



REGULAR MONTHLY BOARD MEETING

May 24, 2016

7:00 PM

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

This page intentionally left blank



Regular School Board Meeting
May 24, 2016
Educational Support Center
7:00 PM

- I. Pledge of Allegiance
- II. Roll Call of Members
- III. Awards/Recognition
 - A. Boys Soccer First Team WSCA Stefans Academic All-State Team Member
 - B. National Archery in the Schools Program (NASP) Award
 - C. FBLA State Leadership Conference Awards
 - D. Samsung Solve for Tomorrow/National Finalist
 - E. Family, Career and Community Leaders of America State Conference Awards
 - F. SkillsUSA State Conference Awards
- IV. Administrative and Supervisory Appointments
- V. Introduction and Welcome of Student Ambassador
- VI. Legislative Report
- VII. Views and Comments by the Public
- VIII. Response and Comments by Board Members (Three Minute Limit)
- IX. Remarks by the President
- X. Superintendent's Report
- XI. Consent Agenda
 - A. Consent/Approve 5
Recommendations Concerning Appointments, Leaves of Absence,
Retirements and Resignations
 - B. Consent/Approve 6
Minutes of 4/12/16 Special Meeting and Executive Session, 4/25/16
Organizational Meeting, 4/25/16 Regular Meeting and 5/3/16 and
5/10/16 Special Meetings

C. Consent/Approve Summary of Receipts, Wire Transfers and Check Registers	21
D. Consent/Approve Policy 4200 - General Personnel Policies (Second Reading)	29
E. Consent/Approve Policy and Rule 5434 - Alcohol and Other Drugs - Students (Second Reading)	31
XII. Old Business	
A. Discussion/Action Board Approved Student User Fees and Recreation Department Fees for the 2016-2017 School Year	37
B. Discussion/Action Request to Submit the Academic Parent-Teacher Team School Continuation Grant and Planning and Implementation Grant Applications for the 2016-17 School Year	40
C. Discussion/Action Request to Submit the Wisconsin Fitness Center Award for the 2016-17 School Year	48
D. Discussion/Action Act 55 - Notice of Academic Standards	53
E. Discussion/Action 2016-17 Employee Handbook - Revised Edition (Second Reading)	55
XIII. New Business	
A. Discussion/Action Reports of Contracts in Aggregate of \$25,000	74
B. Discussion/Action Head Start State Supplemental Grant - 2016-17 School Year	76
C. Discussion/Action Open Enrollment Applications for School Year 2016-2017	81
D. Discussion/Action Policy 8330 - Filling School Board Vacancies (First Reading)	85

E. Discussion/Action	91
Donations to the District	
XIV. Other Business as Permitted by Law Tentative Schedule of Reports, Events and Legal Deadlines For School Board (May-June)	92
XV. Predetermined Time and Date of Adjourned Meeting, If Necessary	
XVI. Adjournment	

This page intentionally left blank

Kenosha Unified School District
Kenosha, WI
May 24, 2016

The Human Resources recommendations regarding the following actions:

ACTION	LAST NAME	FIRST NAME	SCHOOL/DEPT	POSITION	STAFF	DATE	FTE	SALARY
Appointment	Adams	Eric	Mahone Middle School	Night Custodian - Second Shift	Service	04/12/2016	1	\$21.32
Appointment	Bohlman	Robin	EBSOLA - Creative Arts	Night Custodian - Second Shift	Service	04/11/2016	1	\$20.32
Appointment	Martin	Andrew	Special Education & Student Support	School Psychologist	Instructional	08/26/2016	1	\$39,106.00
Appointment	Ebener	Leah	Roosevelt Elementary School	Spanish	Instructional	08/26/2016	1	\$39,106.00
Appointment	Green	Stephanie	Bullen Middle School	Attendance Secretary	Secretarial	05/09/2016	1	\$17.32
Appointment	Scott	Erica	Frank Elementary/Bradford High School (Split)	Night Custodian - Second Shift	Service	05/03/2016	1	\$20.32
Appointment	Nelson	Montenia	Bradford High School	Security	ESP	05/16/2016	1	\$14.33
Early Retirement	Calhoun	Mary	Whittier Elementary School	Kindergarten	Instructional	06/10/2016	1	\$58,950.00
Early Retirement	Stachon	Charlotte	Reuther Central High School	Clerical	ESP	06/09/2016	1	\$17.64
Early Retirement	Days	Willie	Bradford High School	Guidance - HS	Instructional	10/31/2015	1	\$85,902.00
Early Retirement	Gerber	Susan	Prairie Lane Elementary School	Head Secretary (10 Month)	Secretarial	06/22/2016	1	\$21.78
Early Retirement	Ernst	Mary	Washington Middle School	Math	Instructional	06/10/2016	1	\$73,809.00
Early, Early Retirement	Kusters	Judith	Pleasant Prairie Elementary School	E.C.	Instructional	06/10/2016	1	\$78,396.00
Early, Early Retirement	Falcon	Babette	Brass Community School	Grade 2	Instructional	06/10/2016	1	\$70,517.00
Early, Early Retirement	Larsen	Linda	Tremper High School	Physical Education	Instructional	06/10/2016	1	\$78,396.00
Early, Early Retirement	Hansen	Mary	Indian Trail Academy	Cross Categorical	Instructional	06/10/2016	1	\$78,396.00
Early, Early Retirement	Whitefoot	Rebecca	Fine Arts	Music	Instructional	06/10/2016	1	\$62,893.00
Resignation	Zettle	Ryan	Lance Middle School	Science	Instructional	06/10/2016	1	\$57,863.00
Resignation	Regner	Kelly	Dept Of Sp Ed	Occupational Therapy	Instructional	06/10/2016	0.49	\$28,469.00
Resignation	Tuttle	Diane	Nash Elementary School	C.D.S.	Instructional	06/10/2016	1	\$78,396.00
Resignation	Bailey	Joseph	Tremper High School	Special Education (IDEA)	ESP	05/06/2016	1	\$15.33
Resignation	Mirkiewicz	Brittany	Hillcrest School	E.D.	Instructional	06/10/2016	1	\$39,106.00
Resignation	Lemke	Timothy	Dept Of Sp Ed	Coordinator of Special Education and Student Support	Administration	06/14/2016	1	\$93,437.00
Resignation	Warren	Hannah	Prairie Lane Elementary School	Special Education	ESP	06/09/2016	1	\$15.33
Resignation	Hellwig	Katherine	Dept Of Sp Ed	Speech Therapist	Instructional	06/10/2016	0.4	\$31,358.40
Resignation	Leo	Danielle	Dept Of Sp Ed	C.C. Program Support	Instructional	06/10/2016	1	\$45,804.00
Resignation	Leonard	Pamela	Harborside Academy	Special Education	ESP	06/09/2016	1	\$15.33
Resignation	Kooping	Aaron	Harborside Academy	Math	Instructional	06/10/2016	1	\$39,106.00
Retirement	Pearson	Caroll	Bradford High School	Art	Instructional	06/10/2016	1	\$78,396.00
Retirement	Posselt	Fay	Bradford High School	Special Education	ESP	06/09/2016	1	\$16.60
Separation	Pough	Darien	Human Resources	HR Service Employee on Leave	Service	05/03/2016	1	\$20.32
Separation	Zamarripa	Elizabeth	Indian Trail Academy	Special Education	ESP	05/09/2016	1	\$17.64

This page intentionally left blank

SPECIAL MEETING & EXECUTIVE SESSION
OF THE KENOSHA UNIFIED SCHOOL BOARD
HELD APRIL 12, 2016

A special meeting of the Kenosha Unified School Board was held on Tuesday, April 12, 2016, 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 5:31 P.M. with the following members present: Mr. Flood, Mr. Kunich, Mr. Wade, Mrs. Snyder, Mr. Falkofske, and Mrs. Coleman. Dr. Savaglio-Jarvis was also present. Ms. Stevens arrived later.

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

Mrs. Coleman announced that an executive session had been scheduled to follow this special meeting for the purpose of Personnel: Evaluation Consideration.

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

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

1. Personnel: Evaluation Consideration

Mrs. Coleman distributed and presented documents related to the Superintendent's evaluation.

Ms. Stevens arrived at 5:34 P.M.

Dr. Savaglio-Jarvis answered questions from Board members.

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

Meeting adjourned at 6:13 P.M.

Stacy Schroeder Busby
School Board Secretary

ORGANIZATIONAL MEETING OF THE
KENOSHA UNIFIED SCHOOL BOARD
HELD APRIL 25, 2016

An organizational meeting of the Kenosha Unified School Board was held on Monday, April 25, 2016, at 6:30 P.M. in the ESC Board Meeting Room. Mrs. Coleman, President, presided.

Mrs. Coleman called the meeting to order at 6:31 P.M. with the following members present: Ms. Stevens, Mr. Kunich, Mr. Wade, Mrs. Snyder, Mr. Falkofske, Mr. Garcia, and Mrs. Coleman.

Mrs. Coleman opened the meeting by announcing that this was the organizational meeting of the School Board of Kenosha Unified School District. Notice of this organizational 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.

Mr. Wade, School Board Clerk, asked Ms. Stevens and Mr. Garcia to step forward and repeat the Oath of Office. Mr. Wade formally swore in Ms. Stevens and Mr. Garcia who were elected to three-year terms at the April 5, 2016 election.

Nominations were then in order for Board President, Vice-President, Treasurer, Clerk, and Secretary.

Mr. Wade nominated Mrs. Coleman for Board President. Mr. Kunich seconded the motion.

Mr. Falkofske nominated Ms. Stevens for Board President. Mr. Garcia seconded the motion. Ms. Stevens declined the nomination for Board President; therefore, Mr. Falkofske withdrew his motion.

Roll call vote for Mrs. Coleman for Board President. Ayes: Mr. Kunich, Mr. Wade, Mrs. Snyder, Mr. Garcia, and Mrs. Coleman. Noes: Ms. Stevens and Mr. Falkofske. Motion carried.

Mr. Kunich nominated Mrs. Snyder for Vice-President. Mr. Wade seconded the motion.

Roll call vote for Mrs. Snyder for Vice-President. Ayes: Mr. Kunich, Mr. Wade, Mrs. Snyder, Mr. Falkofske, Mr. Garcia, and Mrs. Coleman. Noes: Ms. Stevens. Motion carried.

Mr. Wade nominated Mr. Kunich for Treasurer. Mrs. Snyder seconded the motion.

Roll call vote for Mr. Kunich for Treasurer. Ayes: Mr. Kunich, Mr. Wade, Mrs. Snyder, Mr. Falkofske, Mr. Garcia, and Mrs. Coleman. Noes: Ms. Stevens. Motion carried.

Mrs. Snyder nominated Mr. Wade for Clerk. Mr. Kunich seconded the motion.

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

Ms. Stevens nominated Ms. Busby for Board Secretary. Mr. Kunich seconded the motion. Unanimously approved.

Roll call vote for Ms. Busby for Secretary. Ayes: Ms. Stevens, Mr. Kunich, Mr. Wade, Mrs. Snyder, Mr. Falkofske, Mr. Garcia, and Mrs. Coleman. Noes: None. Unanimously approved.

Mr. Falkofske moved that the School Board meetings continue to be held at 7:00 P.M. on the fourth Tuesday of each month at the Educational Support Center and school sites to be determined. Mr. Kunich seconded the motion. Unanimously approved.

Ms. Busby conducted a drawing of names for the new voting order. The voting order will be Ms. Stevens, Mrs. Snyder, Mr. Kunich, Mr. Garcia, Mr. Falkofske, Mr. Wade, and Mrs. Coleman.

Mrs. Coleman noted that the Board Committee assignments would be announced in May.

Mr. Falkofske moved that the School Board authorize the President's signature to appear on all checks as the third signature with the Clerk and Treasurer and authorize the use of facsimile signatures of the President, Clerk and Treasurer on all checks. Mr. Kunich seconded the motion. Unanimously approved.

Mrs. Snyder moved that the School Board approve the list of legal firms as contained in the agenda. Mr. Kunich seconded the motion. Motion passed. Ms. Stevens dissenting.

Mr. Kunich moved that the School Board 1) adopt the attached Schedule of Authorized Public Depositories and 2) assign the Chief Financial Officer the authority to approve draws as needed, in the form of the \$2,000,000 Line of Credit through Johnson Bank. Mr. Wade seconded the motion. Unanimously approved.

Mr. Kunich moved that the School Board approve Patrick Finnemore as the District representative for any Tax Incremental District (TID) Joint Review Boards for the upcoming year. Ms. Stevens seconded the motion. Unanimously approved.

Meeting adjourned at 6:45 P.M.

Stacy Schroeder Busby
School Board Secretary

REGULAR MEETING OF
THE KENOSHA UNIFIED SCHOOL BOARD
HELD APRIL 25, 2016

A regular meeting of the Kenosha Unified School Board was held on Monday, April 25, 2016, 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: Ms. Stevens, Mrs. Snyder, Mr. Kunich, Mr. Garcia, Mr. Falkofske, Mr. Wade, and Mrs. Coleman. Dr. Savaglio-Jarvis was also present.

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

Mrs. Tanya Ruder, Executive Director of Community Partnerships and Media Relations, presented the Black History Bee, Black History Art and Writing Contest Winners, the FBLA Regional and State Leadership Conference Winners, the Kenosha Battle of the Books Winners, the WEMTA Statewide Battle of the Books Winners, the Kohl Teacher Fellowship Award Winner, and the Wisconsin PTA Reflections Contest Winners.

There were no Administrative and/or Supervisory Appointments.

Mrs. Stevens introduced the Student Ambassador, Donnie Jackson from Bradford High School, and he made his comments.

There was not a Legislative Report.

Views and/or comments by the public were made.

Board members made their responses/comments.

Mrs. Coleman made Board President remarks.

Mr. Jackson left the meeting at 8:18 P.M.

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

Board members considered the following Consent-Approve items:

Consent-Approve item XI-A – Recommendations Concerning Appointments, Leaves of Absence, Retirements and Resignations.

Consent-Approve item XI-B – Minutes of the 3/22/16 Special Meetings and Executive Session and 3/22/16 Regular Meeting.

Ms. Stevens noted that in the 3/22/16 Regular Meeting minutes “Mrs. Kunich” needs to be changed to “Mr. Kunich.”

Consent-Approve item XI-C – Summary of Receipts, Wire Transfers, and Check Registers submitted by Mrs. Lisa Salo, Accounting Manager; Mr. Tarik Hamdan, Chief Financial Officer; and Dr. Sue Savaglio-Jarvis, excerpts follow:

“It is recommended that the March 2016 cash receipt deposits totaling \$475,305.84, and cash receipt wire transfers-in totaling \$42,280,194.84, be approved.

Check numbers 533848 through 535398 totaling \$8,289,684.46, and general operating wire transfers-out totaling \$414,522.56, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the March 2016 net payroll and benefit EFT batches totaling \$17,378,400.53, and net payroll check batches totaling \$18,544.25, be approved.”

Mr. Kunich moved to approve the Consent Agenda with the correction of “Mrs. Kunich” to “Mr. Kunich” in the 3/22/16 Regular Meeting minutes. Ms. Stevens seconded the motion. Unanimously approved.

There was unanimous consent to change the order of the agenda and discuss the Health Insurance Premium Contribution for Employee Groups first.

Mrs. Annie Petering, Chief Human Resource Officer, presented the Health Insurance Premium Contributions for Employee Groups submitted by Mr. Rade Dimitrijevic, Human Resource Coordinator; Ms. Judy Rogers, Human Resource Coordinator; Mrs. Petering; and Dr. Savaglio-Jarvis, excerpts follow:

“Currently, employees pay three different premium contribution rates based upon a job category. The Board, on June 3, 2013, voted to allow groups of employees to pay different contribution premium rates of 6%, 10% and 12%.

The district recently concluded benefit renewal discussions. During the special board meeting on February 18, 2015, Scott Schultz from Hays Companies of Wisconsin presented a power point presentation. The board selected WEA Trust as the provider for coverage over the next three years. In 2016-2017, the district will see a 5.77% reduction in premium rate from this year’s premium rates. For the remaining two years, 2017-2019, there will be an 8% rate cap. This means that our premiums for the remaining two year will not be increased beyond 8%.

Currently, the process of implementing recommendations from the Crowe Horwarth classification and compensation study is underway. The focus of the study

was to review the miscellaneous, secretary/clerical and AST groups. The recommendations have been reviewed by the Office of Human Resources and Leadership Council. Beginning this May through December of 2016, the Office of Human Resources will be working on assigning the miscellaneous, secretary clerical and AST's into one of the recommended groups. We are beginning with the miscellaneous group.

This report is presented for informational purposes only this evening. A special school board meeting will be scheduled in early May 2016. At that time administration will recommend that the Board of Education approve a medical insurance premium contribution which has all employees paying 12% of the cost."

Mrs. Petering answered questions from Board members.

Board members requested the following additional information:

- List of employees by employee group who have elected to not take the health insurance;
- Further investigate if there are any districts that base employee health insurance premium cost on salary;
- Find out what the employee health insurance premium contribution cost was prior to 2006; and
- List employees by salary and their health insurance premium contribution amount.

No action was taken on this item as it was brought forward for discussion purposes only.

Mr. Patrick Finnemore presented the Energy Efficiency Revenue Limit Exemption Projects submitted by Mr. John Setter, Project Architect; Mr. Finnemore; Mr. Hamdan; and Dr. Savaglio-Jarvis, excerpts follow:

"The purpose of this report is two-fold, the first portion of the report provides a recap of the projects performed in 2014 and 2015 at nine elementary schools, and the second portion of the project provides a proposal for a second phase focused on four middle and high schools.

In light of the dramatic success of the Phase 1 projects, and the amount of debt that will be retired over the next several years, we are proposing that KUSD implement a second phase of projects. This Phase 2 would consist of 3 separate projects performed over a six year period. The three projects would be performed independently of one another, each being approximately 2 years in duration. The projects would be:

- Project 1 - Bullen Middle School and Lance Middle School;
- Project 2 - Tremper High School; and
- Project 3 - Bradford High School.

