



## **REGULAR MONTHLY BOARD MEETING**

**September 26, 2017**

**7:00 PM**

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

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Regular School Board Meeting  
September 26, 2017  
Educational Support Center  
7:00 PM

- I. Pledge of Allegiance
- II. Roll Call of Members
- III. Awards/Recognition
  - A. Fine Arts Summer Student Art Show - Collection Award Winners
- IV. Administrative and Supervisory Appointments
- V. Introduction and Welcome of Student Ambassador
- VI. Legislative Report
- VII. Views and Comments by the Public
- VIII. Response and Comments by Board Members (Three Minute Limit)
- IX. Remarks by the President
- X. Superintendent's Report
- XI. Consent Agenda
  - A. Consent/Approve 4  
Recommendations Concerning Appointments, Leaves of Absence,  
Retirements, Resignations and Separations
  - B. Consent/Approve 7  
Minutes of 8/22/17 Special Meeting and Executive Session, 8/22/17  
Regular Meeting, 9/19/17 Special Meetings (2), and 9/19/17 Annual  
Meeting of Electors
  - C. Consent/Approve 24  
Summary of Receipts, Wire Transfers and Check Registers
- XII. Old Business
- XIII. New Business
  - A. Discussion/Action 30  
Resolution No. 337 - National Bullying Prevention Month 2017

B. Discussion/Action	31
Resolution No. 338 - Wisconsin School Board Appreciation Week October 1-7, 2017	
C. Discussion/Action	32
Report of Contracts in Aggregate of \$25,000	
D. Discussion/Action	41
2017-2018 Elementary School Multiage Waivers Request	
E. Discussion/Action	45
2017-2019 Administrative, Supervisory and Technical Personnel Policy - Revised Edition	
F. Discussion/Action	85
Donations to the District	
XIV. Other Business as Permitted by Law	87
Tentative Schedule of Reports, Events and Legal Deadlines For School Board (September/October)	
XV. Predetermined Time and Date of Adjourned Meeting, If Necessary	
XVI. Adjournment	

**Kenosha Unified School District**

**Kenosha, WI**

**September 26, 2017**

**The Office of Human Resources recommends the following actions:**

<b>ACTION</b>	<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>SCHOOL/DEPT</b>	<b>POSITION</b>	<b>STAFF</b>	<b>DATE</b>	<b>FTE</b>	<b>SALARY</b>
Appointment	Alfaro	Felipe	Facilities Services	Operational Custodial Worker Grade 7	Service	08/23/2017	1	\$21.91
Appointment	Allen	Tiffany	Student Support/Guidance	Psychologist	Instructional	08/28/2017	1	\$50,840.00
Appointment	Arbinger	Joseph	Lincoln Middle School	Social Studies	Instructional	08/28/2017	1	\$44,240.00
Appointment	Arndt	Chelsea	Bullen Middle School	Grade 6	Instructional	08/28/2017	1	\$46,580.00
Appointment	Arnett	Jonathan	Bradford High School	ESL Other Language	Instructional	08/28/2017	1	\$46,580.00
Appointment	Barter	Heidi	Whittier Elementary	Special Education	ESP	09/14/2017	1	\$14.53
Appointment	Beene	Jessica	Pleasant Prairie Elementary	Special Education	ESP	08/31/2017	1	\$15.53
Appointment	Blank	Ashley	Grant Elementary/Dimensions of Learning	Cross Categorical	Instructional	08/28/2017	1	\$41,517.00
Appointment	Briones	Benjamin	Indian Trail Academy	Math/Math Title I	Instructional	08/28/2017	1	\$46,580.00
Appointment	Brooks	Jacob	Grant Elementary	Night Custodian-2nd Shift	Service	08/11/2017	1	\$20.62
Appointment	Brown	Kathleen	Human Resources	Senior Fiscal Clerk	Secretarial	08/17/2017	1	\$19.36
Appointment	Brown	Chenessa	EBSOLA CA	E.C.	Instructional	08/28/2017	0.5	\$20,758.50
Appointment	Burleson	Erica	Whittier Elementary	Special Education	ESP	08/31/2017	0.8	\$15.64
Appointment	Cash	Dana	Tremper High School	Family and Consumer Ed	Instructional	08/28/2017	1	\$41,517.00
Appointment	Covelli	Nicoletta	Washington Middle School	Math	Instructional	08/28/2017	1	\$46,963.00
Appointment	Decker	Kimberly	Facilities Services	Secretary 1 12 Month	Secretarial	08/21/2017	1	\$17.56
Appointment	Diaz	Alyssa	Transportation	Secretary II 12 month	Secretarial	08/14/2017	1	\$18.62
Appointment	Droster	Rebecca	Washington Middle School	Math Title I	Instructional	08/28/2017	1	\$59,674.00
Appointment	Duran	Cassidy	Bradford High School	English	Instructional	08/28/2017	1	\$46,580.00
Appointment	Eckel	Jennifer	Reuther Central High School	Student Support Specialist	ESP	08/11/2017	1	\$16.49
Appointment	Evans	Karen	Southport Elementary	Grade 3	Instructional	09/05/2017	1	\$46,580.00
Appointment	Freres	Sandra	Bradford High School	Physical Education	Instructional	08/28/2017	1	\$65,575.00
Appointment	Garcia	Gina J	Grant Elementary	Info/Health Service	ESP	08/31/2017	1	\$15.53
Appointment	Garner	Michelle	Roosevelt Elementary School	Kindergarten	Instructional	08/28/2017	1	\$41,517.00
Appointment	Garrigan	Amanda	Mahone Middle School	Music	Instructional	08/28/2017	1	\$41,517.00
Appointment	Gladem	Robert	Bullen Middle School	Math	Instructional	08/28/2017	1	\$79,891.00
Appointment	Gomez	Deanna	Grewenow Elementary School	Grade 3	Instructional	08/30/2017	1	\$50,596.00
Appointment	Henry	Noreen	Hillcrest School	English	Instructional	08/28/2017	1	\$56,042.00
Appointment	Hobart	James	Hillcrest School	Physical Education	Instructional	08/28/2017	0.84	\$47,838.00
Appointment	Hubbard	Sarah	Student Support/Guidance	Social Worker	Instructional	08/28/2017	1	\$67,810.00
Appointment	Jackson	Brandon	Indian Trail HS & Academy	Security	ESP	08/31/2017	1	\$15.53
Appointment	Johnson	Lauren	KTEC East	Assistant Principal Elementary	AST	08/23/2017	1	\$78,616.00

**Kenosha Unified School District**

**Kenosha, WI**

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**The Office of Human Resources recommends the following actions:**

Appointment	Johnson	Clifford	Tremper High School	Assistant Principal High School	AST	08/23/2017	1	\$89,699.00
Appointment	Johnson	Jennifer	KTEC West	Classroom	ESP	09/11/2017	1	\$15.53
Appointment	Jones	Kristine	Bradford High School	Family and Consumer Ed	Instructional	08/28/2017	0.75	\$31,818.75
Appointment	Jones	Rachel	Tremper High School	Security	ESP	09/11/2017	1	\$15.53
Appointment	Kinkade	Melissa	Washington Middle School	Grade 6	Instructional	08/28/2017	1	\$41,517.00
Appointment	Laurel	Cailee	Vernon Elementary School	Grade 3	Instructional	08/28/2017	1	\$41,517.00
Appointment	Lawler	Jake	Bradford High School	Math	Instructional	09/05/2017	1	\$41,517.00
Appointment	Liberacki	Madeline	Brass Community School	Grade 3	Instructional	08/28/2017	1	\$41,517.00
Appointment	Marshall	Cortney	Indian Trail HS & Academy	Security	ESP	09/08/2017	1	\$15.53
Appointment	McPherson	Elisde	EBSOLA DL	Bilingual Title I	ESP	08/31/2017	0.49	\$15.64
Appointment	Meli	Lisa	Bradford High School	Italian/ESL	Instructional	09/07/2017	1	\$56,950.00
Appointment	Mikutis	Cameron	KTEC West	Night Custodian-2nd Shift	Service	08/10/2017	1	\$20.62
Appointment	Moreland	Steven	Lance Middle School	Online Support	ESP	09/18/2017	1	\$15.53
Appointment	Muniz Garcia	Carmen	EBSOLA DL	Dual Spanish	Instructional	08/28/2017	1	\$51,503.00
Appointment	Nowak-Boyd	Laurel	Hillcrest School	Science	Instructional	08/28/2017	1	\$46,580.00
Appointment	Oliver	David	Indian Trail HS & Academy	Cross Categorical	Instructional	08/28/2017	1	\$41,517.00
Appointment	Ozimek	Monika	Grewenow Elementary School	Home/School Parent Liaison	ESP	08/31/2017	0.6	\$14.67
Appointment	Passafaro	Danielle	Lance Middle School	Cross Categorical	Instructional	08/28/2017	1	\$62,222.00
Appointment	Povkovich	Donna	Tremper High School	Special Education	ESP	08/31/2017	1	\$14.53
Appointment	Rambin	Brooke	Tremper High School	Special Education	ESP	08/31/2017	1	\$15.53
Appointment	Rangel	Nicole	Indian Trail HS & Academy	Special Education	ESP	08/31/2017	1	\$14.53
Appointment	Reif	Christina	Harborside Academy	Cross Categorical	Instructional	08/28/2017	1	\$41,517.00
Appointment	Richter	Kendra	Tremper High School	Cross Categorical	Instructional	08/28/2017	1	\$41,517.00
Appointment	Rivito	Maria	Prairie Lane Elementary	Grade 4	Instructional	08/28/2017	1	\$46,580.00
Appointment	Ruehle	Amy	Student Support/Guidance	Guidance	Instructional	08/02/2017	1	\$61,105.00
Appointment	Santos	Eric	Special Education/Student Support	Medicaid Billing Specialist	AST	08/18/2017	1	\$43,742.40
Appointment	Scharringhauser	Summer	KTEC West	Art	Instructional	08/31/2017	1	\$46,580.00
Appointment	Schmidt	Penny	Brass Community School	Cross Categorical	Instructional	08/28/2017	1	\$41,517.00
Appointment	Sinclair	Samantha	Reuther Central High School	Cross Categorical	Instructional	08/28/2017	1	\$41,517.00
Appointment	Smith	Eleanor	Bradford High School	English	Instructional	08/28/2017	0.34	\$26,854.22
Appointment	Smith	Danielle	Stocker Elementary School	Grade 5	Instructional	08/28/2017	1	\$41,517.00
Appointment	Steinmetz	Kaylynn	Indian Trail HS & Academy	Cross Categorical	Instructional	08/28/2017	1	\$41,517.00
Appointment	Stueckroth	Emma	EBSOLA DL	ESL Other Language	Instructional	08/28/2017	1	\$41,517.00
Appointment	Sutter	Joe	Harborside Academy	Science	Instructional	09/05/2017	1	\$67,810.00
Appointment	Swenby	Kara	Indian Trail HS & Academy	English	Instructional	08/28/2017	0.5	\$20,758.50
Appointment	Tetrick	Melanie	Stocker Elementary School	Special Education	ESP	09/13/2017	1	\$15.53

**Kenosha Unified School District**

**Kenosha, WI**

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**The Office of Human Resources recommends the following actions:**

Appointment	Totts	Amy	Reuther/Harborside	Unit Manager High School	Service	08/24/2017	1	\$18.97
Appointment	Vega	Claritza	Title 1	Secretary III, 12 Month	Secretarial	09/06/2017	1	\$19.36
Appointment	Venci	Matthew	Indian Trail HS & Academy	Security	ESP	09/25/2017	1	\$15.53
Appointment	Vernezze	Samantha	Title 1	Secretary 1, 12 Month	Secretarial	08/22/2017	1	\$17.56
Appointment	Webber	Tammy	Grant Elementary	Grade 1	Instructional	08/28/2017	1	\$41,517.00
Appointment	Winter	Evan	Tremper High School	Math	Instructional	08/28/2017	1	\$41,517.00
Appointment	Wolf	Karla	Jefferson Elementary School	Grade 4	Instructional	08/28/2017	1	\$41,517.00
Appointment	Woolwine	Lynn	Brass Community School	Special Education	ESP	08/31/2017	1	\$14.53
Resignation	Burroughs	Tommy	Bradford High School	Security	ESP	09/15/2017	1	\$15.53
Resignation	Cruz	Diana	EBSOLA CA	Classroom (Title 1)	ESP	08/23/2017	0.49	\$14.46
Resignation	Dima	Andrea	Bradford High School	Spanish	Instructional	08/24/2017	0.6	\$38,661.40
Resignation	Ferger	Trudy	Indian Trail Academy	Special Education	ESP	06/09/2017	1	\$14.53
Resignation	Gorzela	Rachel	Student Support/Guidance	Guidance	Instructional	08/25/2017	1	\$54,401.00
Resignation	Gutierrez	Justin	KTEC East	Classroom	ESP	08/24/2017	1	\$15.33
Resignation	Horton	Kenneth	EBSOLA CA	Student Support Specialist	ESP	06/09/2017	1	\$16.31
Resignation	Howard	Emma	Bullen Middle School	Math	Instructional	08/28/2017	1	\$41,000.00
Resignation	Krawczyk	Gabrielle	Dimensions of Learning	Secretary 1, 12 Month	Secretarial	08/29/2017	1	\$17.34
Resignation	Lochowicz	Shirley	Bradford High School	Special Education	ESP	06/09/2017	1	\$14.53
Resignation	Lofton	Veraneek	Bradford High School	Special Education	ESP	08/24/2017	1	\$15.35
Resignation	Lofton	Rachel	McKinley Elementary School	Head Start	ESP	08/29/2017	0.5	\$15.64
Resignation	McDowell	Peggy	Stocker Elementary School	Special Education (IDEA)	ESP	08/22/2017	1	\$15.35
Resignation	Roman	Elia	Headstart	Family Service Provider	ESP	09/13/2017	1	\$14.96
Resignation	Rosenbaum	Heather	Jefferson Elementary School	Grade 4	Instructional	08/15/2017	1	\$41,517.00
Resignation	Sandberg	Michael	Lance Middle School	Grade 6	Instructional	08/09/2017	1	\$43,427.00
Resignation	Sinden	Joel	Indian Trail HS & Academy	Guidance-Comprehensive HS	Instructional	09/15/2017	1	\$65,575.00
Resignation	Steinmetz	Kaylynn	Tremper High School	Security	ESP	08/27/2017	1	\$15.35
Retirement	Wallen	Kay	Brass Community School	Grade 3	Instructional	08/25/2017	1	\$79,891.00
Separation	Dallas	Jacqueline	Food Services Department	Food Service Worker	Service	09/05/2017	1	\$19.01

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SPECIAL MEETING & EXECUTIVE SESSION  
OF THE KENOSHA UNIFIED SCHOOL BOARD  
HELD AUGUST 22, 2017

A special meeting of the Kenosha Unified School Board was held on Tuesday, August 22, 2017, in the Small Board Room at the Educational Support Center. The purpose of this meeting was to vote on holding an executive session to follow immediately.

The meeting was called to order at 6:16 P.M. with the following members present: Mr. Falkofske, Mr. Kunich, Mr. Wade, Mrs. Snyder, and Mrs. Coleman. Dr. Savaglio-Jarvis was also present. Ms. Stevens and Mr. Garcia 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 Items Relating to Students Requiring Confidentiality by Law and Personnel: Position Assignments.

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

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

Mr. Garcia arrived at 6:18 P.M.

1. Personnel: Position Assignments

Mr. Cliff Johnson arrived at 6:19 P.M. and answered questions from Board members.

Ms. Stevens arrived at 6:23 P.M.

Mr. Johnson was excused at 6:28 P.M.

Mrs. Lauren Johnson arrived at 6:29 P.M. and answered questions from Board members. Mrs. Johnson was excused at 6:35 P.M.

