instructional Staff Report (unless otherwise notified)  
 September 1 (Tuesday).....Students Report  
 September 7 (Monday).....Labor Day, District Closed  
 October 30 (Friday)..... First Quarter Ends, Staff Workday, No Students Report  
 November 25 (Wednesday)..... ½ Day for Students & Instructional Staff  
 November 26-27 (Thursday-Friday)..... Thanksgiving Recess  
 December 23 (Wednesday)..... Winter Recess Begins, District Closed  
 January 4 (Monday - Schools Reopen)..... Students Report  
 January 18 (Monday).....Dr. Martin Luther King, Jr. Day, District Closed  
 January 22 (Friday)..... Second Quarter Ends, Staff Workday, No Students Report  
 March 24 (Thursday).....Third Quarter Ends, Staff Workday, No Students Report  
 March 25 (Friday) ..... Spring Recess Begins, District Closed  
 April 4 (Monday - Schools Reopen)..... Students Report  
 May 27 (Friday)..... ½ Day for Students & Instructional Staff  
 May 30 (Monday)..... Memorial Day, District Closed  
 June 9 (Thursday)..... Fourth Quarter Ends, End of Year for Students  
 June 10 (Friday)..... Staff Workday

Please reference the KUSD Employee Handbook for identified paid holidays.

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

Prior to the end of each school year, calculations will be done to determine if every school in the district meets the Wisconsin Department of Public Instruction required number of student contact hours and minutes. A 30-minute student lunch period will be scheduled into each full day daily schedule.

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

*Revised 01/22/15*

# Elementary School Calendar 2015-16

July-15						
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August-15						
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September-15						
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October-15						
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November-15						
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December-15						
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January-16						
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February-16						
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March-16						
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April-16						
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May-16						
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June-16						
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First Day for Students September 1	<b>Student Quarter 1:</b> Sept. 1 to Oct. 29    41 days	Elementary School Student Conferences
New Staff Orientation Aug. 19-24 (unless otherwise noted)	<b>Student Quarter 2:</b> Nov. 2 to Jan. 21    48 days	10/21/15 & 2/24/16 Normal full student day, only evening conferences
Instructional Staff Return Session August 25-28	<b>Student Quarter 3:</b> Jan. 25 to Mar. 23    43 days	10/22/15 & 2/25/16 Early release for students, then conferences
Teacher Workday 10/30, 1/22, 3/24, 6/10	<b>Student Quarter 4:</b> Apr. 4 to Jun. 9    46 days	10/23/15 & 2/26/16 Morning Conferences (no students)
Student Early Release Staff Collaboration		District Closed
Early Release (11/25 & 5/27) for students & instructional staff		

Updated

02/15/15

# Extended Year (Frank & Wilson) Elementary School Calendar 2015-16

July-15						
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August-15						
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September-15						
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October-15						
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November-15						
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December-15						
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January-16						
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February-16						
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March-16						
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April-16						
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May-16						
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June-16						
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First Day for Students August 17	<b>Student Quarter 1:</b> Aug. 17 to Oct. 9 38 days	Elementary School Student Conferences  September 3, November 24, and February 25 Normal full student day, only evening conferences
Enrichment Weeks	<b>Student Quarter 2:</b> Oct. 26 to Dec. 22 39 days	
Instructional Staff Return Session August 11-14	<b>Student Quarter 3:</b> Jan. 4 to Mar. 18 53 days	
Staff Workday (8/11 Full, 10/9 Half, 12/18 Half, 1/8 Half, 3/18 Half, 6/10 Full)	<b>Student Quarter 4:</b> Apr. 4 to Jun. 9 47 days	9/4, 11/25, & 2/26 Morning Conferences (no students)
Student Early Release Staff Collaboration		District Closed
Early Release 5/27 for students and instructional staff		