The proposed energy efficiency projects total \$73,004,434 (\$74,990,000 when including inflation). If KUSD wishes to finance these projects with long-term debt, the

debt can be issued under revenue limits in Fund 38. Debt issued in Fund 38 does not require a referendum, but does require a 30-day petition period.

This report was presented at the April 12, 2016, meeting of the Joint Audit, Budget and Finance and the Planning, Facilities, and Equipment Committees and the committees voted unanimously to forward this report onto the Board for consideration.

Administration recommends School Board approval of the Energy Efficiency Revenue Limit Exemption Projects as described in this report. Further approvals of the energy efficiency projects will be necessary at subsequent meetings as described in this report.”

Mr. Kunich moved to approve the Energy Efficiency Revenue Limit Exemption Projects as described in the report. Mr. Wade seconded the motion. Unanimously approved.

Mrs. Ruder presented the Educational Support Center/Employee Safety submitted by Mr. Finnemore, Mrs. Ruder, and Dr. Savaglio-Jarvis, excerpts follow:

“Given recent world events and the decision to move forward with ALiCE training for District staff, the leadership council assembled an Educational Support Center (ESC) safety committee. This committee was designed to discuss and recommend safety topics/precautions that could be implemented at the ESC in order to provide a safer working environment for ESC employees, as well as safe place for those visiting and/or utilizing the building for meetings.

The following items are recommendations that came from the committee’s discussions in an effort to provide a safer working environment for all ESC staff:

- Lock ESC doors during work hours and install new phones with digital video screens for the lobby desk, two in the Superintendent’s Office and one in the School Leadership Office to will allow visitors to be buzzed into the building; and
- Leave doors locked after work hours and have sign posted asking participants to call the landline in the training room so someone can personally let in guests;
- On board meeting nights, unlock the front doors at 6:30 p.m. and lock immediately following the end of the meeting. On committee meeting nights, unlock the front doors at 5 p.m. and lock immediately following the end of the meeting.
- For additional safety during board meetings, hire one or two off duty officers to be stationed between the front doors and boardroom.

On April 12, 2016, the Planning/Facilities/Equipment Committee voted to forward this informational report to the Board of Education for their review at the April 25, 2016, regular meeting.

Items 1, 2 and 3 above will be implemented effective July 1, 2016. It is suggested that the school board consider allocating funding for item 4 above.”

Mrs. Ruder answered questions from Board members.

No action was taken on this item as it was brought forward for informational purposes only.

Dr. Savaglio-Jarvis introduced Policy 4200 – General Personnel Policies submitted by Mrs. Ruder and Dr. Savaglio-Jarvis, excerpts follow:

“Policy 4200 must be updated to reflect the District’s move from collectively bargained agreements to an Employee Handbook as of November 2014. This update will require all 4000 series policies to include a cross reference of the Employee Handbook effective upon approval the updated policy. In addition, this policy would benefit from requiring all policies to include any applicable state and federal laws and/or guidelines in the legal reference section.

At its April 12, 2016, meeting, the Personnel/Policy Committee voted to forward revised Policy 4200 to the Board of Education for consideration. Administration recommends that the Board of Education approve revisions to Policy 4200 – General Personnel Policies as a first reading on April 25, 2016, and as a second reading on May 24, 2016.”

Mrs. Snyder moved to approve the revisions to Policy 4200 – General Personnel Policies as a first reading. Mr. Kunich seconded the motion. Unanimously approved.

Ms. Susan Valeri, Director of Special Education/Student Support presented Policy and Rule 5434 – Alcohol and Other Drugs – Students submitted by Ms. Valeri and Dr. Savaglio-Jarvis, excerpts follow:

“Policy and Rule 5434 - Alcohol and Other Drugs – Students was last revised in 2009. Revisions to this policy were developed with input from the Community Council Committee. This committee is comprised of representatives from local law enforcement, the judicial system, Kenosha County Children and Family Services, parents, KUSD teachers and administrators. This committee researched AODA policies from school districts in Wisconsin and near the Illinois border. Districts that were reviewed included Racine, Milwaukee, Janesville, Green Bay, Waukesha, Beloit, Fond du Lac, Madison, Lake Forest, Waukegan, and Chicago. In all of our research, we found that Kenosha Unified’s AODA policy is a comprehensive policy. However, the committee felt that there is a need for administrators to have flexibility with the determination for suspension and/or expulsion of students. The current policy has a mandatory suspension of three days or five days listed in it. The updated policy would allow principals/administrators to determine the need for a suspension and/or expulsion for up to three days or five days.

At the April 12, 2016, meeting, the Personnel/Policy Committee voted to forward revised Policy and Rule 5434 to the school board for consideration. Administration recommends that the school board approve revised Policy and Rule 5434 – Alcohol and Other Drugs as a first reading at the April 25, 2016, regular meeting and a second reading at the May 24, 2016, regular meeting.”

Ms. Valeri answered questions from Board members.

Mr. Kunich moved to approve revised Policy and Rule 5434 – Alcohol and Other Drugs as a first reading. Ms. Stevens seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis presented the New Course Proposal: AP Computer Science Principles submitted by Ms. Marsha Nelson, Coordinator of Career and Technical Education; Mrs. Jennifer Lawler, Coordinator of Mathematics; Mrs. Julie Housman, Assistant Superintendent of Teaching and Learning; and Dr. Savaglio-Jarvis, excerpts follow:

“In the United States it is estimated that 1.2 million workers will be needed in the fields of computer science and mathematics over the next five years. While the demand for employees with this training is rapidly increasing, the number of students seeking this pathway in technical and four-year colleges will only fill approximately 40 percent of the openings.

In December 2015 the school board approved the addition of Exploring Computer Science for the senior high schools to begin in 2016-17. Additionally for the 2015-16 school year, the school board approved AP Computer Science A, which is currently taught at LakeView Technology Academy. The proposed course, AP Computer Science Principles, will be offered at LakeView Technology Academy in the fall 2016 and at all comprehensive high schools beginning with the 2017-18 academic year.

At the April 12, 2016, meeting, the Curriculum/Program Standing Committee voted to forward this report to the school board for approval. Administration recommends that the school board approve the proposed addition of the AP Computer Science Principles course.”

Mr. Wade moved to approve the addition of the AP Computer Science Principles course. Ms. Stevens seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis presented the New Curriculum/Resources; Math Applications submitted by Mrs. Lawler, Mrs. Housaman, and Dr. Savaglio-Jarvis, excerpts follow:

“In 2008-09 Kenosha Unified School District began offering Math Applications as an optional third course in the high school mathematics sequence. The course, as it was originally developed, is no longer aligned to the Wisconsin High School Mathematics Standards; nor does it provide access to rigorous mathematics necessary to prepare students to succeed on the ACT which is now required of all Wisconsin eleventh grade students.

While Algebra 2 provides students with the best preparation for both the ACT and postsecondary mathematics, it is recognized that a traditional Algebra 2 course does not meet the needs of all students. In addition to offering students the opportunity to learn rigorous mathematics embedded in contexts that are interesting and relevant, the proposed curriculum and resource updates provide an opportunity to increase the financial literacy of Kenosha Unified School District students.

At the April 12, 2016, meeting, the Curriculum/Program Standing Committee voted to forward this report to the school board for approval. Administration recommends that the school board approve the new curriculum and resources for the Math Applications course.”

Mr. Wade moved to approve the new curriculum and resources for the Math Applications course. Mr. Kunich seconded the motion. Unanimously approved.

Mrs. Petering presented the 2016-2017 Employee Handbook – Revised Edition submitted by Mrs. Ruder, Mrs. Petering, and Dr. Savaglio-Jarvis, excerpts follow:

“The 2016-17 Employee Handbook – Revised Edition has evolved and been presented to the school board over a series of months (January-April 2016). Attachments A and B are the reports presented at the January 26 and February 23, 2016, regular school board meetings.

The 2016-17 Employee Handbook – Revised Edition was approved as a first reading at the February 23, 2016, regular board meeting. These final changes are shared as an informational update this evening. The revised handbook will be presented for a second reading at the May 24, 2016, regular board meeting.”

Mrs. Petering answered questions from Board members.

No action was taken on this item as it was brought forward for discussion purposes only.

Dr. Savaglio-Jarvis presented Policy 7410 – Naming an Area Within or on a District Site submitted by Mr. Steven Knecht, Coordinator of Athletics/Physical Education; Mrs. Housman; and Dr. Savaglio-Jarvis, excerpts follow:

“School Board Policy 7410—Naming an Area Within or On a District Site allows staff or community members to nominate a name for a specific area within a school or on a district site. The board of education approves the naming of all district facilities.

The superintendent has received a request to form a committee to name the future stadium that will be constructed at Bradford High School.

Administration recommends that the provisions of School Board Policy 7410 be invoked, allowing the superintendent to appoint a committee to seek input relative to a proposed name for the new stadium being built at Bradford High School.”

Mr. Kunich moved to allow the superintendent to appoint a committee to seek input relative to a proposed name for the new stadium being built at Bradford High School. Mr. Wade seconded the motion. Unanimously approved.

Mr. Hamdan presented the 2016-2017 Preliminary Budget Projection submitted by Mr. Hamdan and Dr. Savaglio-Jarvis, excerpts follow:

“Per Board Policy 3110, Annual Operating Budget, the Kenosha Unified School District administration is currently in the process of developing a preliminary budget incorporating information contained in the second year of the biennial state budget (2015-2017), the Department of Public Instruction guidance, and estimated district assumptions.

The initially balanced budget position being projected for 2016-17 is summarized in Attachment A which addresses expected changes in the District revenue and expense budgets. The initial budget projections are built based on conservative estimates. The administration will continue to analyze the projected student enrollment throughout the process as well as monitor other variables and may make recommendations to modify projections.

The administration is recommending that the Board approve the budget assumptions detailed in Attachment B as the basis for building the 2016-17 budget.”

Mr. Hamdan answered questions from Board members.

Mrs. Snyder moved to approve the budget assumptions detailed in Attachment B as the basis for building the 2016-17 KUSD budget. Mr. Kunich seconded the motion. Unanimously approved.

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

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

Meeting adjourned at 10:06 P.M.

Stacy Schroeder Busby
School Board Secretary

A SPECIAL MEETING OF
THE KENOSHA UNIFIED SCHOOL BOARD
HELD MAY 3, 2016

A special meeting of the Kenosha Unified School Board was held on Tuesday, May 3, 2016, at 6:17 P.M. in the Board Meeting Room at the Educational Support Center. The purpose of this meeting was for Views and Comments by the Public and Discussion/Action Regarding Health Insurance Premium Contributions for Employee Groups.

The meeting was called to order at 6:17 P.M. with the following members present: Ms. Stevens, Mrs. Snyder, Mr. Kunich, Mr. Garcia, Mr. Falkofske, Mr. Wade, and Mrs. Coleman. Dr. Savaglio-Jarvis was also present.

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

There were views and comments by the public.

Mrs. Annie Petering, Chief Human Resource Officer, presented the Health Insurance Premium Contributions for Employee Groups submitted by Mr. Tarik Hamdan, Chief Financial Officer; Mrs. Petering; and Dr. Savaglio-Jarvis, excerpts follow:

“Administration had an opportunity to reflect on the discussion and concerns presented by employees and the Board since the April 25, 2016, board meeting regarding premium contributions for employee groups. Attachment A contains the full report from April 25, 2016. Based on the discussion, administration recommends maintaining the status quo, i.e. keeping the employees at the current employee premium contribution rates. This would mean that ESP’s, miscellaneous, and food service employees would continue paying a premium contribution rate of 6%, interpreters and secretaries would continue paying a premium contribution rate of 10%, and AST’s, carpenters and painters, teachers and service employees would continue paying a premium contribution rate of 12%.

Administration recommends that the Board of Education approve the continuation of the current rates for all active and retired employees as shown below until such time as the Board decides to take action to change premium contribution rates.”

Mr. Hamdan presented an interactive visual demonstration of salary ranges versus employee health insurance premium contributions by group.

Mrs. Petering and Mr. Hamdan answered questions from Board members.

Mr. Kunich moved to approve administration's recommendation to approve the continuation of the current rates for all active and retired employees until such time as the Board decides to take action to change premium contribution rates.

Ms. Stevens offered a friendly amendment to Mr. Kunich's motion to include that the recommended assignments from the classification and compensation study be presented within the next month. Mr. Kunich did not accept Ms. Stevens' friendly amendment.

Mr. Wade seconded Mr. Kunich's motion to approve administration's recommendation to approve the continuation of the current rates for all active and retired employees until such time as the Board decides to take action to change premium contribution rates.

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

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

Meeting adjourned at 6:50 P.M.

Stacy Schroeder Busby
School Board Secretary

A SPECIAL MEETING OF
THE KENOSHA UNIFIED SCHOOL BOARD
HELD MAY 10, 2016

A special meeting of the Kenosha Unified School Board was held on Tuesday, May 10, 2016, at 5:30 P.M. in the Board Meeting Room at the Educational Support Center. The purpose of this meeting was for Views and Comments by the Public and Discussion/Action Regarding Initial Resolution Authorizing General Obligation Bonds in an Amount Not to Exceed \$74,990,000 and Calling a Public Hearing in Connection Therewith.

The meeting was called to order at 5:30 P.M. with the following members present: Ms. Stevens, Mrs. Snyder, Mr. Kunich, Mr. Garcia, Mr. Falkofske, Mr. Wade and Mrs. Coleman. Dr. Savaglio-Jarvis was also present.

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

There were no views and comments by the public.

Dr. Sue Savaglio-Jarvis, Superintendent of Schools, presented the report titled Initial Resolution Authorizing General Obligation Bonds in an Amount Not to Exceed \$74,990,000 and Calling a Public Hearing in Connection Therewith submitted by Dr. Savaglio-Jarvis, Mr. Tarik Hamdan, Chief Financial Officer, and Mr. Patrick Finnemore, Director of Facilities Services. Excerpts from the report follow:

“At the April 25, 2016 School Board meeting, the Board approved a proposal to implement a Phase 2 series of energy efficiency projects using the energy revenue limit exemption based on the provisions in 2011 Wisconsin Act 32 and subsequent legislation.

The proposed energy efficiency projects total \$73,004,434 (\$74,990,000 when including inflation) and will be funded by long-term debt issuance in Fund 38. The attached resolution authorizes an amount not to exceed \$74,990,000.

The attached resolution (Attachment A) is the “Initial Resolution” that was discussed in the April 25, 2016 report and is required to be approved in order to be in compliance with issuing Fund 38 debt (non-referendum debt). With this Board approval, a Public Hearing is also required since the maturity of the proposed debt will exceed ten years; therefore, Notice to the Electors (Attachment B) is to be published in the Kenosha News on May 16, 2016.

As stated in the April 25, 2016 report, the scheduled debt service payments in the 2016-2017 fiscal year are set to decrease dramatically (approximately \$4,600,000) as

the District will have retired (paid-off) debt related to previous capital projects. The timing will be such that we have the opportunity to issue new debt to fund these new projects with minimal impact on the debt service tax levy. PMA Securities, Inc. has prepared an example financing plan (Attachment C) along with a graphical representation of the debt service impact over the next 20 years as related to the proposed projects.

Administration recommends that the School Board approve the attached Initial Resolution and call for a public hearing as well as authorize the School Board Officers and District Administration to execute all related documents.”

Michele Wiberg, Vice President of PMA Securities, and Mr. Hamdan provided additional information and answered questions.

Mrs. Snyder moved to approve the initial resolution and call for a public hearing as well as authorize the school board officers and district administration to execute all related documents. Ms. Stevens seconded the motion. Unanimously approved.

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

Meeting adjourned at 5:40 P.M.