2. Items Relating to Students Requiring Confidentiality by Law

Mr. Geiger, Regional Coordinator of Leadership and Learning – Secondary, arrived at 6:36 P.M. and presented an expulsion modification request to board members.

Dr. Savaglio-Jarvis and Mr. Geiger were excused from the meeting at 6:44 P.M.

Mrs. Snyder moved to approve administration's recommendation in regards to the expulsion modification request to add the option for consideration to attend the Hillcrest Bridges Program and/or to apply for Reuther Central High School. If accepted at Reuther

Central High School, the expulsion would be lifted and the student would be on abeyance through the first semester of the 2017-2018 school year. Mr. Wade seconded the motion. Unanimously approved.

Meeting adjourned at 6:47 P.M.

Stacy Schroeder Busby  
School Board Secretary

REGULAR MEETING OF  
THE KENOSHA UNIFIED SCHOOL BOARD  
HELD AUGUST 22, 2017

A regular meeting of the Kenosha Unified School Board was held on Tuesday, August 22, 2017, 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 7:04 P.M. with the following Board members present: Mr. Falkofske, Mr. Kunich, Ms. Stevens, Mr. Wade, Mrs. Snyder, Mr. Garcia, 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, Chief Communication Officer, presented the Focus School Identification Award to Curtis Strange Elementary School.

Dr. Savaglio-Jarvis presented two Administrative Appointments.

Mr. Kunich moved to approve Mr. Cliff Johnson as Assistant Principal at Tremper High School. Ms. Stevens seconded the motion. Unanimously approved.

Ms. Stevens moved to approve Mrs. Lauren Johnson as the Assistant Principal at Kenosha School of Technology Enhanced Curriculum (KTEC) – East. Mr. Wade seconded the motion. Unanimously approved.

There was not a student ambassador.

There was no legislative report.

Views and/or comments were made by the public.

Board members made their responses/comments.

Mrs. Coleman gave the Board President remarks.

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, Resignations and Separations.

Consent-Approve item XI-B – Minutes of the 7/25/17 Special Meeting and Executive Session and 7/25/17 Regular Meeting.

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 July 2017 cash receipt deposits totaling \$593,427.41, and cash receipt wire transfers-in totaling \$3,610,703.24, be approved.

Check numbers 553501 through 554542 totaling \$14,546,849.64, and general operating wire transfers-out totaling \$391,227.71, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the July 2017 net payroll and benefit EFT batches totaling \$12,136,836.85, and net payroll check batches totaling \$3,165.38, be approved.”

Mr. Kunich moved to approve the consent agenda. Mr. Falkofske seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis presented the report titled Building Lifelong Trust submitted by Dr. Kurt Sinclair, Principal at Bradford High School; Ms. Susan Valeri, Chief of School Leadership; and Dr. Savaglio-Jarvis, excerpts follow:

“The Kenosha Police Department approached KUSD to collaborate on a program connecting high school students with Kenosha police officers in the Fall of 2016. The design of the program facilitates conversation and dialogue between KUSD high school students and the Kenosha Police Department. The program is titled Building Lifelong Trust (BLT) and was written by the Kenosha Police Department. The program is broken down into seven distinct lessons. On January 24, 2017, the School Board requested that the lessons include discussion of citizen’s rights and responsibilities when interacting with Law Enforcement. This topic is now included in week three of the program. The additional language is in bold within Lesson Three. The recommendation is for BLT to be scheduled at Bradford High School, first semester of the 2017-2018 school year with expansion to Tremper, Indian Trail and Reuther during the second semester of the 2017-2018 school year. BLT has the approval and support of Kenosha Police Department Chief, Dan Miskinis.

The program includes up to 12 students and runs 7 weeks concurrently. The students meet with police officers one time per week. The program will run during non-instructional time. The officers conducting the program will be the school resource officer and Officer Felicia Labatore, who represent the Kenosha Police Department. There is no cost to the district for this program.

Bradford High School administration and Kenosha Police Department representatives will hold parent meetings prior to the start of the program. Parents have the opportunity to review the lessons and must give permission for their child prior to participation. Parents or students can opt out at any time during the 7 week course.

Student volunteers for the BLT program will be solicited from the student body. Final participants will be chosen based on student schedule availability. Parents of this group of students will be contacted for an informational meeting, review of lesson plans, permission slips, etc. Bradford High School and the Kenosha Police Department will collect feedback from students after the completion of the program. This feedback and evaluation process will drive program adjustments. See attachment A for the seven lessons.

Administration recommends the School Board approve the Building Lifelong Trust program.”

Ms. Valeri and Officer Felicia Labatore were present and answered questions from Board members.

Mrs. Snyder moved to approve the Building Lifelong Trust program. Mr. Wade seconded the motion. Unanimously approved.

Mrs. Julie Housaman, Chief Academic Officer; and Mr. Brian Mogensen, Coordinator of Athletics, Physical Education, Health, Recreation and Senior Center presented the Request to Add New Athletic Programs – High School Lacrosse and Middle School Cross Country submitted by Mr. Mogensen, Mrs. Housaman, and Dr. Savaglio-Jarvis, excerpts follow:

“The U.S. Department of Education, Office of Civil Rights (OCR) filed a complaint against Kenosha Unified School District alleging discrimination on the basis of sex. More specifically the complaint alleged that the district discriminated against female students at Tremper and Bradford High Schools by denying them an equal opportunity to participate in interscholastic athletics. On October 24, 2012, the Kenosha Unified School District signed a Resolution Agreement to resolve the complaint filed.

On February 28, 2017, the school board approved revisions made to Policy 6700 that defined a process to request new programs.

Two requests for the 2017-18 school year have been received—middle school cross country for boys and girls (Appendix A) and high school lacrosse for boys and girls. The coordinator of athletics, physical education, health, recreation, and senior center convened a committee to discuss each proposal. Both committees were comprised of the coordinator of athletics, physical education, health, recreation, and senior center; the district Title IX coordinator, the chief academic officer, and the respective school principals for middle school and for high school. Each proposal is reviewed, a program proposal rubric is utilized to review the components outlined in Policy 6700, and the committee considers potential implications in each of these areas.

Ms. Patti Hupp, head track coach at Tremper High School, submitted a request to add boys and girls cross country as a middle school sports option. The rationale to offer cross country includes:

- Currently softball and football are offered in the fall, and this will provide an opportunity for more students to participate in sports.
- Cross country is a lifetime sport.

- Cross country teaches strong mental and character-building skills.
- Surrounding communities offer cross country at the middle school level.

The proposal provided information on all areas reviewed by the committee. The committee found that there would be significant implications if cross country were added to the existing fall sports schedule for each middle school. The total anticipated cost to add boys and girls cross country is \$33,640 (based on the participation of the five middle schools).

If approved this expense would reduce the current middle school activity fee allocated from the athletics budget by \$6,278 per school. This would be a 45 percent reduction in the current allocation and have a significant impact on the activities currently offered at each school. Over 4,000 middle school students responded to the 2016-17 Student Activity and Interest Survey. Approximately 13 percent of the respondents entered “no,” indicating they did not want any additional athletic offerings. The most frequently suggested additional sport is soccer, with 9.2 percent suggesting this. Only .15 percent, or 6 students, indicated an interest in cross country. Based on lack of student interest, the potential negative impact on existing fall sports offerings, and the significant financial impact, the committee does not recommend that middle school cross country be added to the existing middle schools sports schedule.

Mr. Robert Wikstrom, founder and president of the Kenosha Raptors Club, submitted a request to add boys’ and girls’ lacrosse as a high school sport. The rationale to add this support includes:

- The growth of the existing Raptor Club program since 2012,
- The increase in popularity of lacrosse in the state and nationally, and
- Student interest.

The proposal provided information on all areas reviewed by the committee. The committee found that there is significant student interest in lacrosse. While the proposal recommends the addition of both boys’ and girls’ lacrosse teams, the committee recommends that addition of girls’ lacrosse due to the financial impact. The estimated expense to implement the girls’ lacrosse team is \$25,080. If a boys’ team is also added, this expense would exceed \$50,000. The existing district athletic budget is able to absorb the expenses for the girls’ team without reducing existing services. If the boys’ team is also added, reductions would need to be made to the current high school athletic and equipment budgets.

The existing OCR complaint is based on fewer opportunities for high school girls to participate in sports as compared to boys. The addition of girls’ lacrosse resolves this complaint. Based on student interest, the financial implications, and the positive resolution to the OCR complaint, the committee recommends the addition of a Kenosha Unified School District High School co-op girls’ lacrosse team.

The District understands there are existing Raptor players from southeastern Wisconsin that do not attend Kenosha Unified School District. School districts that are interested in coopting with Kenosha Unified School District may contact the District’s Coordinator of Athletics.

Administration recommends that the Board approve the addition of a Kenosha Unified School District High School co-op girls' lacrosse team for the 2017-18 school year."

Mrs. Housaman and Mr. Mogensen answered questions from Board members.

Mr. Kunich moved to approve the addition of a Kenosha Unified School District High School co-op girls' lacrosse team for the 2017-18 school year. Mr. Falkofske seconded the motion.

Ms. Stevens offered a friendly amendment to the motion to include the formation of a Middle School Cross Country Board Ad Hoc Committee with subsequent discussion in the next 6-12 months. Mr. Kunich did not accept Ms. Stevens' friendly amendment.

Mr. Kunich's motion to approve the addition of a Kenosha Unified School District High School co-op girls' lacrosse team for the 2017-18 school year was approved. Ms. Stevens dissenting.

Dr. Savaglio-Jarvis introduced the Gang Prevention Education Program submitted by Mr. Willie Days, Coordinator of Diversity/Student and Family Engagement; Ms. Valeri; and Dr. Savaglio-Jarvis, excerpts follow:

"The Boys & Girls Club of Kenosha (BGCK) and the Kenosha Unified School District (KUSD) have enjoyed working together for more than 20 years to address the issue of gang involvement and delinquency issues in our community. The district provides financial support the BGCK needs to monitor, supervise and mentor youth in gang prevention groups, while working on anger management, team building, job skills development, gang resistance, and social and delinquency issues.

The program activities concentrate on Middle and High Schools. BGCK continues to assist all schools regarding gang threats by assisting in identification of gangs, mediating disputes between students and/or gang members, investigating fights and any other issues schools request.

Together, the BGCK and KUSD provide educational gang intervention and/or prevention services at Bradford, Indian Trail, Tremper, Reuther and Hillcrest high schools; and Bullen, Lance, Lincoln, Mahone and Washington middle schools. Club gang prevention staff also provides extra security at KUSD and BGCK sporting events.

BGCK staff will continue to provide support to Gary Vargas, Juan Cruz and Sam Saucedo at Bradford, Tremper and Indian Trail. The BGCK staff will continue assisting and providing support to Reuther as well. BGCK provides schools with gang prevention and community service activities that assist with the safety of schools. BGCK staff assists with gang prevention activities at Bradford High School on Saturday morning (e.g. groups, counseling and community service work). BGCK has ongoing in-service gang trainings for school personnel upon request. BGCK staff attends local universities gang awareness trainings and BGCK staff sits on panels upon request.

BGCK staff has found that one of most effective incentives affecting behavioral change has traditionally been and will continue to be offering employment opportunities for our youth. BGCK has been working to maintain unsubsidized employment opportunities in the private sector or enroll participants in the BGCK Summer Youth Employment Program (SYEP) for at-risk youths in our community. A major focus last year was centered on employment efforts for case managed youth and will continue to be a key component. BGCK staff facilitates a National Boys & Girls Club program titled Career Launch. This program is used as a springboard to help the youth prepare for entrance in the job market by assisting with resume writing, interviewing skills, job searching and appropriate dress for success. Since jobs continue to be the number one driving force or tool to captivate the attention of young teenagers, a major effort of BGCK staff has been to transition youth into permanent employment instead of seasonal employment. Many of the case managed youth are referred and participate in the SYEP. There is a total of nine current case managed youth participating in the SYEP.

Another program that is offered at the Boys and Girls Club program is the Youth Empowerment Program (YEP). This program is designed primarily for middle school youth and focuses on providing them with tools to ensure successful completion of high school. In addition, the staff will continue to encourage youth to participate at the BGCK year-round in order to benefit and maximize the offerings.

A heavy emphasis of BGCK staff has been to encourage middle school youth to participate in BGCK programming after school to enhance what they worked on during the school day. This has proven to be successful with more youth coming to the BGCK for a safe, positive place to be outside of school hours. BGCK daily programming focuses on three priority outcomes: academic success, good character and leadership and healthy lifestyles. Key programs that BGCK staff utilizes are the newly revised Boys & Girls Club of America tested and proven program called Street SMARTS and SMART Moves. The curriculum provides education, resource materials, mentoring sessions, peer learning groups and positive adult role models. Street SMARTS and SMART Moves programming targets boys and girls ages 6-16 and provides age appropriate topics and lesson plans. Goals of the programs include youth participating in activities designed to hone their decision-making and critical-thinking skills, as well as, learn how to avoid and/or resist alcohol, tobacco and other drugs. Additional program outcomes include increased knowledge in handling anger and conflict; resisting bullying, fighting and gang involvement; developing skills to express feelings, make values-based empowered choices and maintain positive relationships.

Administration is recommending that the Gang Prevention Program report and Memorandum of Understanding be approved on August 22, 2017, by the Board of Education.”

Ms. Valeri and Felicia Dalton, Director of Prevention and Outreach at the Boys & Girls Club of Kenosha, were present and answered questions from Board members.

Ms. Stevens moved to approve the Gang Prevention Program report and Memorandum of Understanding. Mr. Kunich seconded the motion. Unanimously approved.



Dr. Savaglio-Jarvis presented the Reports of Contracts in Aggregate of \$25,000 submitted by Ms. Jennifer Navarro, Coordinator of Professional Learning; Mr. Robert Hofer, Purchasing Agent; Mrs. Housaman; Mr. Hamdan; and Dr. Savaglio-Jarvis, excerpts follow:

“School Board Policy 3420 requires that “all contracts and renewals of contracts in aggregate of \$25,000 in a fiscal year shall be approved by the School Board except in the event of an emergency as determined and reported to the School Board monthly by the Purchasing Agent.” The contracts/agreements in aggregate of \$25,000 that have been added to the Contract Management Database subsequent to July 25, 2017 with approval of the purchasing agent are shown in the database in coral color.

The following contract/agreement has not been added to the Contract Management Database and is being presented for board approval:

- Wisconsin RTI Center/Cooperative Educational Service Center in the amount of \$25,000.”

Mr. Wade moved to approve the contract/agreement with Wisconsin RTI Center/Cooperative Educational Service Center in the amount of \$25,000. Mr. Kunich seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis presented the Request to Submit the Academic Parent-Teacher Team School Continuation Grant and Planning and Implementation Grant Application for the Upcoming School Year (2017-2018) and Next School Year (2018-2019) submitted by Ms. Cherise Easley, Principal of Edward Bain School of Language and Art – Creative Arts; Mr. Robert Neu, Director of Title Programs; Mr. Scott Kennow; Regional Coordinator of Leadership and Learning-Elementary; Ms. Valeri; Mrs. Housaman; and Dr. Savaglio-Jarvis, excerpts follow:

“At the May 10, 2016 Meeting the school board unanimously approved the APTT Planning and Implementation Grant for EBSOLA CA 2016-17 school year. DPI requested a three-year commitment to the implementation of Academic Parent Teacher Team, however due to DPI not knowing how much money will be allocated to schools annually, schools are required to submit a continuation grant application yearly. EBSOLA CA would like to continue implementing Academic Parent Teacher Teams (APTT) for the 2017-18 and 2018-19. The APPT grant is a dissipating grant and EBSOLA CA is requesting the opportunity to utilize grant funds as long as they are available. EBSOLA CA has been asked by DPI and WestEd to serve as a model school for the State of Wisconsin. EBSOLA CA APTT end of year parent data surveys also revealed that EBSOLA CA parents are in full support of the program and would like EBSOLA CA to continue implementing Academic Parent Teacher Teams. EBSOLA CA is requesting approval from the board to continue this grant-funded program for the 2017-18 and 2018-19 school years (so long as funding from DPI is available).