Updated

02/15/15

# Middle School Calendar 2015-2016

July-15						
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August-15						
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September-15						
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October-15						
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November-15						
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December-15						
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January-16						
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February-16						
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March-16						
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April-16						
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May-16						
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June-16						
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<b>First Day for Students</b> September 1	<b>Student Quarter 1:</b> Sept. 1 to Oct. 29    41 days	<b>Middle School Student Conferences</b>  October 6, 8 evenings only, October 9 morning only (no school for students) February 23, 25 evenings only, February 26 morning only (no school for students)  <b>MS/HS Prof. Dev. - No Students Report - Asynchronous Online Activities (9/25, 10/9, 11/13, 2/26, 4/15)</b>
New Staff Orientation Aug. 19-24 (unless otherwise noted)	<b>Student Quarter 2:</b> Nov. 2 to Jan. 21    48 days	
Instructional Staff Return Session August 25-28	<b>Student Quarter 3:</b> Jan. 25 to Mar. 23    43 days	
Teacher Workday 10/30, 1/22, 3/24, 6/10	<b>Student Quarter 4:</b> Apr. 4 to Jun. 9    46 days	
Early Release (11/25 & 5/27) for students & instructional staff		<b>District Closed</b>
Early Release (6/9) for students only		
		Updated                      02/15/15

# High School Calendar 2015-2016

July-15						
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August-15						
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September-15						
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October-15						
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November-15						
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December-15						
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January-16						
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February-16						
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March-16						
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April-16						
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May-16						
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June-16						
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<b>First Day for Students</b> September 1	<b>Student Quarter 1:</b> Sept. 1 to Oct. 29 41 days	<b>High School Student Conferences</b>
New Staff Orientation Aug. 19-24 (unless otherwise noted)	<b>Student Quarter 2:</b> Nov. 2 to Jan. 21 48 days	November 3, 5 evenings only, March 8, 10 evenings only
Instructional Staff Return Session August 25-28	<b>Student Quarter 3:</b> Jan. 25 to Mar. 23 43 days	MS/HS Prof. Dev. - No Students Report - Asynchronous Online Activities (9/25, 10/9, 11/13, 2/26, 4/15)
Teacher Workday 10/30, 1/22, 3/24, 6/10	<b>Student Quarter 4:</b> Apr. 4 to Jun. 9 46 days	ACT Assessment. March 1, Juniors only with early release. No school for grades 9, 10, 12.
Early Release (11/25 & 5/27) for students & instructional staff		ACT WorkKeys. March 2, Juniors full day. Delayed start for grades 9, 10, 12.
HS Final Exams- Early Release		<b>District Closed</b>
Last day for graduating seniors June 1		

Updated

02/15/15



February 24, 2015

### DONATIONS TO THE DISTRICT

The District has received the following donations:

1. Kenosha Area Business Alliance donated \$4,000.00 to the LakeView Technology Academy Engineering Club. The donation is to be used to purchase supplies and compete in events.
2. The Pleasant Prairie Predators baseball team donated \$500.00 to the Bradford baseball teams.
3. Mr. John Nelson donated 7 straight line action clamps to the LakeView Technology Academy Tech. Ed. Department. The value of this donation is \$260.54.
4. Educators Credit Union donated \$250.00 to the Bradford Student Government. The donation is to be used for the Bradford Talent Show.
5. PJ Doghouse Inc. donated \$200.00 to the Bradford Basketball Team.
6. Urban Culture donated \$50.00 to the Fine Arts Department. The donation is to be used for future Band-O-Rama events.
7. Mr. Dan Cunegin donated 250 African American Calendars from various years. The estimated value of this donation is unknown.

### Administrative Recommendation

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

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

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KENOSHA UNIFIED SCHOOL DISTRICT  
Kenosha, Wisconsin

February 24, 2015

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

**February**

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

**March**

- March 10, 2015 – Standing Committee Meetings – 5:30 p.m. in ESC Board Room
- March 24, 2015 – Regular Board of Education Meeting – 7:00 P.M. in ESC Board Room
- March 27, 2015 – Staff Workday – No school for students

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