Kathleen DeLabio
Executive Assistant to the Superintendent

This page intentionally left blank

Kenosha Unified School District
Kenosha, Wisconsin
Summary of Cash Receipts and Disbursements
May 24, 2016

CASH RECEIPTS	reference	total
April 2016 Wire Transfers-In, to Johnson Bank from:		
WI Department of Public Instruction	<i>state aids register receipts</i>	\$ 2,270,123.28
District Municipalities	<i>tax settlement - April payment</i>	1,148,473.08
Johnson Bank	<i>account interest</i>	169.86
US Treasury	<i>interest refund - various bond issues</i>	-
Bankcard Services (MyLunchMoney.com)	<i>food services credit card receipts (net of fees)</i>	129,083.58
Bankcard Services (TicketSpice.com)	<i>fine arts ticket sales receipts (net of fees)</i>	4,667.63
Bank (RevTrak)	<i>district web store receipts (net of fees)</i>	9,081.11
Retired & Active Leave Benefit Participants	<i>premium reimbursements</i>	25,207.63
WI Department of Revenue	<i>exempt computer state aid</i>	-
HHS	<i>head start grant</i>	242,196.97
Various Sources	<i>small miscellaneous grants / refunds / rebates</i>	17,771.89
Total Incoming Wire Transfers		3,846,775.03

April 2016 Deposits to Johnson Bank - All Funds:

General operating and food services receipts	<i>(excluding credit cards)</i>	731,009.97
--	---------------------------------	------------

TOTAL APRIL CASH RECEIPTS

\$ 4,577,785.00

CASH DISBURSEMENTS	reference	total
April 2016 Wire Transfers-Out, from Johnson Bank to:		
<i>Payroll & Benefit wires</i>		
Individual Employee Bank Accounts	<i>net payrolls by EFT (net of reversals)</i>	\$ 6,851,981.44
WI Department of Revenue	<i>state payroll taxes</i>	496,445.31
WI Department of Revenue	<i>state wage attachments</i>	227.84
IRS	<i>federal payroll taxes</i>	2,635,577.85
Delta Dental	<i>dental insurance premiums</i>	248,883.88
Diversified Benefits Services	<i>flexible spending account claims</i>	24,453.49
Employee Trust Funds	<i>wisconsin retirement system</i>	2,145,510.78
NVA	<i>vision insurance premiums</i>	13,863.59
Various	<i>TSA payments</i>	424,226.20
<i>Subtotal</i>		12,841,170.38
<i>General Operating Wires</i>		
US Bank	<i>purchasing card payment-individuals</i>	190,350.99 *
US Bank	<i>purchasing card payment-AP program</i>	36,725.70 *
Aegis	<i>workers' compensation payment</i>	150,000.00
Kenosha Area Business Alliance	<i>LakeView lease payment</i>	16,666.67
Johnson Bank	<i>banking fees</i>	581.25
Various	<i>returned checks</i>	169.75
<i>Subtotal</i>		394,494.36
Total Outgoing Wire Transfers		\$ 13,235,664.74

April 2016 Check Registers - All Funds:

Net payrolls by paper check	<i>Register# 01008DP, 01009DP</i>	\$ 3,675.33
General operating and food services	<i>Check# 535399 thru Check# 536539 (net of void batches)</i>	8,474,206.05
Total Check Registers		\$ 8,477,881.38

TOTAL APRIL CASH DISBURSEMENTS

\$ 21,713,546.12

*See attached supplemental report for purchasing card transaction information

KUSD Purchasing Card Program - Accounts Payable

Transaction Summary

Billing Cycle Ending April 15, 2016

Check #	Vendor ID	Vendor Name	Total
99000785	V01058	FIRST STUDENT	\$ 36,725.70
US Bank Purchasing Card Payment - Accounts Payable			\$ 36,725.70

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

Billing Cycle Ending April 15, 2016

Merchant Name	Total
HOTEL	\$ 28,563.96
WW GRAINGER	\$ 14,095.72
INDUSTRIAL CONTROLS	\$ 8,369.40
CLASS 1 AIR INC	\$ 7,490.78
MENARDS KENOSHA WI	\$ 5,539.48
VIKING ELECTRIC - KENOSHA	\$ 5,187.80
AIRLINE	\$ 4,379.56
VEHICLE MAINT. & FUEL	\$ 4,093.01
HALLMAN LINDSAY PAINTS	\$ 3,905.05
UNTD RNTLS 180214	\$ 3,750.00
RESTAURANTS & CATERING	\$ 3,635.76
IN *A BEEP, LLC	\$ 3,062.46
MEETING TOMORROW, INC	\$ 2,593.00
JOHNSTONE SUPPLY	\$ 2,550.41
REDEXIM TURF PRODUCTS	\$ 2,253.79
WISCONSIN SCHOOL MUSIC AS	\$ 2,243.70
ERIKSON INSTITUTE	\$ 2,100.00
GLOBALKNOWLEDGETRAININ	\$ 2,000.00
HIGHWAY C SVC	\$ 1,979.59
FIRST SUPPLY LLC #2033	\$ 1,922.96
ULINE *SHIP SUPPLIES	\$ 1,891.40
TUNSTALL CORPORATION	\$ 1,785.00
AMAZON MKTPLACE PMTS	\$ 1,750.94
AC RADIO SUPPLY INC	\$ 1,723.41
USPS POSTAL ST66100207	\$ 1,723.20
TEACHERS COLLEGE WEB COL	\$ 1,650.00
WEBCONNEX, LLC	\$ 1,628.55
BUTTERS-FETTING	\$ 1,591.77
HAJOCA KENOSHA PC354	\$ 1,478.16
JOHNSON CONTROLS SS	\$ 1,448.80
DIETZ ELECTRIC CO INC	\$ 1,426.00
MARK S PLUMBING PARTS	\$ 1,401.17
OFFICEMAX/OFFICEDEPOT6358	\$ 1,329.63
CHESTER ELECTRONIC SUPPLY	\$ 1,272.59
SOUTHEASTERN EQUIPMENT &	\$ 1,173.96
DALE L PRENTICE CO.	\$ 1,166.98
BARNES & NOBLE #2037	\$ 1,154.47
LOWES #02560*	\$ 1,117.60
E-CONOLIGHT	\$ 1,104.87
3654 INTERSTATE	\$ 1,020.13
PBBS EQUIPMENT CORP	\$ 989.38
DIRECT ATHLETICS INC.	\$ 937.87
WM SUPERCENTER #1167	\$ 897.93
GLENROY, INC.	\$ 893.99
JONES SCHOOL SUPPLY	\$ 854.70
MCMASTER-CARR	\$ 846.28
NASSP E-COMMERCE	\$ 823.25

ANTHEM SPRT	\$	796.29
CONNEY SAFETY	\$	785.73
OOSHIRT.COM 866660866	\$	763.40
EDS ARCHITECTURAL OPENING	\$	762.00
BATTERIES PLUS KEN	\$	758.06
ACME TOOLS #110	\$	753.43
UW EOP NONCREDIT PROGRAM	\$	750.00
MICROSOFT *STORE	\$	737.45
NORTHEAST FOUNDATION F	\$	729.00
PAYPAL *EDVENTUREGA	\$	725.00
FEDERAL SIGNAL SAFETY AND	\$	719.50
CONSERV FS INC	\$	716.06
DASH MEDICAL GLOVES	\$	690.00
MENARDS RACINE WI	\$	674.46
SMARTSIGN	\$	664.25
ACTIVE PARENTING PUBLISHE	\$	657.25
L AND S ELECTRIC	\$	657.00
AUER STEEL - MILWAULKEE	\$	637.00
PAYPAL *USDC	\$	633.75
IN *BECKER BOILER CO., IN	\$	623.11
DICKOW CYZAK TILE CARP	\$	618.00
SHERWIN WILLIAMS #3180	\$	585.37
VIKING ELECTRIC-CREDIT DE	\$	573.95
PALMER HAMILTON LLC	\$	554.65
COLUMBIA PIPE & SUPPLY	\$	543.86
MAYFAIR RENT A CAR KENO	\$	529.52
PAYPAL *ARDUINO LLC ARD	\$	526.65
PAYPAL *WSST	\$	525.00
AMAZON.COM	\$	514.96
THELEN MATERIALS LLC	\$	511.70
REINDERS - BRISTOL	\$	507.43
NSPRA	\$	504.00
T-SHIRTS EXPRESS	\$	502.00
MINECRAFTEDU	\$	488.00
DW DAVIES AND CO INC	\$	487.70
RAYMOND GEDDES	\$	486.87
NELSON ELECTRIC SUPPLY	\$	466.62
FRY SPECIALTY INC	\$	463.20
AIRGASS NORTH	\$	452.42
PREVENTION RESEARC	\$	450.00
LEARNING FORWARD	\$	449.28
WI SCHOOL PR ASSOC	\$	447.00
ANIXTER/CLARK/TRI-ED	\$	427.01
WASBO FOUNDATION INC	\$	420.00
AMAZON.COM AMZN.COM/BILL	\$	413.01
LAMINATION DEPOT INC	\$	411.58
FASTENAL COMPANY01	\$	400.54
ZORO TOOLS INC	\$	400.35
LEGO *SHOP@HOME	\$	390.14
STU*STUMPS	\$	388.71
ORIENTAL TRADING CO	\$	386.55
FARM & FLEET STURTEVAN	\$	386.50
ADOBE *CREATIVE CLOUD	\$	379.67
MILWAUKEE BREWERS BOX OFF	\$	375.00
WM SUPERCENTER #2668	\$	368.72

POSITIVE PROMOTIONS INC	\$	364.93
GYPSON SUPPLY OF ROUND L	\$	345.60
NETBRANDS MEDIA CORP.	\$	345.10
IN *GAPPA SECURITY SOLUTI	\$	345.00
PICK N SAVE 00068742	\$	335.87
WEIMER BEARING & TRANSMIS	\$	334.34
UW HOUSING EPAY	\$	334.30
A AND R DOOR SERVICE I	\$	334.00
IVIE ENTERPRISES INC	\$	325.71
BIG K LIMO	\$	318.00
HERITAGE FOOD SERVICE GRO	\$	310.42
WSSCA	\$	300.00
NEOPOST USA	\$	299.00
THE HOME DEPOT 4926	\$	298.98
ART INST - MUSEUM EDUC	\$	298.00
PODS #58	\$	290.63
MENARDS OAK CREEK WI	\$	285.43
WAL-MART #1167	\$	268.49
IN *3D MOLECULAR DESIGNS	\$	267.67
EASTBAY INC	\$	254.74
MICHIGAN COMPANY	\$	253.36
TPRS PUBLISHING INC.	\$	245.00
WOODWORKERS HARDWARE - W	\$	244.03
LYNCH ISUZU TRUCK CTR	\$	244.01
AT&T*BILL PAYMENT	\$	236.84
STATE OF WI DPI REGONLINE	\$	235.00
IIS FULFILLMENT	\$	230.99
MENARDS FRANKLIN WI	\$	226.13
PAYPAL *EDUCATIONAL	\$	224.00
AEDLAND.COM	\$	224.00
SHERWIN WILLIAMS 703180	\$	219.64
DG HARDWARE	\$	217.81
MOTION INDUSTRIES WI04	\$	212.08
FABCO RENTS	\$	211.50
KITCHEN CUBES LLC	\$	206.00
RED CROSS STORE	\$	204.62
NATL CCL TEACHERS OF MATH	\$	201.89
BEST BUY 00011916	\$	199.99
REI*GREENWOODHEINEMANN	\$	199.00
RLI*RENAISSANCE LEARN	\$	195.70
TREETOP PUBLISHING INC	\$	188.65
DSPTS EPAY ISE	\$	180.00
NATIONAL SCIENCE TEACHER	\$	180.00
MYOFFICEINNOVATIONS	\$	171.24
SCIENCE TAKE-OUT	\$	171.00
JACKS SMALL ENGINES & GEN	\$	169.13
TARGET 00022517	\$	168.90
KENOSHA AREA BUSINESS	\$	165.00
AMZ*PYRAMYDAIR	\$	163.83
RUSSO POWER	\$	162.79
LIGHTINGSUPPLY	\$	159.95
DMI* DELL BUS ONLINE	\$	158.23
POTTINGER STEEL WORKS INC	\$	149.46
PAYPAL *CATALOGCOMP	\$	148.58
BADGER TRUCK CTR-MKE	\$	146.62

HONORS GRAD	\$	143.35
KENOSHA CO HIST SOC	\$	142.00
BUDGET2844400004152	\$	136.78
ASSOC SUPERV AND CURR	\$	132.89
NAESP-PEAP	\$	131.00
MENARDS BURLINGTON WI	\$	124.54
PIGGLY WIGGLY #209	\$	119.14
MIDWEST LAMP PARTS CO	\$	108.70
LOCKSMITH PARTS & SUPPLIE	\$	106.20
EASTBAY	\$	105.46
SPORTS INFORMATION MEDIA	\$	103.00
DEMCO INC	\$	101.87
CLC-ECOMMERCE_GEN ACCT	\$	100.00
E GROUP WEBSTORES	\$	100.00
OFFICE DEPOT #1105	\$	99.96
USPS564280750050303676	\$	98.00
JOANN FABRIC #0576	\$	96.05
DOLRTREE 661 00006619	\$	94.00
AMERICAN MUSICAL SUPPL	\$	89.95
TLF FLOWERS BY JOSEPH	\$	87.50
SAVTA LTG DBA MYLAMPPARTS	\$	84.94
JAMECO/JIMPAK ELECTRONICS	\$	83.39
T BOLT USA	\$	82.65
MPMSCHOOLSUPPLIES.COM	\$	82.20
TOWN & CNTRY GLASS CO	\$	81.04
WWW.MAKERBOT.COM	\$	80.62
PICK N SAVE 00068916	\$	80.03
PRAIRIE SIDE TRUE VALUE	\$	79.98
B&H PHOTO, 800-606-6969	\$	77.85
PAYPAL *CESA 2	\$	75.00
IN *B AND L OFFICE FURNIT	\$	75.00
FLIPSIDE PRODUCTS INC	\$	73.14
SEI*SOCCER.COM	\$	68.36
HOOVER FENCE CO.	\$	67.66
PETSMART INC 1636	\$	66.70
WALGREENS #16246	\$	64.57
COOL PRODUCTS GROUP	\$	63.89
API*WWW.MADEPC.COM	\$	62.42
FIRST BOOK	\$	59.40
BEACON ATHLETICS	\$	59.00
VZWRLSS*IVR VN	\$	58.01
STREETWISE MAPS INC	\$	57.67
FHB COMPANY	\$	53.95
E-COMPLETE, LLC.	\$	53.90
MONOPRICE COM	\$	52.97
FESTIVAL FOODS	\$	51.77
PAYPAL *CESA 5	\$	50.00
SENTRY GROUP	\$	50.00
JEWEL #3466	\$	47.67
SHIFFLER EQUIPMENT SAL	\$	46.69
VICTOR MACHINERY EXCHANGE	\$	46.21
PALMEN BUICK GMC CADL	\$	43.92
DOLLARTREE.COM	\$	42.34
WAL-MART #2668	\$	41.46
PARTS TOWN, LLC	\$	41.32

ONLINE LABELS	\$	40.90
SAMSClub #6331	\$	38.15
DOLRTREE 5498 00054981	\$	37.98
PARTY CITY	\$	36.48
PLANK ROAD PUBLISHING	\$	36.45
VTs ST. LOUIS AIRPORT	\$	35.00
UPS*1ZD6VT594295014815	\$	33.88
SQ *GHEBAR TAXI GOSQ.COM	\$	32.75
SQ *GOSQ.COM OLADEL	\$	32.00
EREPLACEMENTPARTS.COM MI	\$	30.63
WI ASSN SCHOOL BOARDS	\$	30.00
STL METRO LAMBERT M	\$	30.00
YELLOW CAB	\$	30.00
WUFOO.COM/CHARGE	\$	29.95
NUTTY COMPANY	\$	29.47
CLAIRE LYNN	\$	29.23
SCHOLASTIC INC. KEY 6	\$	28.77
BUILDASIGN.COM	\$	28.76
SP * MY FILTERS DIRECT	\$	27.92
ANG*ANGELESCORPORATION	\$	26.63
WISMATH	\$	25.00
DOLRTREE 752 00007526	\$	25.00
ADOBE *EXPORTPDF SUB	\$	23.88
CHEAPTICKETS.COM	\$	21.99
APL* ITUNES.COM/BILL	\$	21.04
THE UPS STORE 3860	\$	20.18
HOBBY LOBBY #350	\$	19.57
CODE ELECTRICAL CLASS	\$	19.00
PARKSIDE TRUE VALUE	\$	17.96
ZOOM.US	\$	14.99
USPS.COM CLICK66100611	\$	14.30
WALGREENS #3153	\$	14.07
FARGO3DSALE	\$	10.58
EREPLACEMENTPARTS.COM	\$	7.66
UPS*2943B1P1LL1	\$	6.98
EASYKEYSCOM INC	\$	6.95
USPS 56428002632502569	\$	6.74
DSPS E SERVICE FEE COM	\$	3.60
MARLIN P JONES & ASSOC	\$	-
BSN*SPORT SUPPLY GROUP	\$	(179.99)
EXPEDIA*1120209727368	\$	(363.42)
GLOGSTER.COM	\$	(390.00)
EXPEDIA*1120209084007	\$	(660.80)
WESTSIDE WHOLESALE, IN	\$	(952.49)
EXPEDIA*1120209555103	\$	(991.20)
US Bank Purchasing Card Payment - Individuals	\$	190,350.99

KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, Wisconsin

May 24, 2016

Administrative Recommendation

It is recommended that the April 2016 cash receipt deposits totaling \$731,009.97, and cash receipt wire transfers-in totaling \$3,846,775.03, be approved.

Check numbers 535399 through 536539 totaling \$8,474,206.05, and general operating wire transfers-out totaling \$394,494.36, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the April 2016 net payroll and benefit EFT batches totaling \$12,841,170.38, and net payroll check batches totaling \$3,675.33, be approved.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Tarik Hamdan
Chief Financial Officer

Lisa M. Salo, CPA
Accounting Manager



May 24, 2016

POLICY 4200 – GENERAL PERSONNEL POLICIES

Background:

Policy 4200 must be updated to reflect the District's move from collectively bargained agreements to an Employee Handbook as of November 2014. This update will require all 4000 series policies to include a cross reference of the Employee Handbook effective upon approval the updated policy.

In addition, this policy would benefit from requiring all policies to include any applicable state and federal laws and/or guidelines in the legal reference section.

Administration Recommendation:

At its April 12, 2016, meeting, the Personnel/Policy Committee voted to forward revised Policy 4200 to the Board of Education for consideration. The Board of Education approved revisions to Policy 4200 as a first reading on April 25, 2016.

Administration recommends that the Board of Education approve revisions to Policy 4200 – General Personnel Policies as a second reading on May 24, 2016.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Tanya Ruder
Executive Director of Community
Partnerships and Media Relations

POLICY 4200

GENERAL PERSONNEL POLICIES

Personnel **District** policies for the various categories of employees shall include the respective School Board agreements. **include a cross reference to the current Employee Handbook.**

All District policies, regardless of series, shall include legal references for all applicable state and federal laws and/or guidelines.

CROSS REF.: ~~Current Employee Agreements~~ **Employee Handbook**

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: April 22, 1991

REVISED: June 27, 2000

KENOSHA UNIFIED SCHOOL DISTRICT

May 24, 2016

Policy and Rule 5434 – Alcohol and Other Drugs - Students

Rationale

It is critical that principals are enabled with flexibility in suspending or expelling students for infractions of this policy due to varying degrees and circumstances of the violation.

Background

Policy and Rule 5434 - Alcohol and Other Drugs – Students was last revised in 2009. Revisions to this policy were developed with input from the Community Council Committee. This committee is comprised of representatives from local law enforcement, the judicial system, Kenosha County Children and Family Services, parents, KUSD teachers and administrators. This committee researched AODA policies from school districts in Wisconsin and near the Illinois border. Districts that were reviewed included Racine, Milwaukee, Janesville, Green Bay, Waukesha, Beloit, Fond du Lac, Madison, Lake Forest, Waukegan, and Chicago. In all of our research, we found that Kenosha Unified's AODA policy is a comprehensive policy. However, the committee felt that there is a need for administrators to have flexibility with the determination for suspension and/or expulsion of students. The current policy has a mandatory suspension of three days or five days listed in it. The updated policy would allow principals/administrators to determine the need for a suspension and/or expulsion for up to three days or five days.

Administrative Recommendation

At the April 12, 2016, meeting, the Personnel/Policy Committee voted to forward revised Policy and Rule 5434 to the school board for consideration. The school board approved revised Policy and Rule as a first reading on April 25, 2016.