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.

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.

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 2017-18 and 2018-19 school years."

Mr. Kunich moved to approve the submission of the Academic Parent Teacher Team School Continuation Grant application and the Academic Parent-Teacher Team Planning and Implementation School Grant application for the 2017-18 and 2018-19 school years. Mr. Garcia seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis presented Provisions Governing the Transportation of Students Attending Public and Private Schools for the 2017-2018 Year submitted by Mr. Jeff Marx, Transportation Supervisor; Mr. Patrick Finnemore, Director of Facilities; and Dr. Savaglio-Jarvis, excerpts follow:

"The following provisions for the transporting of students attending public and private schools will become effective from and after the fifteenth day of August 2017. (These provisions relate to Board Policies 3511 and 3514)

Administration recommends school board approval of the Provisions Governing the Transportation of Students Attending Public and Private Schools for the 2017-2018 year."

Ms. Stevens moved to approve the Provisions Governing the Transportation of Students Attending Public and Private Schools for the 2017-2018 year. Mr. Wade seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis presented the report titled Hearing Officers submitted by Ms. Valari and Dr. Savaglio-Jarvis, excerpts follow:

“Administration brings forth a recommendation concerning the appointment of Hearing Officers to assist the District with any expulsion hearings for the upcoming school year.

Hearing Officers are paid \$100 per hearing and are scheduled on a rotating basis. The job was posted this year and no new applicants met the minimum requirements for this position.

Indicated below are the two individuals that Administration recommends for the 2017-2018 school year: The nominated individuals are as follows:

- Nancy Wheeler - Ms. Wheeler is a practicing attorney in Racine. She previously served as a Racine Judge, of which four years were in the juvenile division. Ms. Wheeler has served as a KUSD Hearing Officer for the past six years.
- Richard Regner - Mr. Regner is a retired school Administrator who has experience as a teacher, building principal and as a District level administrator. Mr. Regner has served as a KUSD Hearing Officer also for the past six years.

Administration recommends that the Board of Education authorize the appointment of the two recommended Hearing Officers for the purpose of expulsion hearings during the 2017-2018 school year. Administration further recommends that the contract for hearing officers be set at a rate of \$100.00 per hearing for the 2017-2018 school year.”

Ms. Stevens moved to approve the two recommended Hearing Officers for the purpose of expulsion hearings during the 2017-2018 school year and that the contract for hearing officers be set at a rate of \$100.00 per hearing. Mr. Garcia seconded the motion. Unanimously approved.

Mr. Kristopher Keckler, Chief Information Officer; presented the Annual Restraint and Seclusion Report submitted by Mrs. Bridget Kotarak, Interim Director of Special Education and Student Support; and Dr. Savaglio-Jarvis, excerpt follows:

“By September 1, Wisconsin requires each school district to report the district restraint and seclusion data annually, to the school board. Districts must submit the number of incidents of physical restraint and seclusion, the total number of students involved in the incidents, and the number of students with disabilities who were involved in the incidents. The report to the school board contains the same data as required in the U.S. Department Office of Civil Rights Cyclical Data Collection (CRDC) on physical restraint and seclusion.

Districts are required to report on two (2) types of restraint: mechanical and physical, and seclusion, detailing both the number of students (by disability status) and number of incidents.

For example, the use of handcuffs by police officers would constitute a mechanical restraint and schools are required to fully document identified instances. Both a summary report and a full building level report are attached. For the 2016-17 school year, KUSD had 6 students who had a total of 6 incidents of mechanical restraint, 94 students who had a total of 225 incidents of physical restraint, and 72 students who had a total of 209 incidents of seclusion. 76 As identified, the increase in mechanical restraint are all the direct result of the state expectation to now ensure that any police involved use of handcuffs or other restraint are documented and reported. Although not district employees, police officers receive their own training and tactics related to the decision or need to apply some form of restraint.

This report is for informational purposes only.”

Mrs. Snyder presented the Donations to the District.

Mrs. Snyder moved to approve the Donations to the District. Mr. Kunich seconded the motion. Unanimously approved.

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

Meeting adjourned at 9:02 P.M.

Stacy Schroeder Busby  
School Board Secretary

A SPECIAL MEETING OF  
THE KENOSHA UNIFIED SCHOOL BOARD  
HELD SEPTEMBER 19, 2017

A special meeting of the Kenosha Unified School Board was held on Tuesday, September 19, 2017, at 7:00 P.M. in the Auditorium at Indian Trail High School and Academy. The purpose of this meeting was for the Presentation and Public Hearing on the Proposed 2017-18 District Budget and for Views and Comments by the Public.

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

Mrs. Coleman, President, opened the meeting by announcing that this was a public hearing on the proposed 2017-18 Kenosha Unified School District No. 1 budget. Notice of this public hearing was given to the public by forwarding a copy of the notice to all requesting radio stations and newspapers.

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

Mr. Tarik Hamdan, Chief Financial Officer, gave a PowerPoint presentation regarding the District's 2017-18 budget which included the following topics: proposed budget, general fund (10) ending fund balance, fund balance analysis, financial status update, projected revenue collection calendar, budget variables, KUSD Enrollment Trend, allowable per member revenue increase/decrease, 2017-2018 preliminary revenue limit calculation, revenue limit history, KUSD structure, trust funds (fund 70), OPEB trust fund (fund 73) 2017 annual update on trust activity, community service funds (fund 80), total tax levy history, preliminary tax levy changes, mill rate, property values, state aid and tax levy, and 2017-2018 budget next steps.

There were no views and comments from the public.

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

Meeting adjourned at 7:29 P.M.

Stacy Schroeder Busby  
School Board Secretary

ANNUAL MEETING OF ELECTORS  
OF THE KENOSHA UNIFIED SCHOOL DISTRICT  
HELD SEPTEMBER 19, 2017

The annual meeting of the Kenosha Unified School District was held on Tuesday, September 19, 2017, at 7:00 P.M. in the Auditorium at Indian Trail High School and Academy.

Mrs. Tamarra Coleman, School Board President, called the meeting to order at 7:32 P.M. and noted the meeting's rules of order. Attorney Shana Lewis was present serving as parliamentarian.

Mrs. Coleman opened nominations for chairperson of the meeting.

Mrs. Annie Petering nominated Tamarra Coleman for chairperson. Mr. Brian Geiger seconded the motion. There was a voice vote, motion passed.

Mrs. Coleman asked for a motion to approve the Rules of Order.

Mrs. Mary Snyder moved to approve the Rules of Order as contained in the agenda. Mr. Daniel Wade seconded the motion. There was a voice vote, motion passed.

Mrs. Coleman asked for a motion to approve the agenda.

Mr. Michael Falkofske moved to approve the agenda as contained in the packet. Mr. Gary Kunich seconded the motion. Discussion followed. There was a voice vote, motion passed.

Mrs. Coleman asked for a motion regarding salaries for School Board members.

Mrs. Mary Modder moved to pay School Board members \$6,500 per year and that a limit of \$60 be paid per day to Board members for loss of actual earnings when on school business as set forth in District Policy 8640, School Board Member Compensation and Expenses. The effective period is from Annual Meeting to Annual Meeting. Mrs. Joyce Behlke seconded the motion. There was a voice vote, motion passed.

Mrs. Coleman asked for a motion regarding reimbursement of School Board members' expenses.

Mrs. Tanya Hoar moved that School Board members be reimbursed for actual and necessary expenses incurred when traveling in the performance of their duties as a member of the School Board. Mrs. Modder seconded the motion. Discussion followed. There was a voice vote, motion passed.

Mrs. Coleman asked for a motion to approve the 2017-2018 tax levy.

Mr. Wade moved to approve the 2017-18 tax levy at the maximum amount allowed by law as recommended by the School Board. Mrs. Behlke seconded the motion. There was a voice vote, motion passed.

Mrs. Coleman asked for a motion authorizing the School Board to establish the date for the 2018 annual meeting.

Mr. Antonio Garcia moved to authorize the School Board, pursuant to Section 120.08(1) of the Wisconsin Statutes, to establish a date and time between May 15 and October 31 for the District's Annual Meeting. Mr. Falkofske seconded the motion. There was a voice vote, motion passed.

Mr. Kunich moved to adjourn the meeting. Mr. Garcia seconded the motion. There was a voice vote, motion passed.

Meeting adjourned at 7:42 P.M.

Stacy Schroeder Busby  
School Board Secretary

A SPECIAL MEETING OF  
THE KENOSHA UNIFIED SCHOOL BOARD  
HELD SEPTEMBER 19, 2017

A special meeting of the Kenosha Unified School Board was held on Tuesday, September 19, 2017, at 7:45 P.M. in the Board Meeting Room at the Educational Support Center. The purpose of this meeting was for Discussion/Action on a Resolution Authorizing Temporary Borrowing in an Amount Not to Exceed \$25,000,000 Pursuant to Section 67.12(8)(a)1, Wis. Stats. and Views and Comments by the Public.

The meeting was called to order at 7:45 P.M. with the following members present: Mr. Falkofske, Mr. Kunich, Mr. Wade, Mrs. Snyder, Mr. Garcia, and Mrs. Coleman. Dr. Savaglio-Jarvis was also present. Ms. Stevens was excused.

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

Mr. Tarik Hamdan, Chief Financial Officer, introduced Mrs. Michele Wiberg of PMA Securities and she presented the Resolution Authorizing Temporary Borrowing in an Amount Not to Exceed \$25,000,000 Pursuant to Section 67.12(8)(a)1, Wis. Stats. submitted by Mrs. Lisa Salo, Accounting Manager; Mr. Hamdan; and Dr. Savaglio-Jarvis, excerpts follow:

“Due to the timing of the receipt of the majority of school districts’ funding (state aid and tax levy), there are periods throughout the year when expenditures payable are greater than cash on hand. In these cases, short-term borrowing is required to meet the district’s current obligations. Last fall, the Board of Education approved authorization for issuance and sale of Tax and Revenue Anticipation Promissory Notes (TRANS) for \$25 million. Based on the results of the 2016-2017 fiscal year and anticipated revenues and expenditures for the 2017-2018 fiscal year, the District’s short-term borrowing needs are projected to be approximately \$25 million for this fiscal year as well.

Attachment A is a monthly summary of the 2017-2018 cash flow projection that has been reviewed by the District’s financial advisor, PMA Securities, Inc. This schedule confirms the District’s projected cash flow shortfalls and supports the need to borrow funds. The document shows that November has the greatest month-end cash flow deficit.

Attachment B is a daily projection of the anticipated revenues and expenditures for November. The month-end deficit is projected to be \$22,881,042. On the first Monday in December, the State is scheduled to provide the second of the five general state aid payments for the 2017- 2018 school year.



Attachment C is a resolution that is presented to the Board to authorize the borrowing. The District is scheduled to repay a portion of the \$25 million in February 2018 when the second tax levy payment is scheduled to be received. The remaining balance will then be paid in September 2018. This repayment structure has been thoughtfully negotiated to help reduce the district's overall interest cost of the debt service. The Tax and Revenue Anticipation Promissory Notes (TRANS) were sold on September 19, 2017.

Administration recommends that the Board approve the attached Resolution Authorizing Temporary Borrowing in Amount Not to Exceed \$25,000,000 Pursuant to Section 67.12(8)(a)1, Wis. Stats."

Mr. Kunich moved to approve the attached Resolution Authorizing Temporary Borrowing in Amount Not to Exceed \$25,000,000 Pursuant to Section 67.12(8)(a)1, Wis. Stats. Mr. Wade seconded the motion. Unanimously approved.

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

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

Meeting adjourned at 7:50 P.M.

Stacy Busby  
School Board Secretary

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Kenosha Unified School District  
Kenosha, Wisconsin  
Summary of Cash Receipts and Disbursements  
September 26, 2017

CASH RECEIPTS	reference	total
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**August 2017 Wire Transfers-In, to Johnson Bank from:**

WI Department of Public Instruction	state aids register receipts	\$ 238,803.48
District Municipalities	tax settlement - August payment	18,382,749.05
Johnson Bank	account interest	169.07
Bankcard Services (MyLunchMoney.com)	food services credit card receipts (net of fees)	15,240.00
Bank (RevTrak)	district web store receipts (net of fees)	399,967.89
Retired & Active Leave Benefit Participants	premium reimbursements	41,686.81
HHS	head start grant	49,301.08
Various Sources	small miscellaneous grants / refunds / rebates	10,916.71
Total Incoming Wire Transfers		19,138,834.09

**August 2017 Deposits to Johnson Bank - All Funds:**

General operating and food services receipts	(excluding credit cards)	240,911.86
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**TOTAL AUGUST CASH RECEIPTS**

**\$ 19,379,745.95**

CASH DISBURSEMENTS	reference	total
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**August 2017 Wire Transfers-Out, from Johnson Bank to:**

*Payroll & Benefit wires*

Individual Employee Bank Accounts	net payrolls by EFT (net of reversals)	\$ 8,091,208.94
WI Department of Revenue	state payroll taxes	118,226.13
WI Department of Revenue	state wage attachments	37.82
IRS	federal payroll taxes	1,097,958.69
Delta Dental	dental insurance premiums	253,449.29
Diversified Benefits Services	flexible spending account claims	26,016.96
Employee Trust Funds	wisconsin retirement system	154,234.32
NVA	vision insurance premiums	15,370.39
Various	TSA payments	123,985.62

*Subtotal* 9,880,488.16

*General Operating Wires*

US Bank	purchasing card payment-individuals	205,897.48 *
Aegis	workers' compensation payment	200,000.00
Kenosha Area Business Alliance	LakeView lease payment	16,666.67
Johnson Bank	banking fees	262.31
Various	returned checks	534.00

*Subtotal* 423,360.46

Total Outgoing Wire Transfers \$ 10,303,848.62

**August 2017 Check Registers - All Funds:**

Net payrolls by paper check	Register# 01016DP, 01017DP 01018DP	\$ 1,516.17
General operating and food services	Check# 554543 thru Check# 555435 (net of void batches)	19,459,778.36
Total Check Registers		\$ 19,461,294.53

**TOTAL AUGUST CASH DISBURSEMENTS**

**\$ 29,765,143.15**

\*See attached supplemental report for purchasing card transaction information

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

Billing Cycle Ending August 15, 2017

<b>Merchant Name</b>	<b>Total</b>
HOTEL	\$ 17,588.41
MENARDS KENOSHA WI	\$ 7,268.10
ASG GLOBAL INC	\$ 7,254.50
CHESTER ELECTRONIC SUPPLY	\$ 6,990.40
HALLMAN LINDSAY PAINTS	\$ 6,901.34
AIRLINE	\$ 6,842.37
SQ *AUDENBY ELECTRI	\$ 6,346.38
VEHICLE MAINT. & FUEL	\$ 6,130.93
JOHNSON CONTROLS SS	\$ 6,016.40
CONVERGINT	\$ 5,936.00
WW GRAINGER	\$ 5,367.40
3654 INTERSTATE	\$ 4,821.99
EDS ARCHITECTURAL OPENING	\$ 4,176.50
PROVANTAGE	\$ 3,910.03
SEE OUR SOUND	\$ 3,720.60
AMAZON MKTPLACE PMTS	\$ 3,427.74
BOSCH PACKAGING SERVICE	\$ 3,375.77
MARK S PLUMBING PARTS	\$ 3,280.01
KITCHEN CUBES LLC	\$ 3,000.00
CLASS 1 AIR INC	\$ 2,991.48
IIRP	\$ 2,800.00
REINDERS - BRISTOL	\$ 2,742.55
MCMASTER-CARR	\$ 2,567.46
JOHNSTONE SUPPLY	\$ 2,508.71
RESTAURANTS & CATERING	\$ 2,455.92
VIKING ELECTRIC-CREDIT DE	\$ 2,193.86
IN *GAPPA SECURITY SOLUTI	\$ 2,188.50
PALMEN BUICK GMC CADL	\$ 2,176.76
IN *A BEEP, LLC	\$ 2,160.00
CUSTOMUSB.COM	\$ 2,132.00
SQ *DROPRITE TREE & LANDS	\$ 1,800.00
BSN*SPORT SUPPLY GROUP	\$ 1,699.92
GLEASON READY MIX	\$ 1,652.00
ULINE *SHIP SUPPLIES	\$ 1,621.33
MOTION INDUSTRIES WI04	\$ 1,495.98
JMB & ASSOCIATES	\$ 1,393.00
PROJECT LEAD THE WAY, INC	\$ 1,390.00
HAJOCA KENOSHA PC354	\$ 1,357.16
FIRST SUPPLY LLC #2033	\$ 1,335.15
INDUSTRIAL CONTROLS	\$ 1,288.04
FULL COMPASS SYSTEMS	\$ 1,285.20
VICTORY SIGN	\$ 1,262.00
MILWAUKEE BREWERS BOX OFF	\$ 1,254.00
UW MADISON WCER CC SVC	\$ 1,250.00
SEI*SOCCER.COM	\$ 1,236.14
LEARNING FORWARD	\$ 1,146.00
FASTENAL COMPANY01	\$ 1,136.16