Administration recommends that the school board approve revised Policy and Rule 5434 – Alcohol and Other Drugs as a second reading at the May 24, 2016, regular meeting.

Sue Savaglio-Jarvis
Superintendent

Susan Valeri
Director of Special Education/Student Support

POLICY 5434
ALCOHOL AND OTHER DRUGS - STUDENTS

The District is committed to providing a school environment free of alcohol and drugs. These substances interfere with the learning environment and performance of students. For purposes of this policy, “drugs” include all controlled substances, inhalants covered under the state Uniform Controlled Substances Act and any other substance that alters perception or behavior reducing that individual’s ability to function appropriately in the academic environment. This prohibition does not apply to students who are using prescribed or over-the-counter medication according to district policy and guidelines.

The following actions are expressly prohibited by students on school property, on school buses, and at school sponsored activities:

1. Use or possession of alcoholic beverages, drugs or drug paraphernalia, or is suspected to be under the influence of alcoholic beverages or drugs.
2. Sale, delivery, manufacture, or intent to sell, deliver or manufacture alcohol, drugs or drug paraphernalia. Intent may be shown by evidence of the quantity and monetary value of the substance or materials possessed.
3. Use, possession, delivery, sale or intent to sell or deliver over-the-counter medication or other substances that is believed to be or is represented as a drug or alcohol regardless of the true nature of the substance. The intent to sell or deliver may be shown by evidence of the quantity and monetary value of above indicated substances.
4. Sale, delivery, or intent to sell or deliver prescription drugs. Intent may be shown by evidence of the quantity and/or monetary value of the substance or materials possessed.

Students who violate this policy will be referred to law enforcement officials and shall be subject to disciplinary action. School officials and teachers are not liable for referring students to law enforcement or for removing a student from school grounds or activities because of suspected alcohol or controlled substance possession, distribution, delivery, or consumption.

LEGAL REF.: Wisconsin Statutes Sections:

118.127	Peace officers’ records
118.257	Liability for referral to police
118.45	Student alcohol breath testing
120.13(1)	School board powers: school government; suspension, expulsion
125.O2(8m)	Definitions – “legal drinking age”
125.O37	Underage and intoxicated persons; presence on licensed premises
125.O9	General restriction
Chapter 961 State Controlled Substances Law	

CROSS REF.: 5430 Student Conduct and Discipline
 5473 Suspensions
 5474 Student Expulsion
 5475 Students with Disabilities
 5534 Medication

AFFIRMED: August 13, 1991

REVISED: October 8, 1996
 September 9, 1997
 July 23, 2002
 June 23, 2009
 March 3, 2016

RULE 5434

ALCOHOL AND OTHER DRUGS - STUDENTS

1. Use or Possession of Alcoholic Beverages, Drugs or Drug Paraphernalia, or Suspected to be Under the Influence of Alcoholic Beverages or Drugs, or Inappropriate Use of Prescription Drugs

The principal/designee will remove students using, or in possession of alcohol, drugs (as defined by Board Policy) or drug paraphernalia, suspected to be under the influence of alcohol or drugs, or for inappropriate use of prescription drugs from contact with other students. The parent/guardian/caregiver will be contacted immediately by the principal/designee and the **Office of Student Support** ~~staff member~~ will also be notified. **In the instance of any drug violation, the police will be notified by the principal/designee. Students will face immediate suspension from school for three days with referral to the Administrative Review Committee for expulsion consideration. The students may be referred to the Administrative Review Committee.**

- In making a referral to the Administrative Review Committee, the building principal may present a signed Abeyance Request/Refusal form for first offense student violations. Through this process the student will have the opportunity to request that the Administrative Review Committee recommendation be held in abeyance while the student voluntarily completes a District alcohol or other drug abuse screening (AODA) education, counseling program and/or AODA assessment by a certified AODA counselor. AODA assessment and recommendations for treatments must be submitted within 60 days. Written proof of completion of the recommended treatment plan will be provided to the principal/designee within established timeframes. Failure to complete an AODA education, counseling program and/or AODA assessment as outlined above shall result in an Administrative Review Committee recommendation for expulsion consideration on the original policy violation.
- Subsequent violations of Policy 5434 shall result in referral to the Administrative Review Committee for expulsion consideration.
- When a student is suspected to be under the influence of alcohol, but the student denies alcohol use, the student may be required by a principal/designee to submit to an alcohol breath test to determine the presence of alcohol. A Wisconsin Department of Transportation approved screening device must be used by an authorized employee, agent or officer. The results of the test for the presence of alcohol or the fact that a student refuses to submit to required breath testing may be used in any hearing or proceeding regarding the discipline, ~~suspension~~ **expulsion** of a student due to alcohol use.
- Under circumstances where a student denies alcohol use and a breath screening test is not used, the student may arrange an appropriate test to determine the presence of alcohol or provide other evidence explaining the behavior within three hours of the incident.
- When a student is suspected to be under the influence of drugs other than alcohol, but the student denies drug use, the student may arrange an appropriate test to determine the presence of other drugs or present other evidence explaining the behavior within 24 hours of the incident. All drug tests must follow the guidelines set forth by the District.
- In cases when a breath screening device is used or where student elected testing is chosen, no penalty will be imposed if testing is negative. If testing is positive or the student elects not to participate in the breath screening, the student will be subject to the procedures stated above.

RULE 5434

ALCOHOL AND OTHER DRUGS – STUDENTS

Page 2

2. Inappropriate Use or Possession of Over-The-Counter Medication or Other Substance and Believed to be or is Represented as a Drug or Alcohol Regardless of the True Nature of the Substance

The principal/designee will remove student using or possessing substances that are believed to be or are represented as a drug or alcohol, regardless of the nature of the substances, from contact with other students. The parent/guardian/caregiver will be contacted immediately by the principal/designee and the Student Support staff member will also be notified. Students ~~will~~ **may** face a suspension from school ~~for up to~~ three days with referral to the Administrative Review Committee for expulsion consideration.

- In making a referral to the Administrative Review committee, the building principal may present a signed Abeyance Request/Refusal form for first offense student violations. Through this process, a student will have the opportunity to request that the Administrative Review Committee recommendation process be held in abeyance while the student voluntarily completes a District alcohol or other drug abuse screening (AODA) education, counseling program and/or AODA assessment by a certified AODA counselor. AODA assessment and recommendations for treatment must be submitted within 60 calendar days. Written proof of AODA assessment and completion of the recommended treatment plan will be provided to the principal within established timeframes. Failure to complete an AODA education, counseling program and/or AODA assessment as outlined above shall result in an Administrative Review Committee recommendation for expulsion consideration on the original policy violation.
 - Subsequent violations of Policy 5434 shall result in referral to the Administrative Review Committee for expulsion consideration.
3. Sale, Delivery, Manufacture, or Intent to Sell, Deliver, or Manufacture Alcohol, Drugs (as defined by Board policy) or Drug Paraphernalia

The principal/designee will remove the student from contact with other students. Police will be notified by the principal/designee. The parent/guardian/caregiver will be contacted immediately by the principal/designee. Students ~~will~~ **may** face ~~immediate~~ suspension from school ~~for up to~~ five days **for delivery or intent to sell** with referral to the Administrative Review Committee for expulsion consideration.

4. Sale, Delivery, or Intent to Sell or Deliver Over-The-Counter Medication or other Substances That is Believed to be or is Represented as a Drug or Alcohol Regardless of the True Nature of the Substance.

The principal/designee will remove students from contact with other students. The parent/guardian/caregiver will be notified immediately by the principal/designee and the Student Support staff will also be notified. The police will be notified by the principal/designee. Students will face up to a five day suspension from school with referral to the Administrative Review Committee for expulsion consideration.

RULE 5434

ALCOHOL AND OTHER DRUGS -STUDENTS

Page 3

5. Sale, Delivery or Intent to Sell or Deliver Prescription Drugs

Sale, delivery or intent to sell or deliver prescription drugs, will result in removal from contact with other students. The parent/guardian/caregiver will be contacted immediately by the principal/designee. The police will be notified by the principal/designee. Students will face a suspension from school ~~for~~ **up to** five days with referral to the Administrative Review Committee for expulsion consideration.

Kenosha Unified School District
Kenosha, Wisconsin

May 24, 2016

**Board Approved Student User Fees and Recreation Department Fees for the 2016-2017
School Year**

As a component of the budget development process, a review of the fees charged by the District is conducted every year. The administration is not recommending any changes to the 2016-17 student user fees; however there are several recommended changes to the Recreation Department fees.

On December 15, 2015, as part of the Summer School 2016 Program Recommendations report, the Board approved moving both the Kenosha Youth Performance Arts Center (KYPAC) and the Summer Marching Band programs into the Community Programs and Services (Fund 80). With this transition, School Board approval of an official fee is required.

The Recreation Department is also recommending a change to the fee structure for adult basketball, adult softball, and adult volleyball. The recommended change is the consolidation of the team fee, player fee, and trophy fee into one combined team fee. In addition, the Recreation Department is adding a program for Lifeguard Training (Red Cross certification) and that will have a new fee.

Attachment A delineates the proposed 2016-2017 student user fee schedule and Attachment B delineates the proposed 2016-2017 Recreation Department Fees.

District-wide Fee Procedures:

- All fees and payments for a student will be maintained in Infinite Campus by the school at which the student is primarily enrolled (with the school having access to create the fee based on the circumstances e.g., field trips, yearbook, clubs and activity accounts).
- Charter schools are required to collect all applicable District required user fees according to the board approved fee schedule; however charter schools will retain the fees as part of the charter agreements.
- All schools looking to charge for workbooks or any other supplemental consumable materials, not covered by the base fees, must submit the fee to be reviewed and approved by the respective School Leadership Department prior to the allocation of any funds for the purchase of these materials, or the assessment of any such fees.

Administrative Recommendation

On May 10, 2016 at the regularly scheduled standing committee meeting, the Audit/Budget/Finance Committee voted to forward this report to the Board of Education for approval. Administration requests that the Board of Education approve the recommended changes in order to establish the fiscal year 2016-2017 student user fees and recreation department fees.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Tarik Hamdan
Chief Financial Officer

Kenosha Unified School District

**Historical Schedule of Student User Fees
Proposed Fees for the 2016-2017 School Year**

Base User Fees	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
High School	\$ 62	\$ 64	\$ 67	\$ 67	\$ 67	\$ 67
Middle School	70	72	72	72	72	72
Elementary School	43	44	44	44	44	44
Pre-School ⁽¹⁾	22	22	22	22	22	22

⁽¹⁾ Base User Fee includes individual project materials and workbooks

Grade Level Fees	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
Writer's Inc. (9th Grade)	\$ 24	\$ -	\$ -	\$ -	\$ -	\$ -

Program Fees	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
1:1 Electronic Device Program	\$ 30	\$ 30	\$ 30	\$ -	\$ -	\$ -
Kenosha Military Academy Leadership	25	25	25	25	25	25

Course Fees	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
Physical Education Fee (High School)	\$ 24	\$ 24	\$ -	\$ -	\$ -	\$ -
Physical Education Fee (Middle School)	15	-	-	-	-	-
Technology Education (LakeView Academy)	30	35	35	35	35	35

Athletic Fees	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
Athletic Fee High School ⁽²⁾	\$ 55	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75
Athletic Fee Middle School ⁽³⁾	25	50	50	50	50	50
Hockey Participation Fee	-	-	900	900	900	900

⁽²⁾ Athletic Fee per sport, \$10 earmarked for building athletic uniforms, \$150 max per student, \$300 per family

⁽³⁾ Athletic Fee per sport, \$5 earmarked for building athletic uniforms, \$100 max per student, \$200 per family

Other School Fees	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
Activity Fee ⁽⁴⁾	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15
Music Activity Fee ⁽⁵⁾	30	30	30	30	30	30
Instrument Usage ⁽⁶⁾	50	50	50	50	50	50
Parking ⁽⁷⁾	50	50	50	50	50	50
After School Program (per day)	5	5	-	-	-	-

⁽⁴⁾ Activity Fee (HS, \$30 max. per student, \$60 max. per family; for debate, forensics, academic decathlon, cheerleading, robotics and other competitive events)

⁽⁵⁾ Music Activity Fee (HS, \$60 max. per student; \$120 max. per family; for jazz ensemble, chamber orchestra, madrigal singers, golden strings, theater and drama)

⁽⁶⁾ Instrument Usage (MS, HS - \$50 max. per student, \$100 max. per family)

⁽⁷⁾ Parking (HS, \$30 for only second semester, students taking classes at multiple buildings will receive complimentary passes with proof of permit from their home school)

Summer School Fees	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
Elementary and Middle Schools	\$ 20	\$ -	\$ -	\$ -	\$ -	\$ -
High Schools	20	-	-	-	-	-
Gear-Up (MS, HS)	10	-	-	-	-	-

Miscellaneous School Fees	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
Fines for Lost or Damaged Locks (MS, HS)	\$ 9	\$ 9	\$ 9	\$ 9	\$ 9	\$ 9
Copy of Student Records (per page)	0.50	0.50	0.50	0.50	0.50	0.50
Copy of Student Transcripts	5	5	5	5	5	5
Lost I.D./Library Card (MS/HS)	1.50	1.50	1.50	1.50	1.50	1.50
I.D. Card Lanyard Replacement	0.50	0.50	0.50	0.50	0.50	0.50
Library Fines and Breakage Charges	At Cost					
Students Unable to Pay	Per School Board Policy					

Kenosha Unified School District

**Historical Schedule of Recreation Department Fees
Proposed Fees for the 2016-2017 School Year**

Adult Basketball	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
Team Fee ⁽¹⁾	\$ 383	\$ 394	\$ 394	\$ 394	\$ 394	\$ 680
Player Fee	39	40	40	40	40	-
Trophy Fee	8	8	8	8	8	-

Adult Softball	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
Team Fee ⁽¹⁾	\$ 288	\$ 297	\$ 297	\$ 297	\$ 297	\$ 675
Player Fee	38	39	39	39	39	-
Trophy Fee	8	8	8	8	8	-

Adult Volleyball	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
Team Fee ⁽¹⁾	\$ 125	\$ 129	\$ 129	\$ 129	\$ 129	\$ 280
Player Fee	23	24	24	24	24	-
Trophy Fee	8	8	8	8	8	-

Swim Fees	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
Employee Swim	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lifeguard Training (Red Cross Certification)	-	-	-	-	-	150

Student Player Fees	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
Instructional Swim	\$ 5	\$ -	\$ -	\$ -	\$ -	\$ -
Competitive Swim	25	25	25	25	25	25
Basketball	-	-	-	-	-	-
Tennis	-	-	-	-	-	-
Weight Training	20	20	20	20	20	20
Baseball/Softball	-	-	-	-	-	-
Soccer	-	-	-	-	-	-

Fine Arts	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
Kenosha Youth Performing Arts Center (KYPAC)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50
Band of the Black Watch ⁽²⁾	-	-	-	-	-	150
Rambler Band ⁽²⁾	-	-	-	-	-	125

⁽¹⁾ Changing to a flat team only fee

⁽²⁾ Fee does not include shoes or trips as not all participants need the shoes and trips are not required

This page intentionally left blank

**Kenosha Unified School District
Kenosha, Wisconsin**

May 24, 2016

**REQUEST TO SUBMIT THE ACADEMIC PARENT-TEACHER TEAM SCHOOL
CONTINUATION GRANT AND PLANNING AND IMPLEMENTATION GRANT
APPLICATIONS FOR THE 2016-17 SCHOOL YEAR**

Continuation and Planning and Implementation Grants

School board approval is requested to submit the following grants:

Continuation Grant

- Frank (\$10,000)

Planning and Implementation Grant

- Edward Bain School of Language and Art—Creative Arts (\$27,000)

TOTAL AMOUNT OF REQUEST

\$37,000

The Fiscal, Facilities and Personnel Impact Statement are included as Appendices B and C.

GRANT TITLE

Academic Parent-Teacher Team School Grant

GRANT FUNDING SOURCE

State of Wisconsin Department of Public Instruction

GRANT TIME PERIOD

July 1, 2016, through June 30, 2017

TYPE OF PROJECT

The purpose of this grant is to continue to fund up to ten elementary and/or middle Focus Schools as statewide pilot schools to continue to implement Academic Parent-Teacher Teams (APTTs), a research-based system of family engagement that strategically connects families and schools to advance student learning and achievement. The APTTs model is a classroom-based, teacher-led, data-driven family engagement model focused on supporting children's academic goals by linking home and school learning.

The APTTs model replaces traditional parent-teacher meetings. Classroom teachers invite families to participate in 3 75-minute group meetings and 1 30-minute individual parent-child session annually. During APTTs meetings teachers share actionable data, review grade-level skills, and demonstrate concrete activities families can do at home to help students master skills. Families practice the learning activities, and each family reviews their child's progress data to set a 60-day academic goal individualized to their child's needs.

PROGRAM DESCRIPTION

APTTs is an intentional and systematic means of increasing student academic achievement by improving the quality and quantity of parent-teacher communication and interaction. Teachers coach parents to become engaged, knowledgeable members of the academic team in three classroom APTTs meetings and one in-depth individual conference each year. The APTTs objectives include improving student achievement by increasing the quality and quantity of parent-teacher communication and interaction and establishing high expectations between teachers and families to optimize student learning.

This alternative conference system is designed to:

- Help parents participate in supporting their child's learning at home.
- Provide an opportunity for families from the same classroom to work together and possibly form support networks.
- Increase parent knowledge of how data is used in the classroom.
- Provide an opportunity for parents to get to know the teacher.

APTTs replaces traditional parent-teacher conferences with teams that have two components.

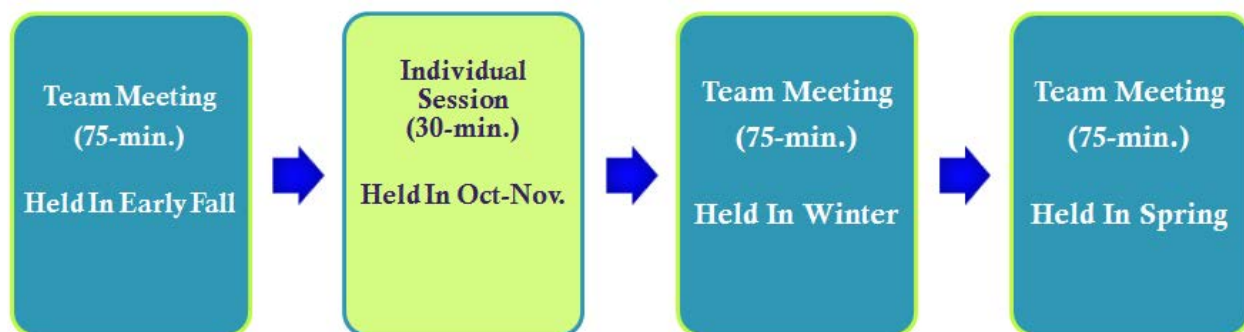
Component 1. 3 75-minute classroom team meetings each year

The team consists of the teacher, all parents, and a parent liaison. Each meeting includes a review of student academic performance data, parent-student academic goal setting, teacher demonstration of skills to practice at home, parent practice, and networking opportunities.

Component 2. 1 30-minute individual parent-teacher conference

This meeting between the student, the teacher, and the student's family provides support that is individualized based on the needs of the student. It provides an opportunity for families and teachers to deepen their relationship as partners, discuss the student's progress at home and at school, and to collaboratively create an action plan to support the student's growth and improvement.

Academic Parent-Teacher Teams Model



Components and Essential Elements of the Academic Parent-Teacher Teams Model

Three Team Meetings	One Individual Session
<ul style="list-style-type: none">• Welcome and team building• Review grade level skills.• Share data.• Model practice activities.• Facilitate family practice activities.	<ul style="list-style-type: none">• Build strong collaborative relationships.• Update family regarding student academic progress.• Collaborate on plan of action to achieve SMART Goal.

RATIONALE

The APTTs process aligns well with the Frank Elementary School SMART Goals. Frank will maintain three scheduled conferences annually. The existing 2016-17 conference schedule aligns with the APTTs model. In addition to the scheduled conference times, Frank will hold parent-teacher team meetings in September, February, and April and individual conferences in November for 4-year-old kindergarten through first grade. Students in grades 2 through 5 will continue to hold student-led conferences at the scheduled conference times.

The APTTs process also aligns well with the Edward Bain School of Language and Art—Creative Arts—SMART Goals. Edward Bain School of Language and Art—Creative Arts—will

maintain two scheduled conferences annually. The existing 2016-17 conference schedule aligns with the APTTs model. In addition to the scheduled conference times, Chat and Chew sessions will be held on December 13, 2016, and April 11, 2017, for 75 minutes to complete the required APTTs family meeting times. Appendix A documents the teachers' support of the APTTs program and their willingness to participate in the Chat and Chew sessions.

Anticipated results for APTTs include:

- Accelerated student academic progress
- Increased parent-teacher collaboration focused on student goals
- Increased family capacity to support learning
- Improved overall school culture
- Exceeded Title I requirements
- Efficient and strategic family outreach

Recommendation

At its May 10, 2016, meeting, the Joint Audit/Budget/Finance and Curriculum/Program Committees voted to forward this report to the Board of Education for consideration. It is recommended that the Board of Education approve this request to submit the Academic Parent Teacher Team School Continuation Grant application and the Academic Parent-Teacher Team Planning and Implementation School Grant application for the 2016-17 school year.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Ms. Julie Housaman
Assistant Superintendent of Teaching and Learning

Dr. Bethany Ormseth
Assistant Superintendent of School Leadership

Mr. Robert Neu
Director of Title Programs

Ms. Heather Connolly
Principal of Frank Elementary School

Ms. Cherise Easley
Principal of Edward Bain School of Language and Art—Creative Arts

Appendix A EBSOLA CA Team Members

By affixing my signature below I am indicating my commitment to support the professional development, technical assistance in training, planning and implementation of the APPT Team Model for the school year of 2016- 2017.

Printed Name/Date	Signature
Jennifer Matera 4/15/16	JMatera
Patricia R Beal 4/15/16	PBeal
Lynne Steren 4/15/16	LSteren
Maura Murphy 4/15/16	MMurphy
Barbara Dilosa 4/15/16	BDilosa
Andrews Lyuba 4/15/16	Lyuba
Todd Wojewski 4/15/16	TWojewski
LeAnn Blachawicz 4-15-16	LBlachawicz
Rob Bahlman 4-15-16	RBahlman
Kelly Bradley 4-15-16	KBradley
Mamadou Diouf 4-15-16	MDiouf
Titus Redmond 4-15-16	TRedmond
Melissa Z Jenkins 4/15/16	MZJenkins
Jamie Hunt 4/15/16	JHunt
Callie Butler 4/15/16	CButler
Julie Muesem 4/15/16	JMuesem
Samantha Seay 4/15/16	SSeay
Tracy Henry 4/15/16	THenry
Velia Gomez 4-15-16	VGomez
Gale Horton 4-15-16	GHorton
Sue Beach 4-15-16	SBeach
Frances L Chatman 4-15-16	FChatman
Ken Horton 4-15-16	KHorton

Appendix A EBSOLA CA Team Members

By affixing my signature below I am indicating my commitment to support the professional development, technical assistance in training, planning and implementation of the APPT Team Model for the school year of 2016- 2017.

Printed Name/Date

Signature

Joe Ricciardi

4/15/16



Kelly Weasley

4/15/16



Jacob Kramp

4/15/16



Tegan Vinyard

4/15/16



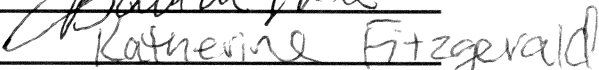
Babette Monte

4-15-16




Katherine Fitzgerald

4-15-16



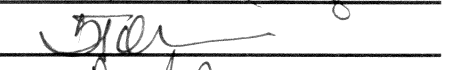
CLIFTON McKENZIE

4-15-16



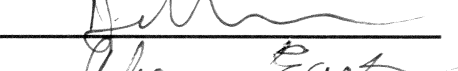
Stephanie Torres

4/15/16



Cherise Eastley

4/15/16



Jessica Gustaf

4-15-16



Fiscal, Facilities and Personnel Impact Statement

Title:	Academic Parent Teacher Team (APTT) Grant—EBSOLA—CA	Budget Year:	2016-17
Department:	Title I	Budget Manager:	Cherise Easley

REQUEST

Funding is being sought from the State of Wisconsin Department of Public Instruction to increase the quantity and quality of parent-teacher communication and interaction to improve student achievement.

RATIONALE/ INSTRUCTIONAL FOCUS

The APTT process also aligns well with the EBSOLA—CA—Elementary School Specific, Measureable, Achievable, Realistic, and Timely (SMART) Goals. EBSOLA—CA—will maintain two scheduled conferences annually. The existing 2016-17 conference schedule aligns with the APTT model. In addition to the scheduled conference times, Chat and Chew sessions will be held on December 13, 2016, and April 11, 2017, for 75 minutes to complete the required APTT family meeting times. Appendix A documents the teachers' support of the APTT program and their willingness to participate in the Chat and Chew meetings.

Anticipated results for APTT include:

- Accelerated student academic progress
- Increased parent-teacher collaboration focused on student goals
- Increased family capacity to support learning
- Improved overall school culture
- Exceed Title I requirements
- Efficient and strategic family outreach

IMPACT

This grant will provide:

- Funding for staff (administrators and teachers) to participate in specialized training.
- Funding for parent and teacher stipends/pay for planning meetings.
- Funding for necessary and related supplies and materials to implement the model parent-teacher meetings.

BUDGET IMPACT		
Object Level	Descriptive	Amount
100's	Salaries	\$15,000.00
200's	Fringes	\$3,000.00
300's	Purchased Services	\$6,000.00
400's	Non-Capital Objects	\$2,063.00
500's	Capital Objects	\$0.00
Indirect Cost (3.47%)		\$937.00
	TOTAL	\$27,000.00

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

FUNDING SOURCES
APTT Grant: \$27,000.00

**Kenosha Unified School District
Kenosha, Wisconsin**

May 24, 2016

**REQUEST TO SUBMIT THE WISCONSIN FITNESS CENTER AWARD
FOR THE 2016-17 SCHOOL YEAR**

Type of Project

The National Foundation for Governors' Fitness Councils (NFGFC) seeks to improve youth physical fitness by recognizing schools that actively promote physical activity and wellness to students. The NFGFC will select three schools in Wisconsin to receive equipment for a state-of-the-art fitness center. A donation of fitness equipment worth approximately \$100,000 each will be granted to three eligible schools in the state. The award includes strength training equipment, cardio fitness equipment, and interactive exercise games. The award also includes the design, delivery, and installation of the equipment within the school's existing structure.

Grant Description

The NFGFC is seeking elementary or middle school applicants that are able to demonstrate a significant low-income population and that are able to demonstrate a plan for using the physical fitness equipment in a manner that makes it accessible to all students. Successful applicants will have a certified physical education teacher that is able to instruct students on equipment use as well as train other educators to instruct students.

Schools must have an existing physical space of approximately 960 to 1,500 square feet with a minimum ceiling height of 8 feet on the first floor that is fully secured to prevent vandalism or theft. Additionally, there are specific ventilation requirements.

Edward Bain School of Language and Art—Creative Arts and Dual Language, Frank Elementary School, and Washington Middle School are requesting approval to submit a grant proposal for this project. The Office of Facilities Services has analyzed the targeted space at the schools and confirmed that each space will meet the minimum grant requirements. Each school will develop a robust plan that will detail the features of their existing physical education programs, describe how the fitness equipment would fill unmet needs of the student population, and engage the community in physical fitness. Schools will be responsible for equipment maintenance and any repairs that may be necessary.

Rationale

The philosophy of the Kenosha Unified School District's Office of Athletics/Physical Education is to develop students' physical, social, emotional, and mental wellness by developing students' knowledge, skills, and attitudes in order to promote and provide a foundation for life-long practices. Physical Education and Health Education play an integral role in a comprehensive kindergarten through twelfth grade curriculum. Students will learn the importance of being physically literate, the components of fitness, and how to make positive decisions to achieve and maintain total health and wellness.

Providing access for students to exercise with up-to-date equipment while at school is an opportunity that many may not have outside of the school day. Students can further learn the benefits of fitness in their lives and practice routines with newly acquired equipment that will be life-long skills. Opportunities to participate in physical fitness will be available outside of physical education class time—offering students additional options to maintain or acquire physical fitness and physical activity.

Grants

School board approval is requested to submit the following grants:

- Edward Bain School of Language and Art—Creative Arts and Dual Language
- Frank Elementary School
- Washington Middle School

TOTAL AMOUNT OF REQUEST

The total amount of the request is up to \$100,000 per school in fitness equipment, room design, delivery, and installation.

The Fiscal Facilities and Personnel Impact Statement is included as Appendix A.

GRANT TITLE

Wisconsin Fitness Center Award

GRANT FUNDING SOURCE

National Foundation for Governors' Fitness Councils

GRANT TIME PERIOD

It is anticipated that the grants will be awarded in fall 2016.

Recommendation

At its May 10, 2016, meeting the Joint Audit/Budget/Finance and Curriculum/Program Committees voted to forward this report to the Board of Education for consideration. It is recommended that the Board of Education approve this request to submit and implement the Wisconsin Fitness Center Grant for the 2016-17 school year.

Dr. Sue Savaglio-Jarvis
Superintendent of School

Mr. Steven Knecht
Coordinator of Athletics/Physical Education

Dr. Betzaida Gomez
Principal of Edward Bain School of
Language Arts—Dual Language

Mr. Curtiss Tolefree
Principal of Washington Middle School

Ms. Julie Housaman
Assistant Superintendent of Teaching and
Learning

Ms. Cherise Easley
Principal of Edward Bain School of
Language Arts—Creative Arts

Ms. Heather Connolly
Principal of Frank Elementary School

Kenosha Unified School District No. 1

Fiscal, Facilities and Personnel Impact Statement**Title:** Wisconsin Fitness Center Grant**Budget Year:** 2016-17**Department:** Athletics**Budget Manager:** Steve Knecht**REQUEST**

Funding is being sought from the National Foundation for Governors' Fitness Councils (NFGFC) to receive equipment for a state-of-the-art fitness center. A donation of fitness equipment worth approximately \$100,000 will be granted to three eligible schools in Wisconsin. The award includes strength training equipment, cardio fitness equipment, and interactive exercise games and includes the design, delivery, and installation of the equipment within the school's existing structure.

RATIONALE/ INSTRUCTIONAL FOCUS

The NFGFC is seeking elementary or middle school applicants that are able to demonstrate a significant low-income population and that are able to demonstrate a plan for using the physical fitness equipment in a manner that makes it accessible to all students. Additionally, successful applicants will have a certified physical education teacher that is able to instruct students on equipment use as well as train other educators to instruct students. Edward Bain School of Language and Art—Creative Arts and Dual Language—and Washington Middle School all have certified physical education teachers that are involved in developing the grant application to highlight their school's ability to meet all grant requirements.

Edward Bain School of Language and Art—Creative Arts and Dual Language, Frank Elementary School, and Washington Middle School are requesting to submit a grant proposal for this project. The schools will develop a robust plan that will detail the features of their existing physical education programs, describe how the fitness equipment would fill unmet needs of the student population, and engage the community in physical fitness.

The philosophy of the Kenosha Unified School District's Office of Athletics/Physical Education is to develop students' physical, social, emotional, and mental wellness by developing students' knowledge, skills, and attitudes in order to promote and provide a foundation for life-long practices. Access for students to exercise with up-to-date equipment while at school will provide an opportunity that many may not have outside of the school day. Our students can further learn the benefits of fitness in their lives and practice routines with newly acquired equipment that will be life-long skills.

IMPACT

Each school awarded this grant will receive:

- Fitness room design
- Delivery and installation of new fitness equipment valued at up to \$100,000

BUDGET IMPACT		
Object Level	Descriptive	Amount
100's	Salaries	\$0
200's	Fringes	\$0
300's	Purchased Services	\$0
400's	Non-Capital Objects	\$0
500's	Capital Objects	\$0
Indirect Cost		\$0
	TOTAL	\$0

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

FUNDING SOURCES
Wisconsin Fitness Center Grant Up to \$100,000 per school in donated equipment, delivery, and installation

This page intentionally left blank

**Kenosha Unified School District
Kenosha, Wisconsin**

May 24, 2016

ACT 55—NOTICE OF ACADEMIC STANDARDS

On July 12, 2015, the Wisconsin 2015-17 State Budget Bill, Act 55, was signed into law. It requires Kenosha Unified School District to provide the parents and guardians of all enrolled students with notice of the academic standards in mathematics, science, reading and writing, geography and history that have been adopted by the school board and that will be in effect during each school year. Accordingly, the district academic standards that will be in effect in these specific content areas for the 2016-17 school year are listed below. Electronic links to the detailed version of the applicable standards are provided pursuant to section 120.12(13) and section 118.30(1g)(a)1 of the state statutes.

CURRICULAR AREA	ACADEMIC STANDARDS	REFERENCE LINK
Early learning	Wisconsin Model Early Learning Standards	http://ec.dpi.wi.gov/ http://ec.dpi.wi.gov/sites/default/files/imce/fscp/pdf/ec-wmels-rev2013.pdf
English/language arts (includes reading and writing)	Common Core Standards	http://dpi.wi.gov/ela/standards In kindergarten through fifth grade, the district has also adopted standards-based grading in English/ language arts. Student progress reports reflect a summarized version of the relevant academic standards established for the content area. Copies of the typical progress reports applicable to each marking period in each grade can be reviewed by contacting the Office of Teaching and Learning.
Mathematics	Common Core Standards	http://dpi.wi.gov/math/standards In kindergarten through fifth grade, the district has also adopted standards-based grading in mathematics. Student progress reports reflect a summarized version of the relevant academic standards established for the content area. Copies of the typical progress reports applicable to each marking period in each grade can be reviewed by contacting the Office of Teaching and Learning.

CURRICULAR AREA	ACADEMIC STANDARDS	REFERENCE LINK
Science	Next Generation Science Standards	http://www.nextgenscience.org/next-generation-science-standards In kindergarten through fifth grade, the district has also adopted standards-based grading in science. Student progress reports reflect a summarized version of the relevant academic standards established for the content area. Copies of the typical progress reports applicable to each marking period in each grade can be reviewed by contacting the Office of Teaching and Learning.
Social studies	Common Core Standards	http://cal.dpi.wi.gov/social-studies/standards In kindergarten through fifth grade, the district has also adopted standards-based grading in social studies. Student progress reports reflect a summarized version of the relevant academic standards established for the content area. Copies of the typical progress reports applicable to each marking period in each grade can be reviewed by contacting the Office of Teaching and Learning.

Additionally, with regards to emphasizing content-area literacy in all subjects, the Kenosha Unified School District has adopted the Common Core Standards for Disciplinary Literacy. A link to this additional resource is: <http://dpi.wi.gov/standards/literacy-all-subjects>.

Recommendation

At its May 10, 2016, meeting, the Curriculum/Program Committee voted to forward this report to the Board of Education. Administration recommends that the Board of Education approve the annual declaration and parent notice of the district's student academic standards that will be in effect for the 2016-17 school year.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Ms. Belinda Grantham
Director of Early Education

Mrs. Jennifer Lawler
Coordinator of Mathematics

Mrs. Christine Pratt
Coordinator of Science

Ms. Julie Housaman
Assistant Superintendent of
Teaching and Learning

Mr. Che Kearby
Coordinator of Educator
Effectiveness and Social Studies

Mrs. Susan Mirsky
Coordinator of English/Language Arts

KENOSHA UNIFIED SCHOOL DISTRICT

May 24, 2016

2016-2017 EMPLOYEE HANDBOOK – REVISED EDITION

The 2016-17 Employee Handbook – Revised Edition has evolved and been presented to the school board over a series of months (January-April 2016). Attachments A, B and C are the reports presented at the January 26, February 23, and April 25, 2016, regular school board meetings.