THELEN MATERIALS LLC	\$	1,081.75
WALMART.COM 8009666546	\$	1,007.40
KMART 3618	\$	946.32
FLAG CENTER	\$	945.00
LAKE COUNTY PIPE & SUPPL	\$	914.51
ASSOC SUPERV AND CURR	\$	904.00
SPEEDY METALS - WEBSITE	\$	899.52
REINDERS - SUSSEX CS	\$	877.84
TEXAS IB SCHOOLS	\$	845.00
SHERWIN WILLIAMS 703180	\$	839.51
SQ *LAKELANDCOM.COM GOSQ.	\$	826.10
AMERICAN ASSOC OF SCHOOL	\$	815.00
HIGHWAY C SVC	\$	784.80
THE MASTER TEACHER	\$	763.86
DECKER EQUIPMENT	\$	758.25
BLAINE RAY WORKSHOPS INC	\$	747.00
I-STATE POWER SYSTEMS 041	\$	744.30
NATIONAL FEDERATION OF ST	\$	724.08
SIMPLEXGRINNELL	\$	693.00
WM SUPERCENTER #1167	\$	671.32
EPROMOS PROMOTIONAL PRODU	\$	650.78
HOLLAND SUPPLY INC	\$	638.67
CABLING PLUS	\$	638.46
KENOSHA ED FOUNDATION	\$	625.00
IN *IMAGINE U, LLC	\$	606.00
TROPHY DEPOT INC	\$	606.00
HS UNIVERSI	\$	595.00
EXPEDIA 7281986278747	\$	586.08
EXPEDIA 7281988271543	\$	586.08
EXPEDIA 7281988681890	\$	586.08
DROPBOX*5B9GMN3Q5FP5	\$	556.50
CONT EDUCATION	\$	500.00
BANKS VACUUM CORP	\$	499.98
BALTIMORE PARTS CENTER	\$	496.50
PAYPAL *SOFTCHALK	\$	495.00
GLOBAL MARKET HUB	\$	484.00
TOWN & COUNTRY GLASS INC	\$	456.13
AMAZON.COM	\$	447.64
KENOSHA PUBLIC MUSEU	\$	425.00
SAMSClub #6331	\$	409.72
WEBCONNEX, LLC	\$	408.87
ANIXTER/CLARK/TRI-ED	\$	403.39
MTD*PARTS&POWER EQUIP	\$	397.12
4IMPRINT	\$	380.74
BLS*NOVISIGN LTD	\$	360.00
ARC*SERVICES/TRAINING	\$	351.00
AUTONOMOUS INC.	\$	348.00
LOCKMASTERS USA INCORPORA	\$	346.20
STATE OF WI DPI REGONLINE	\$	345.00
GOLF CART GARAGE	\$	339.95
LYNCH ISUZU TRUCK CTR	\$	339.20
PLANET HEADSET INC	\$	338.20
PIGGLY WIGGLY #004	\$	320.39
E-CONOLIGHT	\$	308.93
REALLY GOOD *	\$	306.35

USPS.COM POSTAL STORE	\$	295.75
HD SUPPLY WHITE CAP #074	\$	293.07
SAMS CLUB #6331	\$	292.80
GATEWAY INDUSTRIAL	\$	292.27
LOWES #02560*	\$	288.31
TRANE SUPPLY-116407	\$	265.48
MENARDS RACINE WI	\$	258.70
CINEMARK THEATRES 244	\$	256.50
THE VAC SHOP NORTH INC	\$	255.98
HOBBY LOBBY #350	\$	255.20
JMAC SUPPLY	\$	248.90
WWW.KENNYPRODUCTS.COM	\$	241.66
TARGET 00022517	\$	235.92
GOLF TEAM PRODUCTS	\$	223.50
VIKING ELECTRIC-MILWAUKEE	\$	222.71
YOURMEMBER-CAREERS	\$	217.00
GLACIER STONE	\$	210.00
PAYPAL *MAASS	\$	200.00
NORTHEAST FILTER & EQUIP	\$	199.88
JOISSU PRODUCTS	\$	193.97
INDUSTRIAL SAFETY	\$	188.52
WALGREENS #3153	\$	186.75
MAYFAIR RENT A CAR KENO	\$	179.84
SHOPKO 31 00200311	\$	170.93
MYOFFICEINNOVATIONS	\$	170.45
IN *HANSENS POOL & SPA, I	\$	169.98
FESTIVAL FOODS	\$	169.20
MARTINPETERSEN CO	\$	160.61
PAYPAL *AUTISMSOCIE	\$	160.00
NORTH CENTRAL WISCONSIN A	\$	150.00
RE-NU PARTS	\$	148.91
TARGET 00001529	\$	144.98
LAKESIDE INTERNATIONAL	\$	140.16
MICHAELS STORES 2855	\$	138.02
HOBBY LOBBY ECOMM	\$	137.00
MONSTER JANITORIAL LLC	\$	133.77
PP*EPROGASKETB	\$	131.45
SOLUTION TREE INC	\$	129.99
DOLLAR TREE	\$	129.00
HALOGEN SUPPLY COMPANY IN	\$	120.40
SUPER SPORTS FOOTWEAR	\$	117.00
WORCESTER AIRPORT LIMOUSI	\$	111.00
SHOPKO 27 00200279	\$	110.91
COSTCO WHSE #1198	\$	110.89
SOLID SIGNAL	\$	109.99
AIRGASS NORTH	\$	109.73
NATL ASSN GIFTED CHILDRE	\$	109.00
LINCOLN CONTRACTOR	\$	105.14
OFFICEMAX/OFFICEDEPOT6358	\$	105.05
TEACHSTONE	\$	100.00
GRAND APPLIANCE & TV KENO	\$	99.00
USPS PO 5642800260	\$	98.00
TEACHERSPAYTEACHERS.COM	\$	96.40
SAN-A-CARE	\$	96.25
VIKING ELECTRIC - KENOSHA	\$	92.00

IN *BRAINSTORM, INC.	\$	89.50
BUS MGMT DAILY	\$	89.00
NATIONAL COUNCIL OF SUPER	\$	85.00
AIELLO MIDTOWN FLORIST IN	\$	84.40
PAYPAL *BROOKSMOTOR	\$	82.48
KMART 3088	\$	81.16
SMORE.COM SMORE.COM -	\$	79.00
SP * DISTRIBUTITVE EDU	\$	78.00
PICK N SAVE #874	\$	71.98
MEARS WEB-SHUTTLE	\$	70.30
PARTY CITY	\$	67.32
1000BULBS.COM	\$	67.14
2CO.COM*CUSTGOLFE	\$	65.65
WHOLE HOG JANITORIAL LLC	\$	62.07
AVAS FLOWERS	\$	61.93
MICHAELS STORES 9192	\$	59.50
TLF*SUNNYSIDE FLORIST OF	\$	59.00
HOMEDEPOT.COM	\$	57.76
AMAZON.COM AMZN.COM/BILL	\$	57.40
OVR*O.CO/OVERSTOCK.COM	\$	49.49
WAL-MART #1167	\$	49.34
EB 2017 CHAMBER ANNUA	\$	45.00
WM SUPERCENTER #3505	\$	44.36
DBC*BLICK ART MATERIAL	\$	44.00
SQ *EDUCATIONAL TECHNOLOG	\$	42.20
GFS STORE #1919	\$	41.98
TOOLPARTSDIRECT	\$	41.44
HOERNEL LOCK & KEY INC-KE	\$	39.50
SPOKANE HRDWR HRDWR HUT	\$	38.85
PRAIRIE SIDE TRUE VALUE	\$	37.20
DESIGN AIR	\$	36.92
TAYLOR & FRANCIS BOOKS	\$	36.87
TAXI SVC LAS VEGAS	\$	33.33
CROWN TROPHY	\$	32.25
NATIONAL SCHOLASTIC PRES	\$	32.00
SMK*WUFOO.COM CHARGE	\$	29.95
DOLLAR TREE ECOMM	\$	28.04
DOA GAMING	\$	25.50
TRAVEL INSURANCE POLICY	\$	21.88
MARSHALLS #155	\$	21.08
MEIJER STORE #284	\$	19.14
US GOLF ASSOCIATION	\$	12.72
CVS/PHARMACY #02933	\$	11.58
APL* ITUNES.COM/BILL	\$	10.51
DG HARDWARE.	\$	9.99
DUNKIN ST1599	\$	6.47
MICHAELS STORES 6709	\$	4.49
WALGREENS.COM PHOTO #1624	\$	3.56
ARO LOCK & DOOR	\$	2.11
BEST BUY 00011916	\$	(21.02)
AMC ONLINE #9640	\$	(30.12)
AT&T*BILL PAYMENT	\$	(1,694.35)
US Bank Purchasing Card Payment - Individuals	\$	205,897.48

KENOSHA UNIFIED SCHOOL DISTRICT  
Kenosha, Wisconsin

September 26, 2017

**Administrative Recommendation**

It is recommended that the August 2017 cash receipt deposits totaling \$240,911.86, and cash receipt wire transfers-in totaling \$19,138,834.09, be approved.

Check numbers 554543 through 555435 totaling \$19,459,778.36, and general operating wire transfers-out totaling \$423,360.46, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

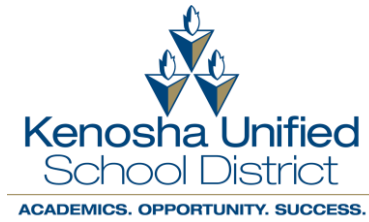
It is recommended that the August 2017 net payroll and benefit EFT batches totaling \$9,880,488.16, and net payroll check batches totaling \$1,516.17, be approved.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Tarik Hamdan  
Chief Financial Officer

Lisa M. Salo, CPA  
Accounting Manager





## National Bullying Prevention Month 2017

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

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

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

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

*WHEREAS*, it is time for our community to Stand Up Kenosha.

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

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

\_\_\_\_\_  
*President, Board of Education*

\_\_\_\_\_  
*Superintendent of Schools*

\_\_\_\_\_  
*Secretary, Board of Education*

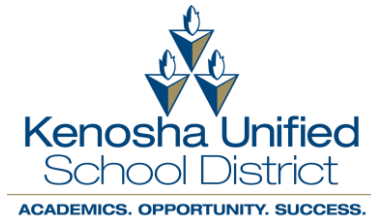
*Members of the Board:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Resolution 337  
September 26, 2017*

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## Wisconsin School Board Appreciation Week October 1-7, 2017

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

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

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

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

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

*NOW, THEREFORE*, be it resolved that Kenosha Unified School District recognizes and salutes the members of the Kenosha Unified Board of Education by proclaiming October 1-7, 2017, as Wisconsin School Board Appreciation Week.

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

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*President, Board of Education*

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*Superintendent of Schools*

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*Secretary, Board of Education*

*Members of the Board:*

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*Resolution 338  
September 26, 2017*

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Kenosha Unified School District  
Kenosha, Wisconsin

September 26, 2017

**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 August 22, 2017 with approval of the purchasing agent are shown in the database in coral color. Board members may access this database while on district property.

[Link to Contract Management Database](#)

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

The following contract/agreement has not been added to the Contract Management Database and is being presented for board approval. The Purchase/Contract Rationale is attached.

<b>Vendor</b>	<b>Program/Product</b>	<b>Amount</b>
Association of Wisconsin School Administrators (AWSA)	AWSA will improve the quality of educational opportunities for the youth of Wisconsin by ensuring the professional growth and competency of school administrators and their collective interests and needs. This aligns to the KUSD Strategic Goal 4.	\$28,800

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Mr. Tarik Hamdan  
Chief Financial Officer

Julie Housaman  
Chief Academic Officer, Teaching and Learning

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: Association of Wisconsin School Administrators (AWSA)

Purchased Good/Program: Association of Wisconsin School Administrators (AWSA) Memberships

Start Date/Date Needed: 9/20/2017

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

All KUSD instructional leaders would sustain or become members of the Association of Wisconsin School Administrators. AWSA's mission, "to improve the quality of educational opportunities for the youth of WI by ensuring the professional growth and competency of school administrators and their collective interests and needs" is aligned to the KUSD Strategic Direction Goal 4. Membership to this organization provides members with professional tools, resources and benefits. See appendix A for specific examples of learning opportunities available to school leaders. Some of the benefits include cutting-edge professional learning opportunities, including conferences, academies and coaching along with information on best practices, research and current events related to leadership and learning (Appendix B).

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

81 memberships + 4 complimentary memberships- \$28,800.00

This purchase would be funded using Title IIA funds

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?

KUSD instructional leaders will gain additional knowledge and skills in the areas of leadership and learning in order to build capacity within their staff to increase student achievement. Through participating in ongoing workshops, state and regional conferences, and accessing AWSA resources, leaders will be able to customize their learning opportunities in order to continue to develop their skills as instructional leaders.

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

September 20, 2017

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

Appropriate Leadership Signature Julie Hausman Date 8-28-17

## APPENDIX A


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[Advocacy](#)

[Elementary Edition](#)

[Secondary Edition](#)

[District Level Edition](#)
[Update Archives](#)

#### Upcoming Events

[Analyzing Teaching for Student Results](#)

Begins 2018

Registration open!

[Leading for Equity Academy](#)

Begins September 2017

Registration open!

[Impactful Coaching Academy](#)

Begins Fall of 2017

Registration open!

[Data Leadership Academy](#)

Begins Fall of 2017

Registration open!

[Elementary Principals Convention](#)

October 2017

KI Center, Green Bay

Registration open!

[Aspiring Superintendents Workshop](#)

February 1, 2018

Holiday Inn @ American

Center,

Madison

Registration open!

**AWSA Enjoys the Support of:**



## AWSA Update Bulletin

Welcome to AWSA's biweekly newsletter! Below you will find the our most recent edition of the AWSA Update Bulletin. Located on the side you will find current and past articles, current events and sponsor information.

### August 16<sup>th</sup> Edition

#### The Purposeful Principalship

by Pete Hall, Executive Director, Education Hall

What is the principal's job? A better question might be this: What is the purpose of the principalship? Over the past few decades, the primary responsibilities of the school principal have shifted significantly, from one who focuses on the 3 B's (budgets, buildings, and buses) to one who focuses on the status of learning and teaching. The follow-up question, then, is obvious: What should a principal *do* in order to positively impact learning and teaching in a schoolhouse?

In a 2015 article for Educational Leadership, John Hattie, author of the mega meta-analysis *Visible Learning*, revealed a truth about education approaches and practices: almost everything works...to some extent. The key is to identify which strategies yield greater results than the other options available, given the intended goals, learning context, and student needs. This requires teachers to be aware, discriminating, intentional, and deeply reflective. Principals can – and must – create an environment in which this happens, so that learning and teaching can flourish.

[Read more.](#)

#### How Ready are You for ACP Implementation? Probably More So Than You Think

by Kevin Miller, School Innovation Consultant

If you are reading this because you're looking for a quick and easy solution to another of those dreaded, unfunded state mandates, then definitely read on. If you're committed to implementing ACP in the best possible manner for your students and not looking for shortcuts and easy (but ineffective) solutions, then this article is for you, too. And if you're thinking that "maybe this article will validate that we're already well



[Studer Education](#)
[Concordia](#)
[Jostens](#)
[Lifetouch](#)
[Meemic](#)
[Viterbo](#)
[Inter-State Studio](#)
[Infinite Campus](#)
[Edgewood College](#)
[Horace Mann](#)
[Heizler, Inc.](#)
[Achieve3000](#)
[ACT](#)
[Boland Recreation](#)
[Zaner-Bloser/SuperKids](#)

on our way to effective ACP implementation," then you certainly want to click on the "Read more" link because you may be ready but have a bit more to think about.

So, can one, relatively brief, article really address people in all these situations or is that just a clever (or maybe not even that clever) ruse to drag you down a rabbit's hole. I wholeheartedly (cross my heart and hope to die) believe you will find valuable insights in this article regardless of where you believe your district and school are at as far as ACP implementation.

[Read more.](#)

## Annual Notices Information

*Last month, the Boardman& Clark Law Firm released this helpful chart of annual notices required under state and federal law.*

Numerous state and federal laws require school districts to provide notices to students, parents, and/or the public. This [attached chart](#) lists state and federal laws and regulations that require districts to provide notice of a policy, procedure, or form. These notices vary as to when they must be provided; however, many notices must be provided at the beginning of the school year. While many of these notices have been around for years, the requirements of the notices occasionally are changed or new notices are added. Many of the federal agencies or Wisconsin's Department of Public Instruction have created "model" notices or provide information useful to creating notices that could easily be tailored to meet each district's individual needs.

[Read more.](#)

## Focus on the Early Years: Promoting School Readiness and Reducing the Achievement Gap

by Sherry W. Kimball, Statewide Coordinator, WI Model Early Learning Standards & Sr. Outreach Specialist, Early Childhood, UW Madison

It is well documented that brain development in the early years (birth thru five years) is directly correlated to the types of experiences and interactions that children have with others. These interactions play a vital role in shaping the developing brain. If interactions are positive, the brain develops a solid foundation for lifelong learning. On the contrary, less than optimal experiences may result in a weaker foundation that may impede learning and one's ability to navigate the complexities of the world.

The importance of the developing brain from birth thru five years cannot be understated. Research shows that a key way to foster this development is through the provision of high quality early childhood programs. High quality programs promote all areas of child development, fostering a foundation for "school readiness", and, they play a vital role in reducing the achievement gap.

[Read more.](#)

## 2017 Associate Principal of the Year Award

The 2017 Associate Principal of the Year award is [now accepting nominations!](#) The Wisconsin Associate Principal of the Year program recognizes Associate Principals whose leadership has resulted in improved student learning, instructional collaboration, and a safe and positive school environment. Nominations are accepted from teachers, parents, principals, and others across Wisconsin. Specific information regarding the Associate Principals of the Year award is [available here](#).

To nominate an associate principal please fill out the nomination form and have it emailed to Jena Sebold at [jenasebold@awsa.org](mailto:jenasebold@awsa.org) by October 1, 2017.

### The 2018 Outstanding Wisconsin Leadership Award is Open for Nominations

AWSA and the Herb Kohl Educational Foundation is celebrating its third year of providing fellowships for principals and their schools. The 12 public school Kohl Leadership Award recipients and the 12 schools of those principals will each receive \$6,000 grants from the Herb Kohl Educational Foundation and will be recognized at a spring banquet.

These awards recognize the importance of exceptional school leaders who help provide successful school environments for students and faculty members. Specific information regarding the Outstanding Wisconsin Leadership fellowship is [available here](#). For any questions please contact Jena Sebald at [jenasebald@awsa.org](mailto:jenasebald@awsa.org).

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## APPENDIX B



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## Upcoming Events

The upcoming events on this page are AWSA events that are currently open for registration. To find more future or past events please visit the [AWSA Professional Learning Calendar](#). We have separated the events on this page into three separate categories:

### [Academies](#) - [Conferences](#) - [Workshops](#)

Have a question about one or more of the events you see below? Contact AWSA at 608-241-0300. Full refunds of fees will be made on cancellations received two weeks before the event begins. Following that date, 40% administrative fee will be retained. There will be no refunds for no-shows or cancellations made during or after the event.

## Academies

### Analyzing Teaching for Student Results

Year long program - Begins January 2018.

If we are serious about having all of our students in Wisconsin graduating college and career ready, both the quality of teacher instruction and the support and feedback that leaders provide their staff about their teaching will need significant attention. To this end, the Analyzing Teaching for Students Results course will provide leaders, serious about deep impact of teacher growth and student learning, with a deep dive into one of the world's leading resources for developing skillful, high impact teaching.

[More information](#) / [Register](#)

### New Building Administrators Academy

Year long program - Begins August 8, 2017

School leadership is essential to high performing schools. It is the mission of the New Building Administrators Program to provide the support necessary for early career principals and associate principals to succeed.

[More information](#) / [Register](#)

### Impactful Coaching Academy

Fall of 2017 to Spring of 2018 - Multiple dates & locations

The educator effectiveness model provides growth opportunities for teachers, principals and other valued staff in our school districts today. This model requires principals to be highly effective coaches. Whether your school has instructional coaches or you're trying to build teacher leadership capacity, all staff desire and deserve coaching and feedback aligned to high expectations, standards, and research based effective instructional practices. In this professional learning opportunity, participants will further develop the capacity to provide coaching and feedback that is aligned to high expectations, standards, and research based effective instructional practices.

[More information](#) / [Register](#)

### Leading for Equity Academy

Year long program - Begins September 2017

The Learning Leaders Academy is founded on the evidence-based principle that developing capacity in the adult staff is the key strategy for increasing the impact on students and their futures. With this foundational principle in mind, the Learning Leaders Academy will assist school- and district-level leaders in approaching the complex work of continuous improvement in ways that significantly impact student learning.

[More information / Register](#)

### **Data Leadership Academy**

Year long program - Begins Summer of 2017

Leadership teams will more fully develop their inquiry mindset and data use culture. During each session, team members will learn, reflect, discover, refine and design strategies to enhance their own leadership systems. Develop data literacy and use/develop data systems to identify strengths and gaps between goals and areas for improvement. Participants will situate sources of information within a cycle of inquiry to identify, facilitate, and monitor a focused improvement agenda, engaging staff and community stakeholders as appropriate into the process.

[More information / Register](#)

### **School Administrators Institute for Transformational Leadership (SAIL)**

Year long program

SAIL is designed to assist school and district leadership teams in creating a coherent and connected plan for transforming education at the local level within a complex environment, and in the process, instill confidence throughout the system for powerfully moving forward.

[More information](#)

## **Conferences**

### **2017 Elementary Principals Convention**

October 11-13, 2017 - Green Bay

Registration is now open for the 2017 Elementary Principals Convention! This year's convention will take place from October 11-13, 2017 at the KI Center in Green Bay. Please see our [online brochure](#) for full details.

[More information / Register](#)

## **Workshops**

### **Aspiring Superintendents Workshop**

February 1, 2018 - Madison

The Aspiring Superintendent Program represents the commitment of AWSA and WASDA to invite and nurture the development of future school district leaders in Wisconsin. This effort will result in an ever-growing, high-quality pool of prepared candidates for district administrator positions to ensure that the condition of our profession will continue to improve as we meet the challenges of the future.

[More information / Register](#)

### **Aspiring Administrators Workshops**

April 10 or 11 - Multiple Locations

The Aspiring Administrator Workshop is for outstanding educators whom we hope to attract to school administration. The Workshop's primary purpose is to connect teachers, whose career goals include seeking administrative positions, to currently practicing administrators through publications, in-service programs, attendance at WFEA-sponsored programs, AWSA meetings, etc.

[More information / Register](#)

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KENOSHA UNIFIED SCHOOL DISTRICT  
Kenosha, Wisconsin

September 26, 2017

**2017-2018 ELEMENTARY SCHOOL MULTIAGE WAIVERS REQUEST**

**Background**

On July 30, 2013, revisions were made to Kenosha Unified School District School Board Policy 6432 – Class Size (Attachment A). See Attachment B, item Number (6) for the revision that was approved by the Board of Education pertaining to Policy 6432-Class Size.

**Rationale**

In order to meet the guidelines for number six (6) of Policy 6432 for the 2017-2018 school year, the administration is requesting waivers for the following three (3) elementary schools:

School	Numbers of Requested Classrooms	Grades	Current Class Size
Jefferson	1	1/2	22
*Nash	3	2/3	21, 21, 21, 21
	6	4/5	22, 23, 23, 24, 24, 24, 25, 27
**Wilson	2	K/1	23, 21
	3	4/5	21, 21, 22

\* Next Generation Personalized Learning

\*\*Wilson continues to use a multiage level learning environment

Nash Elementary School's Next Generation/Personalized Learning program is designed to challenge every child within his/her proximal range of development so that he/she may consistently make optimal academic progress. Students set goals that are aligned with Common Core standards, and they work with teachers to create and carry out learning plans for meeting those learning targets.

- **Learner Profiles** – Data-rich learner profiles convey how a student learns best and are used to both create customized learning paths and plan instructional strategies. They are dynamic, real-time and learner-owned and managed.
- **Customized Learning Paths** – Each learner follows a unique path based on his/her individual strengths, learning style, and interests. Students work with teachers to set and successfully achieve personalized learning targets.
- **Proficiency-Based Progress** – Learners must demonstrate knowledge and/or skills prior to advancing along the continuum of Common Core standards and benchmarks.

The instructional design consists of teacher teams, usually three teachers, assigned to students grouped in multiage 2nd/3rd or 4th/5th configurations. Nash Elementary School continues their multiage grouping and Next Generation/Personalized Learning. Nash will be in the fifth

year and has demonstrative gains in academic achievement. The Nash community continues to show strong support for the Next Generation/Personalized Learning Program.

<b>Additional Teaching Staff Needed if Waiver is Not Granted</b>	
<b>Elementary School</b>	<b>FTE</b>
Jefferson Elementary	1

The financial cost to Kenosha Unified School District to add one (1) teacher if a waiver is not approved would be based on an increase to the overall district budget of an average teacher salary and benefits rate of \$90,000.

### **Recommendation**

Administration recommends that the Board of Education approve the class size waiver request for Jefferson, Nash, and Wilson Elementary Schools for the 2017-2018 school year.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Susan Valeri  
Chief of School Leadership

Scott Kennow  
Regional Coordinator of Leadership and Learning-Elementary

Martin Pitts  
Regional Coordinator of Leadership and Learning-Elementary



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

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*School Board Policies*  
*Rules and Regulations*

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POLICY 6432  
CLASS SIZE

The School Board will maintain class sizes in accordance with sound educational practices.

LEGAL REF.: Wisconsin Statutes

Sections 118.43 [Student Achievement Guarantee in Education (SAGE) class size requirements]

120.12(2) [Board duty; advise regarding instruction and progress of students]

120.13(1) [Board power to do all things reasonable for the cause of education]

CROSS REF.: 4351.1, Teaching Load

Special Education Policy and Procedure Handbook

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: September 24, 1991

REVISED: August 24, 1999

March 28, 2000

January 29, 2002

November 25, 2003

March 9, 2004

July 30, 2013

RULE 6432  
CLASS SIZE

The following guidelines will be used in maintaining class size:

1. Reasonable effort will be made to maintain class sizes of twenty (20) or under and a maximum class size of twenty-two (22) in academic subjects at the elementary school level, grades kindergarten through third. Reasonable effort will be made to maintain an average class size of twenty-three (23) in grades four and five with a maximum of twenty-five (25).
2. Reasonable effort will be made to maintain an optimum class size of twenty-five (25) and a maximum class size of twenty-nine (29) in academic subjects, at the secondary level. Reasonable effort will be made to maintain English Composition class size at the high school level between nineteen (19) and twenty three (23). The foregoing standards are subject to modifications for educational purposes or specialized or experimental instruction.
3. Reasonable effort will be made to insure that the number of students per class will not exceed the number of pupil stations available.
4. Reasonable effort will be made to insure that the number of students in physical education and music (non-band, orchestra or choir) classes in the secondary schools does not exceed forty (40) and thirty (30) respectively.
5. In areas of high population mobility or where special considerations are present, the class size range indicated herein may be revised to fit the particular situation. Class sizes in schools participating in special governmental programs approved by the Board (e.g., Student Achievement Guarantee in Education – SAGE) shall be in line with legal requirements for such programs.
6. Reasonable effort will be made to avoid split grade classes entirely. If split grade classes are utilized at any school, there are to be no more than twenty (20) students in the class. Exceptions to this guideline may be approved by the School Board.
7. Reasonable effort will be made so that middle school staffing will be provided on a ratio of 1 full time equivalent (FTE) teacher position for every 17.66 students. Guidance, Instructional Technology Specialists and Library Media Specialists are not included in this staffing ratio. Reasonable efforts will be made to ensure that travel time FTE at the secondary level is split evenly between the schools where a traveling teacher works.
8. Reasonable effort will be made to follow staffing guidelines for special education that are determined through the use of the Statewide Caseload Formula recommended by the State Superintendent's Task Force on Caseloads in Special Education. Classroom models are administratively determined based upon the needs of students and the percentage of time students receive special education services.
9. High Enrollment Educational Assistant support will be considered, when available, for each elementary classroom that exceeds 25 students. A half time assistant will be considered, when available, for classrooms that have enrollments of 25 to 30 students, and a full time assistant will be considered, when available, for classrooms that have enrollments of over 30 students. If classroom enrollments drop below either 30 or 25 students, the high enrollment educational assistants may be reassigned.

## KENOSHA UNIFIED SCHOOL DISTRICT

September 26, 2017

### **2017-2019 Administrative, Supervisory and Technical Personnel Policy – Revised Edition**

#### **Background**

Kenosha Unified School District (“the District”) has a classification, compensation and personnel policy for administrative, supervisory and technical personnel which expired on June 30, 2017. On a biannual basis, the Office of Human Resources reviews and updates this policy.

Please see recommended updates below.

#### **Document heading (Page 1)**

We recommend updating the document heading to reflect the current District title (removal of No. 1) and to reflect the new effective time period of the policy (2017-2019 as opposed to 2015-2017).

#### **Article I. Application and Effective Date of Operation (Page 1)**

We recommend no changes.

#### **Article II. Adoption of This Policy (Page 1)**

We recommend no changes.

#### **Article III. Basis for Determination of Salary Policy and Other Working Conditions (Page 1)**

We recommend this section be amended to reflect the current AST policy review time period “as needed” as opposed to at least every two years.

#### **Article IV. Employee Classification Definitions (Page 1)**

We recommend adding this section, including definitions, to clarify employee classification methodology. The definitions are as follows:

- A. Administrative employee – For the purpose of this policy, “administrative employee” will be defined, as per the EEOC definition<sup>1</sup> of an Executive/Senior Level Official Manager or First/Mid-Level Official/Manager, as an employee who:
  - 1. Plans, directs, and formulates policies; sets strategy; and who plans, directs, and coordinates activities with the support of subordinate executives and

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<sup>1</sup> Equal Employment Opportunity Commission, Standard Form 100, Employer Information Report EEO-1, Appendix, #5, “Description of Job Categories”.