CHANGES FROM THE APRIL 25, 2016, REGULAR BOARD MEETING

Overtime/Compensatory Time Off For Hourly Employees (p. 13)

Corrected wording to refer to non-exempt instead of exempt employees in #1.

General Rules of Conduct (p. 44)

Inserted correct website address for school board policies.

RECOMMENDATION

The 2016-17 Employee Handbook – Revised Edition was approved as a first reading at the February 23, 2016, regular board meeting. Administration recommends that the school board approve the 2016-17 Employee Handbook – Revised Edition as a second reading at the May 24, 2016, regular board meeting.

Link to 2016-2017 Employee Handbook – Revised Edition:

<http://www.kusd.edu/docs/handbook.pdf>

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Annie Petering
Chief Human Resource Officer

Tanya Ruder
Executive Director of Community
Partnerships and Media Relations

KENOSHA UNIFIED SCHOOL DISTRICT

January 26, 2016

2016-2017 Employee Handbook – Revised Edition

Administration recommends the changes for the 2016-2017 employee handbook.

Introduction (p. 1)

We recommend no changes to this section.

Common Terms and Definitions (p. 1)

We recommend no changes to this section.

Other Definitions (p. 1)

We recommend using a simple statement defining benefit eligible employees as an employee who works 50 percent or more per week (.50 FTE or greater). In the current version of the handbook, each employee group is listed out separately. We are recommending removing each of the employee groups as we are no longer under collective bargaining language and we need to realign so that we are looking at all our employees similarly. Further, these employee groups are inaccurate as there is no longer a service employee group.

Section 1: Employment**Teacher Resignation Forfeiture (p. 7)**

We are recommending the removal of the wording “consideration may be given for extenuating circumstances.” Currently, we have been receiving requests for waivers based on this language, the majority of which are not based on extenuating circumstances.

When a teacher signs his/her contract the contract is clear and expressly states that “Resignations submitted after June 15 will be subject to a forfeiture fee of \$1,500. Resignations submitted after the first teacher workday will be subject to a forfeiture penalty of \$3,000.”

We need to hold true to the terms and conditions of the teacher contract otherwise there is no purpose to the contracted language. Further, the rationale behind this penalty/ forfeiture is to discourage teachers from leaving after June 15 and/ or the start of the school year which leaves the district in a comprising situation to quickly find a replacement.

Inclement Weather (p. 7-9)

We updated the inclement weather provision so that it aligns with the updated inclement weather policy and rule 3643, approved by the Board on September 22, 2015.

Job Postings (p. 9)

We updated this provision to read “[w]hen the district determines to post a position, the vacancies will be posted on the district website for a minimum of five days.”

We are recommending this change so that we can maximize the number of highly qualified applicants we receive within a brief period of time. If we wait five days to post externally we may miss out on many external highly qualified applicants.

Section 2: Compensation (p. 10-11)

This section was copied and pasted from elsewhere, which is why it is bold, but there are no content or grammatical changes. We recommend no changes to this section.

Section 3: Employment Records (p. 12)

We recommend no changes to this section.

Section 4: Employee District Benefits and General LeavesVacation Days (Revised Copy p. 14)

We changed vacation payout so that now all employees who accrue vacation time will be paid out upon separation (voluntary) from the district. We are recommending this change as there are some employees who upon submitting their resignation will submit their vacation request in order to use up their vacation time. In cases of long-term employees, they may have over four weeks of vacation to use up and this causes a hardship for supervisors and managers as they cannot afford to have the employee out for such a long period of time. In addition, the supervisor/ manager also has to wait to fill the position until the resignation is effective. So, basically, the supervisor/ manager is without an employee for four weeks or longer.

In order to alleviate this hardship, we are therefore making the recommendation so that all employees who accrue vacation time will be paid out their vacation time upon voluntary separation from the district.

Personal Days (Revised Copy p. 15)

We updated the sentence pertaining to when personal days may be taken to read “may be taken January through December” in place of “each calendar year.” We are recommending this update as there was confusion as to the wording of calendar year.

Additional Holiday Information (p. 15-16)

We are recommending giving all 12-month employees, except custodial and maintenance staff, paid spring break in the same manner as winter recess. Patrick Finnemore, Director of Facilities Services, has shared the challenges associated with custodial and maintenance staff having spring break off work. Supervisors will have the option of adjusting schedules of those employees who may have to work due to the needs of the district, e.g. facilities employees.

We are recommending updating paragraph two of this section to indicate that maintenance and custodial staff will not receive spring break as paid time off.

Sick Days (p. 16)

We updated the sick leave language to read “[a]ny benefit-eligible employee who works 50 percent or greater per week (.50 FTE or greater) will be eligible for sick leave on a pro-rated basis”. The previous language was not very clear and inapposite to the definition of employees who are benefit-eligible.

We are recommending updating the noted sentence so that the language matches the definition of a benefit eligible employee (see page 1) and so that there is no ambiguity in the intent as to which employees are eligible to accrue sick time.

Funeral Leave (p. 16)

We updated the wording of funeral leave to “bereavement” as this is more appropriate wording when an employer provides paid time off.

Childrearing Leave (p. 20)

We will continue to offer childrearing leave to both male and female employees equally. An employee will have the opportunity to request a total of one year off for the birth or adoption of a child. We recommend no changes to this section.

Unpaid Medical Leave (p. 20-21)

We will continue to offer unpaid medical leave for those employees who do not qualify for FMLA or have exhausted their FMLA leave. We recommend no changes to this section.

Tuition Reimbursement (p. 22-23)

Under the current handbook, there were six different sections for tuition reimbursement for employee groups (service employees, secretaries, interpreters, educational support professionals, teachers and AST’s). We decided to condense into three sections – one for non-instructional staff, one for teachers and interpreters and one for AST’s. As referenced earlier, we need to move away from treating employees disparately and need to have language that treats all comparable employees equally, e.g. non-instructional and instructional staff.

Both non-instructional and teachers and interpreters will receive \$50 per credit up to six credits per semester. The requirements for reimbursement have not changed as they are a mixture of the requirements currently listed in the handbook.

Long-Term Leave of Absence without Pay (p. 23)

This section was removed as it is currently written and revised and placed into separate sections as child-rearing leave and unpaid medical leave.

We are no longer offering an unpaid educational leave of up to (1) year as this was a benefit conferred several years ago under collective bargaining. The intent was to allow teachers a sabbatical leave. Over the years, few teachers have used this provision. In the most recent two years, no teachers have put in for this leave.

Light Duty (p. 25)

We updated the last sentence to read “[u]pon return to work following a work-related injury *or illness*, an employee *will* be required to provide certification from the employee’s treating physician verifying that the employee is able to safely perform job functions.” We added the words “or illness” and deleted the word “may” and added the word “will” so that the sentence comports with requirements under the law.

Section 5: Conditions of Employment

Required Medical Documentation: Non-Certified Positions (p. 32-33)

We are recommending that employees furnish proof of a completed physical exam prior to employment start date. It is necessary that employees are physically able to perform the essential functions of their job and we need to know this prior to the employee’s start date, not 30 days after as the current practice.

Required Transcripts, Certification and Medical Documentation for Certified Staff (p. 33)

We updated paragraph four so that it matches the same language as that of the medical documentation requirements for non-certified employees.

Absence Reporting/ Procedures (p. 35)

We updated this section by removing references to AESOP and instead used the language “the district absence reporting system in place.” We do not want to use the name of a specific vendor as we may or may not continue to use this vendor. If we use generic language then we do not have to update handbook language each time the vendors are changed.

Drug Testing: Reasonable Suspicion (p. 37)

We updated the second sentence of the first paragraph to read, "...we prohibit the use of non-prescribed drugs or alcohol and/ or the abuse of prescribed drugs during work hours." We want to make sure that we address all possible scenarios of drug abuse. Therefore, we updated paragraph three, by removing the word "illegal" to read "[i]f there is reason to suspect that an employee is working while under the influence of drugs or alcohol..."

We updated the fourth paragraph by identifying Policy 4221 in this sentence, "[t]he employee must also sign a testing authorization and acknowledgement form confirming that he or she is aware of Policy 4221 and employee's rights."

Employee Training and Professional Learning (p. 38)

We updated this section by replacing the word "development" with "learning" so that we align with updated board policies reflecting the professional learning for staff.

Layoff & Reduction in Workforce (p. 38)

We retitled this section to "Reduction in Force" so that it aligns with law when describing reduction in force. We also made minor grammatical changes. We did not make any changes to the content.

Section 6: Employee Conduct, Code of Ethics and Disciplinary Action (p. 39)

We updated this section in the second paragraph. We added the phrase "and all board policies" at the end of the second sentence in the second paragraph as it is incumbent upon all new employees to familiarize themselves with the departmental rules of conduct, regulations and all board policies.

Employee Discipline Procedures (p. 40)

We are recommending updating the title of this section to read "Employee Discipline" so that it matches the title of Board Policy 4362.

Employee Acknowledgment (p. 47)

We are directing employees to access the employee handbook in the Human Resources portal. We are requesting the employees acknowledge receipt and review the handbook online. This is a one-time requirement of all employees anytime there is an update to the handbook.

Next Steps

This report and the Employee Handbook are presented as an informational item this evening and will be presented at the February 23, 2016, regular board meeting for a first reading.

Administration will schedule employee focus group meetings during the months of February and March to clarify any portions of the document to employees and/or respond to questions. Administration will then bring the Employee Handbook to the board for a second reading at the April 25, 2016, regular board meeting with an effective date of July 1, 2016.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Annie Petering
Chief Human Resources Officer

KENOSHA UNIFIED SCHOOL DISTRICT

February 23, 2016

2016-2017 Employee Handbook – Revised Edition

Administration recommends the changes for the 2016-2017 employee handbook.

Introduction (p. 1)

We recommend no changes to this section.

Common Terms and Definitions (p. 1)

We recommend no changes to this section.

Other Definitions (p. 1)

We recommend using a simple statement defining benefit eligible employees as an employee who works 50 percent or more per week (.50 FTE or greater). In the current version of the handbook, each employee group is listed out separately. We are recommending removing each of the employee groups as we are no longer under collective bargaining language and we need to realign so that we are looking at all our employees similarly. Further, these employee groups are inaccurate as there is no longer a service employee group.

Section 1: Employment**Teacher Resignation Forfeiture (p. 9)**

We are recommending the removal of the wording “consideration may be given for extenuating circumstances.” Currently, we have been receiving requests for waivers based on this language, the majority of which are not based on extenuating circumstances.

When a teacher signs his/her contract the contract is clear and expressly states that “Resignations submitted after June 15 will be subject to a forfeiture fee of \$1,500. Resignations submitted after the first teacher workday will be subject to a forfeiture penalty of \$3,000.”

We need to hold true to the terms and conditions of the teacher contract otherwise there is no purpose to the contracted language. Further, the rationale behind this penalty/ forfeiture is to discourage teachers from leaving after June 15 and/ or the start of the school year which leaves the district in a compromising situation to quickly find a replacement.

Inclement Weather (p. 10-11)

We updated the inclement weather provision so that it aligns with the updated inclement weather policy and rule 3643, approved by the Board on September 22, 2015.

Job Postings (p. 12)

We updated this provision to read “[w]hen the district determines to post a position, the vacancies will be posted on the district website for a minimum of five days.”

We are recommending this change so that we can maximize the number of highly qualified applicants we receive within a brief period of time. If we wait five days to post externally we may miss out on many external highly qualified applicants.

Section 2: Compensation (p. 13-14)

This section was copied and pasted from elsewhere, which is why it is bold, but there are no content or grammatical changes. We recommend no changes to this section.

Section 3: Employment Records (p. 15-16)

We recommend no changes to this section.

Section 4: Employee District Benefits and General LeavesVacation Days (Revised Copy p. 17)

We changed vacation payout so that now all employees who accrue vacation time will be paid out upon separation (voluntary) from the district. We are recommending this change as there are some employees who upon submitting their resignation will submit their vacation request in order to use up their vacation time. In cases of long-term employees, they may have over four weeks of vacation to use up and this causes a hardship for supervisors and managers as they cannot afford to have the employee out for such a long period of time. In addition, the supervisor/ manager also has to wait to fill the position until the resignation is effective. So, basically, the supervisor/ manager is without an employee for four weeks or longer.

In order to alleviate this hardship, we are therefore making the recommendation so that all employees who accrue vacation time will be paid out their vacation time upon voluntary separation from the district.

Personal Days (Revised Copy p. 18)

We updated the sentence pertaining to when personal days may be taken to read “may be taken January through December” in place of “each calendar year.” We are recommending this update as there was confusion as to the wording of calendar year.

Additional Holiday Information (p. 18-19)

We are recommending giving all 12-month employees, except custodial and maintenance staff, paid spring break in the same manner as winter recess. Patrick Finnemore, Director of Facilities Services, has shared the challenges associated with custodial and maintenance staff having spring break off work. Supervisors will have the option of adjusting schedules of those employees who may have to work due to the needs of the district, e.g. facilities employees.

We are recommending updating paragraph two of this section to indicate that maintenance and custodial staff will not receive spring break as paid time off.

Sick Days (p. 19)

We updated the sick leave language to read “[a]ny benefit-eligible employee who works 50 percent or greater per week (.50 FTE or greater) will be eligible for sick leave on a pro-rated basis”. The previous language was not very clear and inapposite to the definition of employees who are benefit-eligible.

We are recommending updating the noted sentence so that the language matches the definition of a benefit eligible employee (see page 1) and so that there is no ambiguity in the intent as to which employees are eligible to accrue sick time.

Funeral Leave (p. 19)

We updated the wording of funeral leave to “bereavement” as this is more appropriate wording when an employer provides paid time off.

Childrearing Leave (p. 23)

We will continue to offer childrearing leave to both male and female employees equally. An employee will have the opportunity to request a total of one year off for the birth or adoption of a child. We recommend no changes to this section.

Unpaid Medical Leave (p. 23-24)

We will continue to offer unpaid medical leave for those employees who do not qualify for FMLA or have exhausted their FMLA leave. Upon further review with the Board, we are recommending one minor change. Specifically, we are recommending the addition of the sentence “The unpaid medical leave will be granted at the discretion of the Superintendent/ designee” to the end of the first paragraph.

Tuition Reimbursement (p. 25-26)

Under the current handbook, there were six different sections for tuition reimbursement for employee groups (service employees, secretaries, interpreters, educational support professionals, teachers and AST’s). We decided to condense into three sections – one for non-instructional staff, one for teachers and interpreters and one for AST’s. As referenced earlier, we need to move away from treating employees disparately and need to have language that treats all comparable employees equally, e.g. non-instructional and instructional staff.

Both non-instructional and teachers and interpreters will receive \$50 per credit up to six credits per semester. The requirements for reimbursement have not changed as they are a mixture of the requirements currently listed in the handbook.

Long-Term Leave of Absence without Pay (p. 26)

This section was removed as it is currently written and revised and placed into separate sections as child-rearing leave and unpaid medical leave.

We are no longer offering an unpaid educational leave of up to (1) year as this was a benefit conferred several years ago under collective bargaining. The intent was to allow teachers a sabbatical leave. Over the years, few teachers have used this provision. In the most recent two years, no teachers have put in for this leave.

Light Duty (p. 28)

We updated the last sentence to read “[u]pon return to work following a work-related injury *or illness*, an employee *will* be required to provide certification from the employee’s treating physician verifying that the employee is able to safely perform job functions.” We added the words “or illness” and deleted the word “may” and added the word “will” so that the sentence comports with requirements under the law.

Section 5: Conditions of Employment

Required Medical Documentation: Non-Certified Positions (p. 36)

We are recommending that employees furnish proof of a completed physical exam prior to employment start date. It is necessary that employees are physically able to perform the essential functions of their job and we need to know this prior to the employee’s start date, not 30 days after as the current practice.

Required Transcripts, Certification and Medical Documentation for Certified Staff (p. 36)

We updated paragraph four so that it matches the same language as that of the medical documentation requirements for non-certified employees.

Absence Reporting/ Procedures (p. 38)

We updated this section by removing references to AESOP and instead used the language “the district absence reporting system in place.” We do not want to use the name of a specific vendor as we may or may not continue to use this vendor. If we use generic language then we do not have to update handbook language each time the vendors are changed.

Drug Testing: Reasonable Suspicion (p. 40)

We updated the second sentence of the first paragraph to read, “...we prohibit the use of non-prescribed drugs or alcohol and/ or the abuse of prescribed drugs during work hours.” We want to

make sure that we address all possible scenarios of drug abuse. Therefore, we updated paragraph three, by removing the word “illegal” to read “[i]f there is reason to suspect that an employee is working while under the influence of drugs or alcohol...”

We updated the fourth paragraph by identifying Policy 4221 in this sentence, “[t]he employee must also sign a testing authorization and acknowledgement form confirming that he or she is aware of Policy 4221 and employee’s rights.”

Employee Training and Professional Learning (p. 41)

We updated this section by replacing the word “development” with “learning” so that we align with updated board policies reflecting the professional learning for staff.

Layoff & Reduction in Workforce (p. 41)

We retitled this section to “Reduction in Force” so that it aligns with law when describing reduction in force. We also made minor grammatical changes. We did not make any changes to the content.

Section 6: Employee Conduct, Code of Ethics and Disciplinary Action (p. 42)

We updated this section in the second paragraph. We added the phrase “and all board policies” at the end of the second sentence in the second paragraph as it is incumbent upon all new employees to familiarize themselves with the departmental rules of conduct, regulations and all board policies.

Employee Discipline Procedures (p. 43)

We are recommending updating the title of this section to read “Employee Discipline” so that it matches the title of Board Policy 4362.

Employee Acknowledgment (p. 50)

We are directing employees to access the employee handbook in the Human Resources portal. We are requesting the employees acknowledge receipt and review the handbook online. This is a one-time requirement of all employees anytime there is an update to the handbook.

Additional Information since the January 26, 2016 regular board meeting:

The Q&A below is being provided based on questions or statements posed by members of the Board of Education during an informational update of the KUSD Employee Handbook at the regular Board meeting held on Tuesday, January 26, 2016.

Q: Can administration provide examples of resignation fees from surrounding districts?