- staff managers; or
  - 2. Oversees and directs the delivery of services or functions and who implements policies, programs and directives of an Executive/Senior Level Official/Manager.
  - 3. The administrative employees' job titles on the AST salary schedule will include an "\*\*\*" indicator.
- B. Supervisory employee – For the purpose of this policy, “supervisory employee” will be defined, as per the EEOC definition<sup>2</sup> of Professional, as an employee:
- 1. Whose job requires bachelor and/or graduate degrees, and/or professional certification and comparable professional experience to perform the required job tasks; and
  - 2. Whose job tasks include the ability to exercise significant direction over another person's daily tasks including tangible employment actions such as hiring, firing, and disciplining subordinate employees.
  - 3. The supervisory employees' job titles on the AST salary schedule will include an "\*\*\*" indicator.
- C. Technical employee– For the purpose of this policy, “technical employee” will be defined, as per the EEOC definition<sup>34</sup> of a Technician or Administrative Support Worker, as an employee:
- 1. Whose job is comprised of activities that require applied scientific and/or technical skills, usually obtained by post-secondary education of varying lengths, depending on the particular occupation, recognizing that in some instances additional training, certification, or comparable experience is required; or
  - 2. Whose job involves non-managerial tasks providing administrative and support assistance, primarily in office settings.
  - 3. The technical employees' job titles on the AST salary schedule will include an "\*" indicator.

## **Article V. Salary Policy (Pages 2 – 3)**

### **Subsection A. Annual Salary Adjustment (Page 2)**

- 1. We recommend no changes.
- 2. We recommend amending #2 to remove “th” after June 30 to reflect AP style.
- 3. We recommend amending #3 to reflect current policy period and that step movements may occur provided that the District has the ability to pay for such movements.

### **Subsection B. Salary Schedule Structure (Page 2)**

We recommend removing the old “b” because the language does not comport with our current salary schedule structure and removing “d” because it is redundant and explained in Article VI.

<sup>2</sup> Equal Employment Opportunity Commission, Standard Form 100, Employer Information Report EEO-1, Appendix, #5, “Description of Job Categories”.

<sup>3</sup> Equal Employment Opportunity Commission, Standard Form 100, Employer Information Report EEO-1, Appendix, #5, “Description of Job Categories”.

<sup>4</sup> Vance v Ball State University, 133 S. Ct. 2432 (2013)

#### Subsection C. Changes in Salary and Classification (Pages 2 – 3)

We recommend amending “a” to reflect the current AST-related association name and amending “b” to reflect that salary changes will be incorporated into the budget assumptions if the necessary funds are available.

#### Subsection D. Salary Status as a Result of Transfer Appointment or Position Reclassification (Page 3)

We recommend no changes.

#### Subsection E. Conformity with Applicable Laws (Page 3)

We recommend no changes.

### **Article VI. Fringe Benefits (Pages 3 - 9)**

#### Subsection A. Vacation (Page 3-4)

We recommend removing the existing #1 and #2 and replacing it with the new #1 (p. 4) to clarify the vacation accrual process; we recommend insertion of the new #2 to replace the need to send out the annual vacation carry-over memo.

#### Subsection B. Holidays (Page 4-5)

We recommend striking “days (variable)” from Winter Break to reflect the same language contained in the employee handbook. We also recommend striking “designated” and replacing it with “approved” as well as striking “Superintendent” and replacing it with “Board of Education” to reflect the actual workday calendar approval process.

#### Subsection C. Group Health, Dental and Vision Insurance (Page 5)

We recommend changing the verbiage to “upon request” as this will reflect current/historic practice.

#### Subsection D. Retirement Plan (Page 5)

We recommend no changes.

#### Subsection E. Tax Sheltered Annuity (Page 5)

We recommend no changes.

#### Subsection F. Group Life Insurance (Page 5)

We recommend no changes.

#### Subsection G. Tuition Reimbursement (Page 5 - 6)

We recommend changing the subsection title to “Tuition Reimbursement” so that it aligns with the same language in the employee handbook, and we recommend changing the number formatting in “3” to reflect AP style.

#### Subsection H. Sick Leave (Page 6 – 8)

We recommend, under 1.a., “General Provisions”, changing the number formatting to reflect AP style; under 1.b., “General Provisions”, inserting the words “domestic partner” to reflect the verbiage in the employee handbook; under 1.c., “General Provisions”, changing the number formatting to reflect AP style; and under 1.d., “General Provisions”, changing the number formatting to reflect AP style.

We recommend, under 2.b., “Personal Injury Benefits”, changing the number formatting to reflect AP style.

We recommend, under 3, “Initial Sick Leave Credit”, changing the number formatting to reflect AP style.

#### Subsection I. Long Term Disability (Page 8)

We recommend changing the number formatting to reflect AP style and to update the percentage rate to the correct percentage rate (66.67% rather than 66 2/3%).

#### Subsection J. Short Term Disability (Page 8)

We recommend no changes.

#### Subsection K. Other Leave (Page 8 - 9)

We recommend deleting the existing #1, #3, #4, and #5 because they are covered in the employee handbook.

We recommend deleting #6 and moving its text to #1 because both address leave of absence.

We recommend changing the number formatting in the new #1 to reflect AP style.

We recommend amending the verbiage in the new #2 to align with the language in the employee handbook and changing the number formatting to reflect AP style.

We recommend amending the number formatting in the new #5 to reflect AP style.

#### Subsection L. Payroll Deductions (Page 10)

We recommend amending the language to reflect the current AST-related association name.

#### **Article VII. Additional Compensation – Education and Professional Development Lanes (Page 10)**

We recommend adding “certifications” under #2 to more inclusively reflect the professional development opportunities for AST employees and the updating of number formatting to reflect AP style.

#### **Article VIII. Other Conditions of Employment (Pages 10 – 11)**

We recommend deletion of old Subsection C because the provision contained within it no longer applies (all AST employees now work the same number of days).

We recommend amending the new “C” to reflect the current non-exempt position levels (now 1-6 rather than 1-4) as well as the correct accrual rate and pay rate of overtime and compensatory time.

#### **Article IX. Early Retirement (Pages 11 – 13)**

##### Subsection A. Eligibility

We recommend correcting the text to reflect the updated document numeration and changing the number formatting to reflect AP style.

We recommend re-inserting the sentence “[e]mployees eligible for early retirement insurance benefits may maintain their current single/family coverage until age 65 or Medicare eligibility, whichever is sooner” under #2. It was discovered that this sentence was in the 2011-2013 AST policy but was left out of subsequent versions; there is no indication from department notes that this sentence was ever intended to be removed. This was an inadvertent omission.

##### Subsection B. Application Procedure

We recommend changing the number formatting to reflect AP style.

##### Subsection C. Payments

We recommend no changes.

##### Subsection D. Retiree Health/Dental

We recommend changing the title to “Retiree Health/Dental” from “Retiree Health/Dental/Life” to reflect that the District does not contribute to retiree life insurance premiums.

We recommend adding the sentence “[p]remium contribution rates and plan design are subject to change” under #3 so that employees are on notice of the same.

**Subsection E. Other Retirement Benefits**

We recommend changing the number formatting to reflect AP style.

**Article X. Duration and Provisions for Amending This Policy (Page 13)**

We recommend updating the effective date.

**Article XI. Residency (Page 14)**

We recommend no changes.

**Article XII. Employment Contract Renewal, Non-Renewal, Modification or Termination (Pages 14 – 15)**

We recommend changing the number formatting to reflect AP style.

**Article XIII. Evaluation (Page 15)**

We recommend no changes.

**Article XIV. Transfer (Page 16)**

We recommend no changes.

**Article XV. Modification to Policy (Page 16)**

We recommend no changes.

**Draft Salary Schedule (Page 16 of clean copy)**

This schedule has been updated to include any miscellaneous employees who moved to the AST group upon board approval on July 26, 2016.

This schedule also reflects the 1.26 percent CPI increase approved by the Board on July 25, 2017.



### **Administrative Recommendation**

Administration recommends that the School Board approve the 2017-2019 classification, compensation and personnel policy for administrative, supervisory and technical personnel as presented this evening. Administration also recommends that the School Board approve one step for all eligible AST's.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Annie Petering, J.D.  
Chief Human Resources Officer

KENOSHA UNIFIED SCHOOL DISTRICT ~~NO. 4~~  
KENOSHA, WISCONSIN

CLASSIFICATION, COMPENSATION AND PERSONNEL POLICY  
FOR  
GENERAL ADMINISTRATIVE, INSTRUCTIONAL ADMINISTRATIVE,  
SUPERVISORY AND TECHNICAL PERSONNEL  
20157-20179

I. Application and Effective Date of Operation

The policy herein set forth and detailed shall be effective upon the date of adoption and shall govern the classification, compensation and working conditions of all administrative, supervisory, and technical (“AST”) personnel except the Superintendent of Schools.

II. Adoption of This Policy

In the adoption of this policy, the Board of Education expresses the plan that it shall follow in compensating and classifying its administrative, supervisory, and technical personnel. It is understood that the Board of Education reserves the right from time to time to make adjustments in this policy to meet the fiscal, administrative and programmatic requirements and needs of the District in an efficient and effective manner. The policy contained herein shall, at a minimum of two years, be reviewed by the Superintendent of Schools, with any recommended changes and/or modifications being reported to the Board of Education.

III. Basis for Determination of Salary Policy and Other Working Conditions

Recognition is made of the fact that only professionally qualified individuals who meet the qualifications identified in the position’s job description will be appointed to positions herein specified based on the approved job description for the position. Prior to posting and filling any of these positions, the Board of Education approved job description shall be reviewed and updated. All other job descriptions shall be reviewed and updated ~~at least every two years~~ **as needed**.

IV. Employee Classification Definitions

**A. Administrative employee – For the purpose of this policy, “administrative employee” will be defined, as per the EEOC definition<sup>1</sup> of an Executive/Senior Level Official Manager or First/Mid-Level Official/Manager, as an employee who:**

- 1. Plans, directs, and formulates policies; sets strategy; and who plans, directs, and coordinates activities with the support of subordinate executives and staff managers; or**

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<sup>1</sup> Equal Employment Opportunity Commission, Standard Form 100, Employer Information Report EEO-1, Appendix, #5, “Description of Job Categories”.

2. Oversees and directs the delivery of services or functions and who implements policies, programs and directives of an Executive/Senior Level Official/Manager.
  3. The administrative employees' job titles on the AST salary schedule will include an "\*\*\*" indicator.
- B. Supervisory employee – For the purpose of this policy, “supervisory employee” will be defined, as per the EEOC definition<sup>2</sup> of Professional, as an employee:
1. Whose job requires bachelor and/or graduate degrees, and/or professional certification and comparable professional experience to perform the required job tasks; and
  2. Whose job tasks include the ability to exercise significant direction over another person's daily tasks including tangible employment actions such as hiring, firing, and disciplining subordinate employees.
  3. The supervisory employees' job titles on the AST salary schedule will include an "\*\*\*" indicator.
- C. Technical employee– For the purpose of this policy, “technical employee” will be defined, as per the EEOC definition<sup>34</sup> of a Technician or Administrative Support Worker, as an employee:
1. Whose job is comprised of activities that require applied scientific and/or technical skills, usually obtained by post-secondary education of varying lengths, depending on the particular occupation, recognizing that in some instances additional training, certification, or comparable experience is required; or
  2. Whose job involves non-managerial tasks providing administrative and support assistance, primarily in office settings.
  3. The technical employees' job titles on the AST salary schedule will include an "\*" indicator.

#### IVV. Salary Policy

- A. Annual Salary Adjustment
1. Effective July 1, 2009, salary percentage increases for administrative, supervisory, and technical personnel (other than the Superintendent) shall be considered and determined by the Board of Education based upon a written recommendation of the Superintendent of Schools and in compliance with guidelines imposed by the State legislature.
  2. The Superintendent of Schools shall make written recommendations to the Board of Education on or before June 30<sup>th</sup> each new school year.
  3. Effective July 1, 2009~~17~~, eligible employees shall be advanced for step movements on the salary schedule in effect **provided that the District has the ability to pay for step advancements. The Board will take into consideration whether or not funding is available**

<sup>2</sup> Equal Employment Opportunity Commission, Standard Form 100, Employer Information Report EEO-1, Appendix, #5, “Description of Job Categories”.

<sup>3</sup> Equal Employment Opportunity Commission, Standard Form 100, Employer Information Report EEO-1, Appendix, #5, “Description of Job Categories”.

<sup>4</sup> Vance v Ball State University, 133 S. Ct. 2432 (2013)

**to support advancements.**

**B. Salary Schedule Structure**

1. Salaries are established for each level of employment with annual longevity, salary schedule and education/professional lane increases determined by the Board of Education following review of the written recommendations of the Superintendent of Schools.
  - a. Individuals who do not provide satisfactory service are not eligible for any salary increases or merit awards.
  - ~~b. The base pay plus raises and increments is provided for individuals who satisfactorily perform their duties according to the job description, evaluation, and assignments made by their supervisors.~~
  - b. The Superintendent, with the approval of the Board of Education, may implement a merit pay plan.
  - ~~d. Education and Professional Development Lane pay shall be provided for individuals as defined by Article VI.~~

**C. Changes in Salary and Classification**

**1. Salary**

- a. The Superintendent will annually meet with the Board of Education for discussion of salary and benefit proposals in accordance with the timelines described in Article IV, A, 2. Prior to such meeting, the Superintendent will meet with the ~~Kenosha School Administrators' Association~~ **Education Leaders of Kenosha (hereinafter referred to as "ELK")** or its designee.
- b. Salary levels are to be reviewed annually and compared with normative information, and recommended changes will be annually incorporated into the budget assumptions, **if funding is available**, as presented to the Board of Education.

**2. Classification**

- a. Individual requests for changes in position classification should be submitted in writing to the Superintendent.
- b. The Superintendent may institute reclassification of positions as needed to reflect changes in responsibility with the approval of the Board of Education.

**D. Salary Status as a Result of Transfer Appointment or Position Reclassification**

Persons in the District transferred from one administrative, supervisory, or technical position to another position, will be placed at a salary level based upon

qualifications and experience at the discretion of the Superintendent of Schools with the approval of the Board of Education. Such transfer could result in an increase or decrease in salary. Any such increase in salary shall commence on the first pay period following the position change; any such decrease in salary shall commence on the first pay period of the school semester following the position change.

E. Conformity with Applicable Laws

All salary compensation changes, whether pertaining to base salary, equity adjustment, merit or any other salary compensation item, and all fringe benefit changes, shall comply with any applicable laws regarding same.

~~V~~VI

Fringe Benefits

A. Vacation

- ~~1. Supervisory and technical personnel will be entitled to two weeks of vacation during the first full year of employment. A third week of vacation will be authorized after the first full year of employment. A fourth week of vacation will be authorized after the third year of employment as an AST. Effective for those hired on or after July 1, 2006, a fourth week of vacation will be authorized after the fifth full year of employment as an AST. New employees will not be allowed to take vacation during the first six months of employment.~~
  - ~~2. General/central office administrative personnel and building administrators will be entitled to three weeks of vacation during the first full year of employment. A fourth week of vacation will be authorized after the first full year of employment. A fifth week of vacation will be authorized after the third full year of employment as an AST for all affected employees under this classification. Effective for those hired on or after July 1, 2006, a fifth week of vacation will be authorized after the fifth full year of employment as an AST. New employees will not be allowed to take vacation during the first six months of employment.~~
- 1. All supervisory and technical employees under this policy will receive vacation as follows:**
    - a. One week = five days**
    - b. During first year of employment – two weeks (prorated)**
    - c. After first year – three weeks**
    - d. After second year – four weeks**
    - e. New employees will not be allowed to take vacation during the first six months of employment**

**All Administrative employees under this policy will receive vacation as follows:**

- a. One week = five days**
- b. During first year of employment – three weeks (prorated)**

- c. After first year – four weeks
- d. After second year – five weeks
- e. New employees will not be allowed to take vacation during the first six months of employment.