A: Please see the table titled Teacher Forfeiture – Other School Districts.

Q: Would it be possible to give a week’s vacation if an employee needed it for circumstances like a move?

A: Historically, KUSD has not paid vacation time out for employees upon voluntarily separating from the District. This new language allows employees to be paid out for vacation so positions may be filled in a timely manner. This does not preclude an employee from utilizing vacation days earned. The amount of days used and/or paid out requires supervisor approval.

Q: Could the administration research a sick leave bank and the possibility of reinstating it for all employees? Please provide examples of what other districts offer.

A: Research is underway and information will be presented in March 2016.

Q: Consider adding the Reduction in Force procedure to the website and perhaps in a policy by next school year.

A: Discussion surrounding the development of a board policy will take place in summer 2016.

Q: Board of Education questioned having gambling listed in the General Rules of Conduct (p. 42).

A: These are general rules of conduct that the District expects employees to follow during the workday. The District does not approve of gambling during work hours.

Q: KEA representative shared concern about confusing language in the Employee Complaint Procedure section (p. 45-47).

A: The language and layout of this section have been cleaned up to clarify questions and concerns. Some formatting issues were found and rectified to ensure the process is properly outlined.

Q: Does #21 of the General Rules of Conduct conflict with First Amendment Rights (Preparing statements or materials detrimental to the well-being of the school district) (p. 42).

A: Under the advice of our legal counsel, this language has been removed from our handbook so it does not implicate any First Amendment rights and/or employee rights under the National Labor Relations Act.

Additional update: Policy 4226 (Online Form, p. 5-8) and Policy 3535 (Technology Acceptable Use, p. 4)

The handbook shared on January 26, 2016, contained snippets of Policies 4226 and 3535. Both policies are currently being revised with an anticipated approval date of March 22, 2016, which will be before the second reading of the handbook. To ensure the most up to date language is included in the revised version of this handbook, the sections regarding Policies 4226 and 3535 have been updated.

TEACHER FORFEITURE - OTHER SCHOOL DISTRICTS

School District	Does your district have a teacher resignation forfeiture policy?	If yes, please describe your policy.
Appleton Area School District	Yes	7/1-8/14 \$500.00. 8/15 - during school year \$1,000
Brown-Deer School District	Yes	6/16 - 6/30 \$250 7/1 - 7/31 \$500 8/1 - during school year \$1,000
Franklin School District	Yes	6/15 - 6/30 \$500 7/1 - 7/31 \$1,000 8/1 - teacher workday \$1,500 Teacher Workday - during school year \$2,000
Green Bay School District	Yes	6/15 - 6/30 \$0 7/1 - teacher workday \$1,500 Teacher workday - during school year \$3,000
Hudson School District	Yes	6/16 - 6/30 \$500 7/1 - 7/31 \$750 8/1 - during school year \$1,500.
Kenosha Unified Schools	Yes	6/16 - teacher workday \$1,500 Teacher workday - during school year \$3,000
Madison Metropolitan SD	Yes	Last day of school - 6/30 \$200 7/1 - 7/31 \$250 8/1 - during school year \$300
Mequon-Thiensville School District	Yes	6/15 - 6/30 \$500 7/1 - 7/30 \$1,000 8/1 - during school year \$2,000
Milwaukee Public Schools	Yes	6/15 - 6/30 \$0 7/1 - 8/31 \$1,000.00 9/1 - during school year \$2,000.00
Neenah	Yes	\$150/day for each day less than a 30 day notice.
North Chicago Community	Yes	6/15 - 6/30 \$200 7/1 - 7/31 \$500 8/1 - during the school year \$1,500.
Oconomowoc Area School District	Yes	Liquidated damages: 6/16 - 6/30 \$500 7/1 - 7/15 \$1,000 7/16 - 7/31 \$1,500 8/1 - 8/15 \$2,000 8/16 - during school year \$4,000
Round Lake Area Schools	No	7/15 - 8/14 \$750 8/15 - during school year \$1,500
School District of Cudahy	Yes	6/16 - 6/30 \$500 7/1 - 7/31 \$1,000 8/1 - 8/16 \$1,500 8/17 - during school year \$2,000
School District of Elmbrook	Yes	Prior to 8/1 \$1,000 8/1 - start of school \$1,500 During school year \$2,000
Shorewood School District	Yes	\$1,000.00
Waukesha School District	Yes	6/15 - during school year \$3,000
Wauwatosa School District	Yes	6/16 - 6/30 \$1,000 7/1 - 7/31 \$2,000 8/1 - during school year \$3,000
Zion-Benton Township	No	We do not have a policy like this.

Employee Focus Group Dates:

Administration has scheduled employee focus group meetings on March 2, 11 and 17 to clarify any portions of the document and/or respond to employee questions.

Administration Recommendation:

On January 26, 2016, this report and the Employee Handbook were presented as an informational item to the Board of Education. The revised report and Employee Handbook are now being forwarded to the Board of Education for consideration as a first reading at the February 23, 2016, regular board meeting and a second reading at the April 25, 2016, regular board meeting with an effective date of July 1, 2016.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Annie Petering
Chief Human Resources Officer

Tanya Ruder
Executive Director of Community
Partnerships and Media Relations

KENOSHA UNIFIED SCHOOL DISTRICT

April 25, 2016

2016-2017 EMPLOYEE HANDBOOK – REVISED EDITION

The 2016-17 Employee Handbook – Revised Edition has evolved and been presented to the school board over a series of months (January-April 2016). Attachments A and B are the reports presented at the January 26 and February 23, 2016, regular school board meetings.

CHANGES FROM THE FEBRUARY 23, 2016, REGULAR BOARD MEETING

The Q&A below is being provided based on questions or statements posed by members of the Board of Education during the Board of Education's first reading of the KUSD Employee handbook:

Q: If we are going to allow extenuating circumstances why not leave the language? (p. 9-10)

A: This has been updated and the language will remain in the handbook.

Q: Can we have information showing the number of forfeitures over the past three years for KUSD and other surrounding districts? (p. 9-10)

A: KUSD and surrounding district data was emailed to the Board of Education.

Q: Can we change the amounts of forfeiture to \$1,000/\$2,000? (p. 9-10)

A: Updated to \$1,000/\$2,500

Q: Can we separate gambling from the other items listed? (p. 44-45)

A: This section has been updated and renumbered. Gambling, threatening and carrying weapons now have their own individual lines in the General Rules of Conduct.

CHANGES FROM THE EMPLOYEE FOCUS GROUP MEETINGS

Administration held employee focus group meetings on March 2, 11 and 17 to take notes regarding concerns/questions on the Handbook. The meeting notes are below:

Introduction (p. 1)

Updated the definition of benefit eligible to reflect .50 FTE or greater.

Lunch Periods (p. 10)

Cleaned up language regarding lunch break to read at least a 30-minute lunch because some employees receive an hour for lunch.

Personal Days (p. 18)

Cleaned up language to include that forms can be found on the district website and must be submitted to the employee's supervisor for approval.

Bereavement (p. 19-20)

Added the sentence: Paid days must be used consecutively and proof of death must be provided to the building/department leave reporting secretary.

General Rules of Conduct (p. 44-45)

Added, "and all board policies found on kUSD.edu" to the first paragraph.

Progressive Discipline/Termination Procedures (p. 46-50)

Cleaned up language to align with board policy and remove any conflicting issues with the KUSD Grievance Policy. The positive direction portion was not a KUSD procedure, so it was removed.

The informal and formal titles were removed so the steps could be more clearly outlined. The title of Step 4 was added before Involuntary Separation because it was missing. This cleanup allows this section and the Employee Complaint section to align appropriately.

ADDITIONAL CHANGES

Upon further review and discussion, we identified a few other areas in the employee handbook that needed to be cleaned-up, moved or clarified in order to provide a well-read document. The additional changes are below:

Introduction (p.1)

We moved the disclaimer statement found on page two and repositioned it so that it appears immediately after the introduction section. It makes more sense to have the disclaimer so that it follows the introduction.

Common Terms and Definitions (p.1-2)

We bolded the terms school leadership, District, and Supervisor for consistency purposes. We also combined the common terms and definitions with the other terms so there was one complete list.

Technology Acceptable Use (p. 4)

This section referred to Board Policy 3535. This section has been eliminated as Board Policy 3535 has been eliminated. The language in Board Policy 3535 has been combined and added to the current board approved Policy 4226 called Staff Technology Acceptable Use Policy.

Online Forum (p. 5-8)

This section refers to Board Policy 4226. Board Policy 4226 was updated to combine language from former Board Policies 3535 (Technology Acceptable Use) and 1213 (Web Publication). The Board approved the updated and revised Board Policy 4226 on March 22, 2016. The new Board Policy 4226 is entitled Staff Technology Acceptable Use Policy. So, this section will now be titled Staff Technology Acceptable Use.

Overtime/ Compensatory Time Off for Hourly Employees (p. 13-14)

We clarified the definition of “call-in pay” so that it reads “Employees may be called in to work by the District as needed. Only non-exempt employees will receive a minimum of one (1) hour pay per occurrence for each time called into work. If call-in hours result in more than 40 hours for the week, exempt employees will be paid overtime pay for time worked over 40 hours.”

Vacation Days (p. 17)

We clarified language so that employees understand the time period when vacation is earned and when vacation is taken. So, the language now reads “Vacation is earned on the fiscal year (July 1-June 30) and taken on the calendar year (January 1-December 31).

Since we use the word earn we decided to change the word “accrue” in the second paragraph so that there is consistency.

We also clarified the second paragraph so that it is clear that employees who are involuntarily terminated will not be paid for unused earned vacation time. So, the paragraph now reads “All employees who earn vacation time will be paid out unused earned vacation time upon a voluntary separation from the district. Payout of vacation time will be calculated based on the remaining balance of vacation days earned as of the date of the voluntary separation. Any individual whose employment with the district is involuntarily terminated will not be paid for unused earned vacation time.”

Additional Holiday Information (p. 18-19)

After further discussion and review, we have decided to remove the language providing spring recess to all 12-month employees. We decided to table this matter due to concerns raised by employee groups. Therefore, we recommend removing the section regarding spring break for 12-month employees.

Sick Days (p. 19)

In the fifth paragraph, we deleted the word “dependent” and inserted the word “immediate” family. This way we have consistency with paragraph above as it defines immediate family.

Jury Duty (p. 20)

We updated the third paragraph so that it is clear as to whether time off for jury duty is paid and whether a subpoenaed court appearance is paid by the district.

The updated language reads “Employees will not be deducted pay for jury duty or subpoenaed court appearances on behalf of the district if the above is adhered to. If an employee is call to appear as a plaintiff, defendant or for subpoenaed and non-subpoenaed court appearance not related to the district, they will be deducted pay unless vacation or personal days are used. Any compensation (except transportation) received by the employee for jury duty or service must be paid to the district.

Childrearing Leave (p. 23)

We updated the language so that childrearing leave applies once maternity, paternity or FMLA has been exhausted. Currently, we only reference maternity and FMLA. So, we just inserted the word “paternity” after the word maternity/ maternity leave.

Section 5: Conditions of Employment (p. 37)

Under the first paragraph, we noticed the word “employee” was misspelled, this was corrected. In addition, we added language stating that a criminal background check must be completed

Alcohol and Drug-Free Workplace (p. 41)

The spacing in the last sentence of the first paragraph was misaligned as the sentence was separated into a different paragraph. So, we realigned the spacing so that that the sentence is not divided. The sentence now reads continuously as "...Therefore, the unlawful manufacture, distribution, dispensation, possession or use of alcohol or a controlled substance on district premises or while conducting district business off premises is absolutely prohibited by the district..."

Progressive Discipline/ Termination Procedures (p. 46-49)

Under the first paragraph we added language that indicates that there may be circumstances when one or more steps of the progressive discipline process may be bypassed. The language now reads, "There may be circumstances when one or more steps are bypassed. Certain types of conduct are serious enough to justify either a suspension or termination of employment without going through progressive discipline steps. The district reserves the right, in its sole discretion, to impose disciplinary action as may be appropriate to the particular circumstance.

We recommend the addition of this language as it is crucial to put employees on notice that progressive discipline may be bypassed in some instances where the nature of the infraction is so severe that it warrants bypassing one or more steps.

Next steps:

The 2016-17 Employee Handbook – Revised Edition was approved as a first reading at the February 23, 2016, regular board meeting. These final changes are shared as an informational update this evening. The revised handbook will be presented for a second reading at the May 24, 2016, regular board meeting.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Annie Petering
Chief Human Resource Officer

Tanya Ruder
Executive Director of Community
Partnerships and Media Relations

This page intentionally left blank

Kenosha Unified School District
Kenosha, Wisconsin

May 24, 2016

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 April 25, 2016, with approval of the purchasing agent are shown in the database in coral color. Board members may access this database link below 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:

- **Phonological Awareness Literacy Screener (PALS) Early Literacy Screener- up to \$41,325.**

A Purchase/Contract Rationale form is attached.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Mr. Kristopher Keckler
Chief Information Officer- Information Systems

Mr. Tarik Hamdan
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: PALS Marketplace

Purchased Good/Program: Phonological Awareness Literacy Screener (PALS) Early Literacy Screener

Start Date/Date Needed: July 1, 2016

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

The purpose of this purchase is to adhere to the Wisconsin statutory requirements (§118.016 (1)(b)) related to an early literacy screener for grades 4K-2. For the previous few years, the state of Wisconsin and the Department of Public Instruction required the use of the PALS assessment, fully funded by the state.

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

Due to Act 55 (2015), the state of Wisconsin removed the requirement for PALS as a vender, but left the assessment requirement in place. Conditionally, the state of Wisconsin has allocated funds to reimburse districts for the expected costs associated with this assessment. Based on our projected enrollment, the cost for 2016-17 would be up to \$41,325. Educational Accountability will cover the initial cost with an expected reimbursement from the state.

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

YES ☐

NO ☒

If no, please request an RFP packet

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

The educational outcome is related to both the assessment requirement as well as the quality use of student data and related intervention and targeted support for increasing student performance.

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

Full use and access for all KUSD students and staff in grades 4K-2 during the 2016-17 school year. The assessment is required for the Fall (October/November) and Spring (April/May) terms, with an optional Winter assessment. This would be an annual requirement aligned to the current statutory mandate.

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

Appropriate Leadership Signature  Date 4/8/16

**Kenosha Unified School District
Kenosha, Wisconsin**

May 24, 2016

Head Start State Supplemental Grant – 2016-2017 School Year

The Head Start program provides comprehensive services in the areas of health, education, social services, and parent involvement for low-income preschool children and their families. This state grant provides funding for 59 high-risk children that will be three or four years of age on or before September 1, 2016. Funding for the Head Start State Supplemental Grant for the 2016-2017 school year is \$335,954. Funds will be utilized to serve the children and their families in all program component areas as required in the Head Start Act and the Head Start Performance Standards.

Grant Title

Head Start State Supplemental Grant

Funding Source

State of Wisconsin

Department of Public Instruction

Grant Time Period

July 1, 2016 to June 30, 2017

Purpose

This grant serves the social/emotional, academic, and health needs of low-income three and four year old children and their families. Children who qualify must reside within the boundaries of Kenosha Unified School District. Head Start provides the foundation for implementing systemic and integrated comprehensive child development services and family engagement efforts that lead to school readiness for young children and families. This supports stronger attendance rates, academic performance, and higher graduation rates in later years.

Number of Students Served

59 Eligible Head Start Students

Relationship to District Goals

The Head Start Approach to School Readiness means that children are ready for school, families are ready to support their children's learning, and schools are ready for children. Regulation 45 CFR Chapter XIII Part 1307 requires programs to establish school readiness goals that are appropriate for the ages and development of enrolled children. School readiness goals are defined as "the expectations of children's status and progress across the domains of language and literacy development, cognition and general knowledge, approaches to learning, physical health and well-being and motor development, and social and emotional development that will improve readiness for kindergarten goals" (Part 1307.2).

The school readiness goals for the Kenosha Unified School District Head Start program are:

- 96% of Head Start students will meet/exceed developmental expectations in Approaches to Learning as measured in Teaching Strategies GOLD (the assessment software utilized by the Early Education program).
- 92% of Head Start students will have an up to date physical exam on file and 75% of students will have received the necessary follow up as documented in ChildPlus (a student database utilized by Head Start).
- 95% of Head Start students will meet/exceed developmental expectations in Math as measured in Teaching Strategies GOLD.
- The social emotional gap between boys and girls will decrease from 6% to 2% as measured in Teaching Strategies GOLD.
- The language gap between Dual Language Learners and English speakers will decrease from 10% to 6% as measure in Teaching Strategies GOLD.

Success in these areas will support each child's readiness for kindergarten.

Fiscal Impact

See attached Fiscal Impact statement.

Program Services

Funding received through the Head Start State Supplement Grant remained flat for the 2016-17 school year, sustaining the funding reduction that occurred for the 2014-15 school year. At this time no revisions to program services are anticipated. The number of Head Start children served will remain at 59 children. This state grant will cover the cost for:

- 2 teachers
- 2 educational assistants
- 1 family service provider
- Meals and snacks for state funded Head Start children
- Software (Teaching Strategies GOLD™) that is used to assess the children's progress
- Bus monitors for busses that transport Head Start children (required by Head Start Performance Standards).

Evaluation Plan

- Bi-annual Program Report to the Policy Council and School Board.
- Progress toward KUSD Head Start school readiness goals will be monitored and included in the Bi-annual Program Report to the Policy Council and School Board.
- Bi-annual Program Plan Report to the Head Start Region V office in Chicago.
- Head Start monthly reports (HS 22) to the Policy Council and School Board.