2. An employee may carry over up to five vacation days at the discretion of his/her supervisor. An employee must submit his/her request to his/her supervisor for approval. Once approved by the supervisor, the request for carry-over vacation days must be submitted to the Office of Human Resources before commencement of Winter Break. Carry-over days must be used by June 30 of the following calendar year. Any remaining carry-over days will be removed from an employee's available vacation leave balance.
3. Vacation is earned on a July 1 fiscal year basis, and taken on a January 1 calendar year basis. Vacation will be accrued at a one-twelfth per month basis.
4. Vacations for all employees shall be completed prior to December 31 of the year following the contract year and shall be arranged subject to prior approval by the Superintendent of Schools or designee. Administrative, supervisory, and technical personnel may use vacation days throughout the year pending approval of the Superintendent of Schools or designee.

B. Holidays

The following days and such other days as may be designated by the Superintendent will be paid holidays for Administrative, Technical and Supervisory personnel:

New Year's Eve	Labor Day
New Year's Day	Thanksgiving Day
Martin Luther King Day	Friday after Thanksgiving
Good Friday	Christmas Eve
Spring Break Week	Christmas Day
Memorial Day	Winter Break days (variable)
Independence Day	

If any of the named holidays fall on a Saturday or Sunday, either the preceding or the following normal workday as ~~designated~~ **approved** by the ~~Superintendent~~ **Board of Education** shall be observed as the holiday.

C. Group Health, Dental and Vision Insurance

The District provides group health, dental and vision coverage for its employees, as summarized in separate benefit summaries and schedules. The District will provide employees with copies of plan-related documents ~~and information from time to time~~ **upon request**.

D. Retirement Plan

For all eligible staff, the District will pay one-half of the actual rate as determined by the Employee Trust Fund Board and the employee will be responsible for the other half.

E. Tax Sheltered Annuity

The District shall provide the opportunity to participate in a tax sheltered annuity program by way of a voluntary payroll deduction. The employee may choose from currently qualified tax-sheltered annuity vendors approved by the District.

F. Group Life Insurance

The District shall provide Administrative, Supervisory and Technical personnel the opportunity to participate in a Group Life Insurance Plan at one times the employee's salary, which shall be fully paid by the District. At the option of any employee, additional coverage may be purchased up to four times the employee's salary. The employee shall pay the cost of any additional coverage. After retirement, employees may elect to continue all of the coverage they have in force at retirement, the cost of which shall be fully paid by the employee.

G. ~~Professional Improvement~~ **Tuition Reimbursement**

Administrative, supervisory, and technical personnel shall be eligible to request tuition reimbursement for college, university or technical school coursework under the following conditions provided the Employee has completed one full year of continuous full-time employment within the Administrative, Supervisory and Technical classification:

1. Courses must be job related and individuals must request written approval in advance of taking the course(s) from the Superintendent or designee prior to enrollment. The approval for reimbursement shall be contingent upon the availability of funds.
2. A transcript or certification attesting to completion of such coursework must be filed with the Human Resources Department along with evidence of tuition payment by the individual within 60 days after the completion of the coursework.
3. Reimbursement will be made for actual tuition costs only not to exceed the UW-System (Milwaukee) cost per credit up to a maximum sum of ~~Twenty-four (24)~~ credits in the last five ~~(5)~~ years. Employees earning an "A", "B" or "Pass" in any authorized course will be reimbursed at 100% of the documented cost. There will be no reimbursement for less than "B" level work. Employees who leave employment with the District for reasons other than retirement within one year of completion of the authorized course(s) shall be obligated to repay the District two-thirds-~~(2/3)~~ of the tuition cost paid by the District within 30 days of termination; and employees who leave employment for reasons other than retirement

within two years shall repay one-third (~~1/3~~) of the tuition cost within 30 days of termination.

## H. Sick Leave

### 1. General Provisions

- a. Sick leave with full pay shall be earned and credited at the rate of one (~~1~~) day per month for each month the employee is employed by the District. Unused sick leave shall be accumulated to a maximum of ~~one hundred twenty~~ (~~120~~) days. AST employees, who had accumulated sick leave while employed by the District as a non-AST employee, may carry over their accumulated non-AST sick days. Non-AST sick days shall be used before any sick days accrued as an AST, but in no case shall the total of AST and non-AST sick days exceed 120 days.
- b. Sick leave may be used upon the illness or, subject to the provisions of Section 2 below, injury to the employee or the illness or injury of a member of the employee's immediate family, but the District may require a statement from a licensed medical provider giving the nature and seriousness of the illness. Member of the immediate "family" is defined as husband or wife, **domestic partner**, child, stepchild, brother, sister, parent or stepparent, parent-in-law and foster children wherever they may reside, or other relative living in the same dwelling unit.
- c. In the event a period of personal illness extends beyond the number of days of unused sick leave then accumulated, the Administrative, Supervisory and Technical personnel must apply for and may be granted a leave of absence, without pay, for the balance of the period of such personal illness, but not to exceed ~~twelve~~ (~~12~~) months. Extensions of such leaves of absences may be requested of the Board of Education. The determination of the Administrative, Supervisory and Technical personnel's ability to return to the job he or she was hired to do shall be made by his or her physician and certified to the Superintendent in writing. Upon return from such leave the Administrative, Supervisory and Technical personnel shall be immediately reinstated in his or her former position, if then available, and if not to a substantially equivalent position in which he or she is competent to perform.
- d. After a minimum of ~~ten~~ (~~10~~) full years of continuous employment as Administrative, Technical or Supervisory personnel, employees covered under this policy whose employment terminates shall be entitled to receive a payment equal to 50% of the value of any accumulated unused sick leave earned as an AST employee at the time of such termination at the rate of pay at the time of termination. The District shall make such payment within ~~ninety~~



~~(90)~~ days after termination of employment. The District shall make such payment in the form of a post-employment contribution to a tax-sheltered annuity.

## 2. Personal Injury Benefits

- a. Whenever the employee is absent from school as a result of personal injury caused by an assault by a student, occurring in the course of the employee's employment, the employee shall be paid his/her full salary for the period of such absence, and no part of such absence will be charged to his/her annual sick leave. Under these conditions any benefits accruing to the employee would be remitted to the District.
- b. Whenever the employee is absent from school as a result of personal injury occurring on the school premises and not due to the employee's negligence, the employee shall be paid his/her full salary less weekly indemnity under the Workers' Compensation Act for the period of his/her disability up to ~~thirty~~ (30) contract days and no part of such absence shall be charged to his/her accumulated sick leave.
- c. Insofar as the Workers' Compensation law applies, the employee shall be reimbursed for the cost of medical, surgical and/or hospital services incurred as the result of any injury sustained in the course of employment.
- d. The District shall have the right to have the employee examined by a physician designated by the District for the purpose of establishing the length of time during which the employee is temporarily disabled or absent from performing his/her duties, and the opinion of said physician as to the said period shall control.

## 3. Initial Sick Leave Credit

The District acknowledges that no formal sick leave policy existed prior to the adoption of this policy effective July 1, 1997. Therefore, in recognition of the tenure of the District's employees prior to July 1, 1997, the full time employees of the District as of July 1, 1997, covered by this policy, are granted accrued sick leave benefits as of July 1, 1997, (whether or not such full time employment was as an AST employee) as follows: One ~~(4)~~ day per month for each month of consecutive full time employment with the district as of July 1, 1997, to a maximum of ~~one hundred twenty~~ (120) days.

### I. Long Term Disability

The Board of Education shall provide a long-term disability plan for all covered employees. The long term disability plan shall provide, after a waiting period

of ~~ninety~~ (90) consecutive calendar days, 66.672/3% of the employee's regular salary to a maximum per month benefit and with terms and provisions as set forth in such long term disability plan adopted by the District. Each covered employee shall be required to be a participant in the plan and the premium is paid for by the District.

J. Short Term Disability

The District will provide an employee-paid short-term disability plan. Short Term Disability is a voluntary benefit. Details with respect to the benefits, claims procedures and limitations can be found in the summary plan description. The plan document controls payment of any benefits.

K. Other Leave

- ~~1. Upon exhaustion of any leave available under both the federal and state Family Medical Leave Acts, any employee may request child-rearing leave without pay for any school year in which a child is born or adopted and for one additional school year if so desired. Child rearing leave may be requested in conjunction with pregnancy leave. Request for child rearing leave for an additional school year must be submitted prior to May 1. Such requests must be for the complete school year. Employees while on such leave shall, at their option and expense, be permitted to continue life, dental and health insurance coverages. Upon return from such leave the Administrative, Supervisory and Technical personnel shall be immediately reinstated in his or her former position, if then available, and if not to a substantially equivalent position in which he or she is competent to perform.~~
21. Employees covered by this policy who have completed a minimum of three years of continuous full-time service within the Administrative, Supervisory and Technical classification shall be eligible to request a personal leave for up to one (1) year. Said leave, if approved, shall be without compensation. Upon return from such leave the Administrative, Supervisory and Technical personnel shall be immediately reinstated in his or her former position, if then available, and if not to a substantially equivalent position which he or she is competent to perform. **Employees who take a leave of absence for any period longer than six months shall not accrue District seniority during that time.**
- ~~3. The District shall grant, upon request, a military leave of absence for mandatory annual duty for training not to exceed ten (10) working days provided such duty is performed with the assigned unit. Periods of military leave for mandatory service as a result of civil disturbance or disaster will be allowed, upon request, in addition to leave for annual duty for training, provided such duty is performed with assigned unit. Such employee shall receive the difference between the military pay exclusive of any~~

~~reimbursement for expenses other than base salary and his/her regular salary rate upon submission of a copy of the order to active duty and a copy of the pay voucher.~~

- ~~4~~ In the case of death in the immediate family (father, mother, brother, sister, son, daughter, husband, wife **spouse**, registered domestic partner, or a person who stands in a mutually acknowledged relation of parent or child), Administrative, Supervisory and Technical personnel shall be allowed up to six (6) days with full pay for time necessary to attend the funeral and take care of arrangements for handling the estate. For other relatives (grandparents, uncles, aunts, **sister-in-law, brother-in-law**, first cousins, nieces, nephews, stepmother/father and grandchildren) the individual shall be allowed three (3) days with full pay to attend the funeral. This policy applies equally to relatives whether by blood or marriage. Additional days may be granted with the approval of the Superintendent.
5. Employees who are summoned for jury duty shall be granted the necessary time off with pay, provided the employee remits to the District all remuneration (except mileage) received for jury duty, and files with the District the appropriate official record of jury service dates.
62. The District will grant the necessary time off with pay for employees who are subpoenaed to appear in court proceedings: (1) in connection with the employee's employment; or (2) in any other legal proceeding, if the employee is not a party to the action. Such approved absence will be with pay provided the employee remits to the District any fees received and files the subpoena with the District. Time off with pay for purpose of attending court proceedings shall include the adoption and/or accepting appointment as guardian of a child by the employee.
7. ~~Employees who take a leave of absence for any period longer than six (6) months shall not accrue District seniority during that time.~~

#### L. Payroll Deductions

Effective July 1, 2013, All required deductions, such as for WRS contributions, federal, state, and local taxes, and all authorized voluntary deductions, such as TSA, ~~Kenosha School Administrators' Association~~ **Education Leaders of Kenosha** and insurance, will be held automatically from employee paychecks. Employees are responsible to set up voluntary deductions via Employee Online.

#### ~~VIVII.~~ Additional Compensation – Education and Professional Development Lanes

Effective July 1, 2006, the Board of Education shall provide compensation in the amount of \$1,500 annually for each educational or professional development lane achieved. The categories of achievement are as follows:

1. Master's degree plus 30 college credits or equivalent continuing education units (CEU's) (Implied in Ph.D. or Ed. D.).
2. Professional licensure/**certifications** (excluding additional teaching or administrative licenses) through the State of Wisconsin or a professional association in an area pertinent to the employee's current position with the District (including, but not limited to, Certified Public Accountant (CPA), American Institute of Architects (AIA), Professional Engineer (PE), Registered Dietician (RD), Certified Network Engineer (CNE), Microsoft Certified Software Engineer (MCSE), etc.). Credit for licensure or certification that is obtained through an association must be approved in writing by the Superintendent or designee.
3. Master Administrator designation through the Wisconsin Department of Public Instruction.

Employees can only receive compensation for one educational/professional development achievement in each of the three ~~(3)~~ categories identified.

#### ~~VHVIII.~~ Other Conditions of Employment

##### A. Duration of Individual Employment Contract

1. Individual employment contracts issued to employees covered by this policy will be issued in accordance with any applicable State Statutes and Board of Education policy.
2. Employment contracts for individuals covered by, Wis. Stat. § 118.24 may be for a term up to but not to exceed two years.
3. Individuals covered by Wis. Stat. § 118.24., who are placed on a professional improvement plan, shall be entitled to a contract with a term not to exceed one year. Individuals covered by Wis. Stat. § 118.24 who are in the last year of a two year contract, and who are placed on a professional improvement plan, shall be given preliminary notice and notice of

nonrenewal of their two year contract pursuant to Wis. Stat. § 118.24, so as to renew their contract for a term not to exceed one year.

4. Employment contracts for individuals not covered by Wis. Stat. § 118.24 may be for a term not to exceed one year. Individuals not covered by Wis. Stat. § 118.24, who are placed on a professional improvement plan, shall be given notice of same at the time their contract is considered for renewal and shall be provided the opportunity to meet with the Board of Education in closed session to discuss the matter.

B. Placement on the Salary Schedule

1. Any employee hired by the District prior to January 1 of any given year shall be eligible for salary advancement for the ensuing school year.
2. Prior experience credit as determined by the Superintendent may be granted personnel being employed in accordance with provisions contained herein.
3. Salary placement shall be made effective as of July 1 of each year.

~~C. Contract Days Defined~~

- ~~1. The number of contract days per position shall be as defined in Appendix A of this document.~~
- ~~2. Each year the Superintendent shall designate which days as non contract days for those employees in positions deemed to be for less than 260 contract days.~~

~~DC.~~ Overtime for Non-Exempt Positions

Positions classified at Levels 1 through ~~4~~ **6** on the Salary Schedule (Appendix A) are classified as non-exempt ~~technical~~ employees, and overtime will be paid at ~~the rate of pay set at an hourly rate computed on the annual salary~~ **one-and-a-half times the employee's hourly rate of pay**. Overtime will be paid for work in excess of ~~eight (8) hours per day or 40 (40) hours per week~~. **Similarly, the District may provide mutually agreed compensatory time off in lieu of overtime pay which will be accrued at one-and-a-half hours for every hour a non-exempt employee works over 40 hours per week.**

~~ED.~~ Outside Employment

No District employee shall engage in any outside activities or employment which interferes with the ability to carry out regularly assigned duties, as determined by the Superintendent or designee.

~~VIII.~~ **IX.** Early Retirement

A. Eligibility

1. Individuals who have been employed in the District on a regular full-time basis for at least ~~fifteen (15)~~ years, who also meet the additional age and

other requirements set forth below and who are currently employed by the District, may apply for early retirement benefits under this Article ~~VIII~~ IX.

2. Individuals who have been employed by the District for at least ~~fifteen~~ (15) years and who are currently employed by the District, and have served the last ~~ten~~ (10) years of continuous full-time employment within the Administrative, Supervisory and Technical classification, and have reached the age of 55 are entitled to the insurance coverages specified in Article IX-D-1. **Employees eligible for early retirement insurance benefits may maintain their current single/family coverage until age 65 or Medicare eligibility, whichever is sooner.**
3. An employee shall be immediately disqualified from participation in this plan and all District obligations hereunder shall cease when and if a participant receives unemployment compensation or Worker's Compensation directly or indirectly from the District.
4. Individuals who retire shall not be eligible for re-employment with the District either as an employee or a consultant without the approval of the Board of Education.
5. Employees who do not meet the eligibility criteria in paragraph 2 above, but who do meet the criteria in paragraph 1 above and who have attained age of 55 shall be eligible for single health insurance coverage specified in Article IX-D-1.