Staff Persons Involved in Preparation of the Grant Application:

Belinda Grantham, Director of Early Education

Lisa KC, Assistant Director Head Start

Heather Mainland, Policy Council President

Lynda Dower, Family & Community Coordinator

Samantha McGovern, Education and Disabilities Coordinator

Elizabeth Rebollar, Health Coordinator

Administrative Recommendation

Notification of the grant was received on May 5, 2016. The grant must be submitted by June 3, 2016. Administration recommends that the school board approve the request to submit and implement the 2016-2017 Head Start State Supplemental Grant.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Ms. Susan Valeri
Director of Special Education & Student Support

Ms. Belinda Grantham
Director of Early Education

Ms. Lisa KC
Assistant Director Head Start

Fiscal, Facilities and Personnel Impact Statement

Title: Head Start State Supplemental Grant

Budget Year: 2016-17

Department: Early Education

Budget Manager: Belinda Grantham

REQUEST

Approval from the Board of Education is requested to submit and implement the Head Start State Supplemental Grant for the 2016-2017 school year. The funding for this grant is \$335,954. It is designed to supplement the operating costs for the Kenosha Unified School District Head Start Program.

RATIONALE/ INSTRUCTIONAL FOCUS

This grant serves the social/emotional, academic, and health needs of low-income three and four year old children and their families. Children who qualify must reside within the boundaries of Kenosha Unified School District. The Head Start approach provides the foundation for implementing systemic and integrated comprehensive child development services and family engagement efforts that lead to school readiness for young children and families. This supports stronger attendance rates, academic performance, and higher graduation rates in later years.

IMPACT

This supplemental grant will provide:

- Funding for staffing (teachers and educational support personnel) to serve 59 children within the requirement of the Head Start Performance Standards and Head Start Act.
- Funding for Head Start support staff (Family Service Providers) for families of Head Start children.
- Funding for breakfast, lunch, and snacks for Head Start children.
- Funding for bus monitors.

BUDGET IMPACT

Object Level	Descriptive	Amount
100's	Salaries	\$161,661.00
200's	Fringes	\$146,940.00
300's	Purchased Services	\$17,837.00
400's	Non-Capital Objects	\$9,516.00
500's	Capital Objects	\$0.00
		\$0.00

	TOTAL	\$335,954.00
--	--------------	---------------------

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

FUNDING SOURCES
Select Funding Sources:
Head Start State Supplemental Grant

This page intentionally left blank

KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, Wisconsin

May 24, 2016

Open Enrollment Applicants for School Year 2016-2017

Background

The Wisconsin Department of Public Instruction (DPI) requires school districts to allocate open enrollment allocations prior to the start of the open enrollment application period. The Wisconsin open enrollment application period began on February 1, 2016, and closed on April 29, 2016. Aside from the regular Open Enrollment process, students from a non-resident district may continue to apply for immediate admittance to a non-resident district if he/she meets one of the criteria as noted by the Alternative Open Enrollment Application process.

Process

At the January 26, 2016 Board of Education Regular Meeting the Kenosha Unified School Board formally affirmed the availability of spaces for both general and special education students seeking entrance into the Kenosha Unified School District under the Open Enrollment Statute for School Year 2016-17. **The School Board affirmed the availability of a total 195 spaces, 25 of which were designated for selected special education programs/services.**

After receiving applications from the state's Open Enrollment Applications Log (OPAL) the Offices of Educational Accountability, Elementary School Leadership, Secondary School Leadership, Teaching and Learning – Special Education/Student Support and Early Childhood met on April 25 and 26, 2016 to match available District spaces to the application pool of requests made by candidates seeking entrance into KUSD. Additionally, guidelines concerning student enrollment preferences and sibling preferences were also revisited.

With the close of this year's open enrollment application window by DPI on April 29, 2016, all students in the OPAL system were listed on a master roster in alphabetical order. Each student was then assigned an applicant sequence number with the first person listed on the roster being tagged as number one and the remaining students who were on the OPAL listing were also assigned a sequence number.

As required by Wisconsin statute and Board policy, preference was given to students currently attending Kenosha Unified and their siblings. Each student was provided a lottery ranking even though a student's denial may have been recommended in the application review process. This is done because some special education or expulsion records may not have been received from the resident district at the time of the selection process. A lottery ranking selection process was conducted separately for each grade. If there are more applicants than spaces available at a given grade then lottery rank is used to select which student gets their preference. School placements are also made on a random basis when no school preference or restriction is indicated on the OPAL application.

On May 9, 2016, a lottery meeting was conducted in the Office of Educational Accountability to assign petitioning students to available District spaces. A representative from the Title/CLC Office served as the “unbiased” witness to the student assignment process and drew lots during the lottery process.

Example: If the highest-ranked lottery student at a particular grade level indicates a preference for a particular school and that school has space available, then the student will be granted their preference. If there is no space available at the preferred school, then the school assignment is randomly drawn from the existing list of school vacancies (provided by School Leadership/Special Education/Early Childhood) available at the applicant’s specified grade level.

As indicated earlier, the Office of Educational Accountability (OEA) always provides an independent witness to the lottery process by requesting a Kenosha Unified staff member outside of the managing or affected department(s) draw the lottery ranks and school assignments for each open enrollment applicant.

Important Timelines

Nonresident school districts must mail notices of approval or denial by June 10, 2016. If the application is approved, the school district must notify the parents of the *specific school* to which the student applicant will be assigned. Resident districts must notify applicants if their application is being denied by June 17, 2016. If an application is denied, parent(s)/guardian(s) have 30 days to file an appeal. Parents of accepted applicants must notify the nonresident district if their student will be attending the non-resident district in the 2016-17 school year by June 24, 2016.

Summary Statistics

202 resident students from the Kenosha Unified School District have applied for admission to schools outside of KUSD under the guidelines of Open Enrollment. Below is a listing of the applicants by grade level.

KUSD Resident Students Applying to Schools Outside the District:

Grade Level	Number of Students
Pre-Kindergarten	18
Kindergarten	38
1	13
2	16
3	10
4	15
5	12
6	15
7	10
8	10
9	27
10	5
11	6
12	7
Total	202

125 non-resident students have applied for admission to the Kenosha Unified School District under the guidelines of Open Enrollment. Below is a listing of the applicants by grade level.

Non-resident Students Applying into Kenosha Unified

Grade Level	Number of Students
Pre- Kindergarten	14
Kindergarten	13
1	7
2	4
3	5
4	4
5	9
6	13
7	3
8	7
9	15
10	10
11	12
12	9
Total	125

The following table provides an administrative listing of the applicants recommended for approval and denial by grade level for School Year 2016-17.

Administrative Recommendation on Non-resident Applicants

Grade Level	Approval Recommended (Regular / SPED)		Denial Recommended (Regular /SPED)		Total Number of Students (Regular / SPED)	
Pre - Kindergarten	11	1	2	0	13	1
Kindergarten	10	0	3	0	13	0
1	5	1	0	1	5	2
2	3	0	1	0	4	0
3	1	0	3	1	4	1
4	1	0	3	0	4	0
5	1	0	6	2	7	2
6	7	0	3	3	10	3
7	3	0	0	0	3	0
8	0	1	5	1	5	2
9	12	0	2	1	14	1
10	4	0	2	4	6	4
11	7	0	4	1	11	1
12	7	0	1	1	8	1
<i>Category Totals</i>	72	3	35	15	107	18
DISTRICT TOTALS	75		50		125	

Administration Recommendation:

Administration recommends **approval** of applicants identified as numbers 2,4,5,6,7,8,16,17,18,19,20,21,22,24,26,30,31,32,33,34,38,40,42,43,45,47,48,51,52,53,57,58,59,62,64,65,66,69,70,71,72,73,74,78,79,80,81,82,83,86,87,88,89,90,91,92,97,98,101,103,104,105,106,109,110,111,112,113,114,118,119,121,122,123,124 due to available space at the grade level and/or school requested or special education or related services required by the IEP.

Administration recommends **denial** of applicants identified as numbers 1,3,9,10,11,12,13,14,15,23,25,27,28,29,35,36,37,39,41,44,46,49,50,54,55,56,60,61,63,67,68,75,76,77,84,85,93,94,95,96,99,100,102,107,108,115,116,117,120,125 due to overcapacity at the grade level, special education related services required by the IEP, or school requested and/or expulsion or habitual truancy in the current or preceding two years.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Kristopher Keckler
Chief Information Officer

Julie Housaman
Chief Academic Officer

Dr. Beth Ormseth
Chief of School Leadership and Learning

Susan Valeri
Chief of Special Education and Student
Support

Belinda Grantham
Director of Early Education Programs

Renee Blise
Research Coordinator

**Kenosha Unified School District
Kenosha, Wisconsin**

May 24, 2016

Policy 8330 – Filling School Board Vacancies

School board policy 8330 has been reviewed by legal counsel and revised to comply with the requirements of 2015 Wisconsin Act 63 (attached). Act 63 requires school boards to fill vacancies within 60 days.

The legal references have also been updated.

It is recommended that the School Board approve revised Policy 8330 – Filling School Board Vacancies as a first reading on May 24, 2016, and as a second reading on June 28, 2016.

Tamarra Coleman
School Board President

POLICY 8330
FILLING SCHOOL BOARD VACANCIES

Vacancies on the School Board, including resignations and retirements, shall be filled as soon as possible by appointment by the remaining members of the School Board in accordance with state law and established District procedures **board policy**.

Candidates for a vacancy on the School Board shall be appointed at an open meeting. A majority vote shall be required for all appointments to the School Board.

The candidate appointed to the vacancy shall, pending acceptance and filing the oath of office, be seated on the School Board.

Procedure

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 day 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, 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.

RULE POLICY 8330
FILLING SCHOOL BOARD VACANCIES
Page 2

- 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~~ **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.
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.

The Board vacancy will be filled at a regular or special Board meeting within sixty (60 days) following the effective date of the vacancy.

If the remaining members of the Board of Education do not appoint an individual to fill a vacancy within sixty (60) days of the date on which the vacancy first exists, three board members shall be selected at random to appoint an individual from the full list of Board candidates. Selection of the three board members will be determined by the School Board secretary drawing three board members' names randomly from a container.

LEGAL REF.: Wisconsin Statutes

Sections ~~47.03~~ [~~Vacancies, how caused~~]
 ~~19.01~~ [~~Oath of office~~]
 ~~120.06~~ [~~Board member term of office~~]
 ~~120.17(10)~~ [~~School district clerk; duties~~]
 17.26 [**Vacancies in school boards, how filled**]
 120.17(238) [**School board vacancies**]

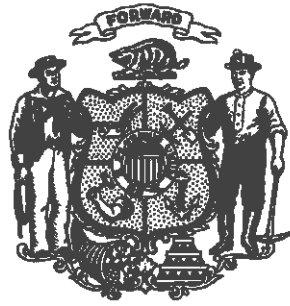
ADMINISTRATIVE REGULATIONS: None

POLICY 8330
FILLING SCHOOL BOARD VACANCIES
Page 3

AFFIRMED: June 8, 1993 (Policy 9111)

REVISED: October 28, 1997
July 10, 2001
February 24, 2015
June 28, 2016

State of Wisconsin



2015 Assembly Bill 325

Date of enactment: **October 23, 2015**

Date of publication*: **October 24, 2015**

2015 WISCONSIN ACT 63

AN ACT *to repeal* 17.26 (1m) (a); *to renumber* 17.26 (intro.), 17.26 (2) and 17.26 (4); *to renumber and amend* 17.26 (1) and 120.42 (1m) (b); *to consolidate, renumber and amend* 17.26 (1m) (intro.) and (b); *to amend* 17.26 (3), 120.06 (7) (b) and 120.42 (3); *and to create* 17.26 (1m) and 120.12 (28) of the statutes; **relating to:** filling certain vacancies on school boards of common, union high, and unified school districts, requiring a primary for the election of school board members to certain election districts, and requiring adoption of an apportionment plan after the decennial census.

The people of the state of Wisconsin, represented in senate and assembly, do enact as follows:

SECTION 1. 17.26 (intro.) of the statutes is renumbered 17.26 (1g) (intro.).

SECTION 2. 17.26 (1) of the statutes is renumbered 17.26 (1g) (a) and amended to read:

17.26 (1g) (a) ~~In~~ Except as provided in sub. (1m), in a common, union high, or unified school district, by appointment by the remaining members. ~~Each~~ An appointee under this paragraph or sub. (1m) shall hold office until a successor is elected and takes office under s. 120.06 (4) or 120.42 (2). When a vacancy occurs in the office of a board member who is in the last year of his or her term, or when a vacancy occurs after the spring election but on or before the last Tuesday in November in the office of a board member who is not in the last year of his or her term, the successor shall be elected at the next spring election. When a vacancy occurs after the last Tuesday in November and on or before the date of the next spring election in the office of a board member who is not in the last year of his or her term, the successor shall be elected at the 2nd following spring election.

SECTION 3. 17.26 (1m) (intro.) and (b) of the statutes, as created by 2015 Wisconsin Act (this act), are consolidated, renumbered 17.26 (1m) and amended to read:

17.26 (1m) If the remaining members of a school board do not appoint an individual to fill a vacancy under sub. (1g) (a) within 60 days of the date on which the vacancy first exists, ~~all of the following apply:~~ ~~(b)~~ ~~Subject to par. (a),~~ the remaining members of the school board may fill the vacancy in accordance with the school board's policy under s. 120.12 (28).

SECTION 4. 17.26 (1m) of the statutes is created to read:

17.26 (1m) If the remaining members of the school board of a common, union high, or unified school district do not appoint an individual to fill a vacancy under sub. (1g) (a) within 60 days of the date on which the vacancy first exists, all of the following apply:

(a) If the vacancy is in a unified school district that encompasses a city with a population greater than 75,000 but less than 100,000 and that encompasses at least 2 villages, the school board president of the unified school district may appoint an individual to fill the vacancy.

* Section 991.11, WISCONSIN STATUTES: Effective date of acts. "Every act and every portion of an act enacted by the legislature over the governor's partial veto which does not expressly prescribe the time when it takes effect shall take effect on the day after its date of publication."

(b) Subject to par. (a), the remaining members of the school board may fill the vacancy in accordance with the school board's policy under s. 120.12 (28).

SECTION 5. 17.26 (1m) (a) of the statutes, as created by 2015 Wisconsin Act (this act), is repealed.

SECTION 6. 17.26 (2) of the statutes is renumbered 17.26 (1g) (b).

SECTION 7. 17.26 (3) of the statutes is amended to read:

17.26 (3) Any person selected under sub. (4) (1g) (a) or (1m), upon being notified of his or her selection, shall be deemed to have accepted the selection unless within 5 days after notification he or she files with the clerk or director a written refusal to serve.

SECTION 8. 17.26 (4) of the statutes is renumbered 17.26 (1g) (c).

SECTION 9. 120.06 (7) (b) of the statutes is amended to read:

120.06 (7) (b) The school board shall require a primary election if there are more than 2 candidates for any seat on a 3-member board or more than twice as many candidates as there are members to be elected to an unnumbered school board of more than 3 members. In school districts in which a plan of apportionment of school board members under s. 120.02 (2), an apportionment plan that apportions the territory of the school district into election districts under s. 120.42 (1m), or a plan for election of school board members to numbered seats has been adopted, the school board shall require a primary election for particular apportioned areas for which there are more than twice as many candidates as there are members to be elected and for any numbered seat for which there are more than 2 candidates. When there is a primary election it shall be held in conjunction with the spring primary.

SECTION 10. 120.12 (28) of the statutes is created to read:

120.12 (28) **SCHOOL BOARD VACANCIES.** By July 1, 2016, adopt a policy on how the school board will fill a vacancy on the school board if the remaining school board members do not fill the vacancy under s. 17.26 (1g) (a) within 60 days of the date on which the vacancy first exists.

SECTION 11. 120.42 (1m) (b) of the statutes, as created by 2015 Wisconsin Act 55, is renumbered 120.42 (1m) (b) (intro.) and amended to read:

120.42 (1m) (b) (intro.) Within The school board shall adopt a district apportionment plan that apportions the territory of the school district into election districts pursuant to the representation plan as follows:

1. Within 60 days after establishing the representation plan under par. (a), and decennially thereafter within,

2. Within 60 days after the population count by census block, established in the decennial federal census of population, and maps showing the location and numbering of census blocks become available in printed form from the federal government or are published for distribution by an agency of this state, the school board shall adopt a district apportionment plan that apportions the territory of the school district into election districts pursuant to the representation plan and decennially thereafter.

SECTION 12. 120.42 (3) of the statutes is amended to read:

120.42 (3) All vacancies shall be filled by appointment, in accordance with s. 17.26 (4) (1g) (a) or (1m).

SECTION 13. Effective dates. This act takes effect on the day after publication, except as follows:

(1) **SCHOOL BOARD PRESIDENT; POWER TO FILL A VACANCY.** The repeal of section 17.26 (1m) (a) of the statutes and the consolidation, renumbering, and amendment of section 17.26 (1m) (intro.) and (b) of the statutes take effect on April 12, 2016.



May 24, 2016

DONATIONS TO THE DISTRICT

The District has received the following donations:

1. Piasecki Funeral Home, Inc. donated \$250.00 to the Bradford Theatre Arts Program. The donation is to be used for the National Thespian Festival.
2. DeRango's donated slices of pizza for 80 students at Lance Middle School who had perfect attendance for the month of April. The value of this donation is unknown.

Administrative Recommendation

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

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

This page intentionally left blank

KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, Wisconsin

May 24, 2016

**Tentative Schedule of Reports, Events,
and Legal Deadlines for School Board
May-June**

May

- May 3, 2016 – Special School Board Meeting – 5:30 p.m. in ESC Boardroom
- May 10, 2016 – Special School Board Meeting – 5:30 p.m. in ESC Boardroom
- May 10, 2016 – Standing Committee Meetings – 5:45 p.m. in ESC Boardroom
- May 24, 2016 – Special Meeting/Public Hearing – 5:45 p.m. in ESC Boardroom
- May 24, 2016 – Regular Board of Education Meeting – 7:00 p.m. in ESC Boardroom
- May 26, 2016 – Special School Board Meeting – 5:30 p.m.
- May 27, 2016 – Half day for students and instructional staff
- May 30, 2016 – Memorial Day – Schools and ESC Closed

June

- June 9, 2016 – Last day of school for students
- June 10, 2016 – Teacher workday
- June 14, 2016 – Standing Committee Meetings – 6:15 p.m. in ESC Boardroom
- June 28, 2016 – Regular Board of Education Meeting – 7:00 P.M. in ESC Boardroom

This page intentionally left blank