B. Application Procedure

1. Applicants shall apply for early retirement benefits to the Superintendent at least six ~~(6)~~ months in advance of the effective date of retirement.
2. Applications shall be approved or denied by the Superintendent and the Board of Education. Applications may be denied if they are deemed by the Superintendent and the Board of Education to be not in the best interests of the School District.
3. The effective date of retirement for instructional administrators shall be July 1. The employee shall tender notice of the effective date of early retirement immediately upon being notified that the application has been accepted.
4. Once notice of intent to retire is given by an employee, and is accepted by the District, the notice of intent to retire shall be irrevocable.

C. Payments

1. The District shall have the discretion to determine whether it will make any supplemental payment to WRS for any retiree, as determined by WRS, in accordance with Wis. Stat. §40.05(2)(i).

2. The District shall provide a Letter of Agreement to the retiring employee which specifies the amount to be paid to the WRS on behalf of the retiring employee.

D. Retiree Health/Dental/~~Life~~

1. Except as otherwise provided in IX-A-3 and IX-A-4, employees who retire pursuant to this Article shall be eligible to remain in the group health, dental and life insurance programs that the District may maintain from time to time for similarly-situated active employees until age 65 or until the individual qualifies for Medicare, whichever occurs first. The District does not pay premium contributions for life insurance.
2. Except as otherwise provided in IX-A-3 and IX-A-4, the District shall make its portion of premium contributions on behalf of early retirees until age 65 or until the individual qualifies for Medicare, whichever occurs first based on the following contribution schedule. Retirees will be responsible for their portion of premium contribution.
3. The District will establish the employee/retiree contributions from time to time and communicate such rates to affected individuals through a separate benefit schedule or other written communication. **Premium contribution rates and plan design are subject to change.**

E. Other Retirement Benefits

1. Employees, who attain the minimum age to retire with 15 years of continuous full-time employment in the District, shall be entitled to receive a payment equal to \$2,000 per year of continuous full-time employment within the Administrative, Supervisory, and Technical classification. Payment may occur within 90 days of the termination or may be paid in ~~3~~**three** equal yearly installments (including any accrued interest based on the average investment rate for the previous year's fixed annuity account of the District's investment vehicle) on the same corresponding date. The District may choose to make such a payment through a tax-deferred plan. This and all retirement transactions must be in compliance with applicable Wisconsin Retirement System rules and regulations and/or state law.
2. This provision shall sunset at the close of the 2005/06 classification policy period (June 30, 2006). (No additional benefits shall accrue.) Those members covered by this classification policy at the time of sunset will be eligible to receive \$2000 for each year of service they have attained as of 2005/06 provided they meet the minimum age to retire (age 55).

## ~~IX.X.~~ Duration and Provisions for Amending This Policy

This policy and all its provisions shall be construed as being in full force and effect starting July 1, 2013~~7~~ and may be revised or amended only by action of the Board of Education. The Board of Education may amend this Policy and any underlying plan or program at any time and any such changes may apply immediately to a covered individual, even after an employee retires.

If any portion of this Policy is held invalid by operation of law or by any tribunal or agency of competent jurisdiction, or if compliance or enforcement of any part should be restrained by such tribunal or agency, or in the event of substantial changes in the social security or retirement systems which would affect this Policy, the entire Policy shall become null and void and shall be reassessed at that time by the Board of Education.

## ~~X.XI.~~ Residency

Administrative, Supervisory and Technical personnel are strongly encouraged to reside within the school district boundaries.

## ~~XI.XII.~~ Employment Contract Renewal, Non-Renewal, Modification or Termination

### A. Employment Contract Renewal, Non-Renewal, Modification or Termination for Administrative Personnel under Wis. Stat. § 118.24.

1. The renewal, non-renewal and termination of the employee's employment contract shall be in accordance with the provisions of Wis. Stat. § 118.24, and the rules, regulations and policies of the Board of Education. The employee contract may be modified or terminated any time during the term hereof by the mutual written agreement of the parties hereto, except that a breach of said contract may result in dismissal rather than acceptance of resignation. A resignation must be made in writing to the Superintendent of Schools at least ~~thirty~~(30) days prior to the proposed effective date of such resignation and is subject to acceptance or rejection by the Board of Education on the basis of the reasons proffered therefor.

The Superintendent of Schools may unilaterally suspend the individual with or without pay. The Board of Education may discharge or terminate the individual for just cause for a breach of the employee's contract. The Administrator shall be entitled to procedural due process prior to any suspension, discharge or termination that occurs during the term of the employee's contract.

2. Any employee covered under this agreement who has been placed on a Professional Improvement Plan shall not have their contract renewed for more than one year in accordance with the provisions of this Article and Article VII, A. While on a professional improvement plan, the employee's salary will be frozen for the duration of the plan. Upon completion of the plan and recommendation for further employment, the employee will be



placed on the salary schedule at the level he/she would have achieved had he/she not had his/her salary frozen and shall receive back pay. However, should said individual remain on review for the period of the contract renewal and fail to meet District expectations in their evaluation at the end of the contract term, said individual will be terminated.

B. Employment Contract Renewal, Non-Renewal, Modification or Termination for Administrative, Supervisory, and Technical Personnel Not Covered By Wis. Stat. § 118.24.

1. The Board of Education, or designee, will notify the individual at least ~~thirty~~ (30) calendar days prior to the expiration of the employee's contract of its intent to renew or non-renew said contract. If the individual receives a notice that the Board of Education is considering the non-renewal of the employee's contract, the individual may, within five (5) calendar days after receiving such notice, request, in writing, a private conference with the Board of Education to discuss the reasons for the non-renewal. The Board of Education will advise the individual in writing of its decision to renew or non-renew the individual's contract within five (5) calendar days after such conference.

The employment contract may be modified or terminated any time during the term hereof by the mutual written agreement of the parties hereto, except that a breach of said contract may result in dismissal rather than acceptance of resignation. A resignation must be made in writing to the Superintendent of Schools at least ~~thirty~~ (30) days prior to the acceptance or rejection by the Board of Education on the basis of the reasons proffered therefor.

The Superintendent of Schools may unilaterally suspend the individual with or without pay. The Board of Education may discharge or terminate the individual without cause for reasons that are not arbitrary or capricious during the term of the employee's contract, provided that the individual shall be given written notice ~~thirty~~ (30) days prior to the effective date of any discharge or termination during the term of the employee's contract. The individual shall be entitled to procedural due process prior to any suspension, discharge or termination that occurs during the term of the employee's contract.

2. Any employee who has been on a professional improvement plan for one year and who fails to meet District expectations in their evaluation at the end of that year shall be terminated.

~~XII~~. XIII. Evaluation

All individuals covered herein shall be annually evaluated in accordance with the policies and procedures adopted by the Board of Education and receive a written summative copy of said evaluation.

~~XIII~~.XIV.

Transfer

The District shall have the right to transfer any employee herein during the term of their contract from one assignment to another whenever, in the judgment of the Board of Education, such transfer is in the best interest of the District. In the event of a transfer, the employee should receive the compensation appropriate for such position pursuant to the current Administrative, Supervisory and Technical Personnel Salary Schedule and Article IV, D of this policy with consideration of years of service within the Administrative, Supervisory and Technical classification.

~~XIV~~.XV.

Modification to Policy

All modifications to the Compensation and Personnel Policy for General Administrative, Instructional Administrative, Supervisory and Technical personnel will be sent to all Administrative, Supervisory and Technical staff members at such time that the modifications are submitted to the Board of Education, and the Superintendent will meet with Administrative, Supervisory and Technical personnel to explain such changes prior to adoption.

KENOSHA UNIFIED SCHOOL DISTRICT  
KENOSHA, WISCONSIN

**CLASSIFICATION, COMPENSATION AND PERSONNEL POLICY  
FOR  
GENERAL ADMINISTRATIVE, INSTRUCTIONAL ADMINISTRATIVE,  
SUPERVISORY AND TECHNICAL PERSONNEL  
2017-2019**

I. Application and Effective Date of Operation

The policy herein set forth and detailed shall be effective upon the date of adoption and shall govern the classification, compensation and working conditions of all administrative, supervisory, and technical (“AST”) personnel except the Superintendent of Schools.

II. Adoption of This Policy

In the adoption of this policy, the Board of Education expresses the plan that it shall follow in compensating and classifying its administrative, supervisory, and technical personnel. It is understood that the Board of Education reserves the right from time to time to make adjustments in this policy to meet the fiscal, administrative and programmatic requirements and needs of the District in an efficient and effective manner. The policy contained herein shall, at a minimum of two years, be reviewed by the Superintendent of Schools, with any recommended changes and/or modifications being reported to the Board of Education.

III. Basis for Determination of Salary Policy and Other Working Conditions

Recognition is made of the fact that only professionally qualified individuals who meet the qualifications identified in the position’s job description will be appointed to positions herein specified based on the approved job description for the position. Prior to posting and filling any of these positions, the Board of Education approved job description shall be reviewed and updated. All other job descriptions shall be reviewed and updated as needed.

IV. Employee Classification Definitions

- A. Administrative employee – For the purpose of this policy, “administrative employee” will be defined, as per the EEOC definition<sup>1</sup> of an Executive/Senior Level Official Manager or First/Mid Level Official/Manager, as an employee who:
1. Plans, directs, and formulates policies; sets strategy; and who plans, directs, and coordinates activities with the support of subordinate executives and staff managers; or
  2. Oversees and directs the delivery of services or functions and who implements

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<sup>1</sup> Equal Employment Opportunity Commission, Standard Form 100, Employer Information Report EEO-1, Appendix, #5, “Description of Job Categories”.

- policies, programs and directives of an Executive/Senior Level Official/Manager.
3. The administrative employees' job titles on the AST salary schedule will include an "\*\*\*\*" indicator.
- B. Supervisory employee – For the purpose of this policy, "supervisory employee" will be defined, as per the EEOC definition<sup>2</sup> of Professional, as an employee:
1. Whose job requires bachelor and/or graduate degrees, and/or professional certification and comparable professional experience to perform the required job tasks; and
  2. Whose job tasks include the ability to exercise significant direction over another person's daily tasks including tangible employment actions such as hiring, firing, and disciplining subordinate employees.
  3. The supervisory employees' job titles on the AST salary schedule will include an "\*\*\*" indicator.
- C. Technical employee– For the purpose of this policy, "technical employee" will be defined, as per the EEOC definition<sup>34</sup> of a Technician or Administrative Support Worker, as an employee:
1. Whose job is comprised of activities that require applied scientific and/or technical skills, usually obtained by post-secondary education of varying lengths, depending on the particular occupation, recognizing that in some instances additional training, certification, or comparable experience is required; or
  2. Whose job involves non-managerial tasks providing administrative and support assistance, primarily in office settings.
  3. The technical employees' job titles on the AST salary schedule will include an "\*" indicator.

## V. Salary Policy

### A. Annual Salary Adjustment

1. Effective July 1, 2009, salary percentage increases for administrative, supervisory, and technical personnel (other than the Superintendent) shall be considered and determined by the Board of Education based upon a written recommendation of the Superintendent of Schools and in compliance with guidelines imposed by the State legislature.
2. The Superintendent of Schools shall make written recommendations to the Board of Education on or before June 30 each new school year.
3. Effective July 1, 2017, eligible employees shall be advanced for step movements on the salary schedule in effect provided that the District has the ability to pay for step advancements. The Board will take into consideration whether or not funding is available to support advancements.

<sup>2</sup> Equal Employment Opportunity Commission, Standard Form 100, Employer Information Report EEO-1, Appendix, #5, "Description of Job Categories".

<sup>3</sup> Equal Employment Opportunity Commission, Standard Form 100, Employer Information Report EEO-1, Appendix, #5, "Description of Job Categories".

<sup>4</sup> Vance v Ball State University, 133 S. Ct. 2432 (2013)

B. Salary Schedule Structure

1. Salaries are established for each level of employment with annual longevity, salary schedule and education/professional lane increases determined by the Board of Education following review of the written recommendations of the Superintendent of Schools.
  - a. Individuals who do not provide satisfactory service are not eligible for any salary increases or merit awards.
  - b. The Superintendent, with the approval of the Board of Education, may implement a merit pay plan.

C. Changes in Salary and Classification

1. Salary

- a. The Superintendent will annually meet with the Board of Education for discussion of salary and benefit proposals in accordance with the timelines described in Article IV, A, 2. Prior to such meeting, the Superintendent will meet with the Education Leaders of Kenosha (hereinafter referred to as “ELK”) or its designee.
- b. Salary levels are to be reviewed annually and compared with normative information, and recommended changes will be annually incorporated into the budget assumptions, if funding is available, as presented to the Board of Education.

2. Classification

- a. Individual requests for changes in position classification should be submitted in writing to the Superintendent.
- b. The Superintendent may institute reclassification of positions as needed to reflect changes in responsibility with the approval of the Board of Education.

D. Salary Status as a Result of Transfer Appointment or Position Reclassification

Persons in the District transferred from one administrative, supervisory, or technical position to another position, will be placed at a salary level based upon qualifications and experience at the discretion of the Superintendent of Schools with the approval of the Board of Education. Such transfer could result in an increase or decrease in salary. Any such increase in salary shall commence on the first pay period following the position change; any such decrease in salary shall commence on the first pay period of the school semester following the position change.

E. Conformity with Applicable Laws

All salary compensation changes, whether pertaining to base salary, equity adjustment, merit or any other salary compensation item, and all fringe benefit changes, shall comply with any applicable laws regarding same.

VI. Fringe Benefits

A. Vacation

1. All supervisory and technical employees under this policy will receive vacation as follows:
  - a. One week = five days
  - b. During first year of employment – two weeks (prorated)
  - c. After first year – three weeks
  - d. After second year – four weeks
  - e. New employees will not be allowed to take vacation during the first six months of employment

All Administrative employees under this policy will receive vacation as follows:

- a. One week = five days
  - b. During first year of employment – three weeks (prorated)
  - c. After first year – four weeks
  - d. After second year – five weeks
  - e. New employees will not be allowed to take vacation during the first six months of employment.
2. An employee may carry over up to five vacation days at the discretion of his/her supervisor. An employee must submit his/her request to his/her supervisor for approval. Once approved by the supervisor, the request for carry-over vacation days must be submitted to the Office of Human Resources before commencement of Winter Break. Carry-over days must be used by June 30 of the following calendar year. Any remaining carry-over days will be removed from an employee's available vacation leave balance.
3. Vacation is earned on a July 1 fiscal year basis, and taken on a January 1 calendar year basis. Vacation will be accrued at a one-twelfth per month basis.
4. Vacations for all employees shall be completed prior to December 31 of the year following the contract year and shall be arranged subject to prior approval by the Superintendent of Schools or designee. Administrative, supervisory, and technical personnel may use vacation days throughout the year pending approval of the Superintendent of Schools or designee.

B. Holidays

The following days and such other days as may be designated by the Superintendent will be paid holidays for Administrative, Technical and Supervisory personnel:

New Year's Eve	Labor Day
New Year's Day	Thanksgiving Day
Martin Luther King Day	Friday after Thanksgiving
Good Friday	Christmas Eve
Spring Break Week	Christmas Day
Memorial Day	Winter Break
Independence Day	

If any of the named holidays fall on a Saturday or Sunday, either the preceding or the following normal workday as approved by the Board of Education shall be observed as the holiday.

C. Group Health, Dental and Vision Insurance

The District provides group health, dental and vision coverage for its employees, as summarized in separate benefit summaries and schedules. The District will provide employees with copies of plan-related documents upon request.

D. Retirement Plan

For all eligible staff, the District will pay one-half of the actual rate as determined by the Employee Trust Fund Board and the employee will be responsible for the other half.

E. Tax Sheltered Annuity

The District shall provide the opportunity to participate in a tax sheltered annuity program by way of a voluntary payroll deduction. The employee may choose from currently qualified tax-sheltered annuity vendors approved by the District.

F. Group Life Insurance

The District shall provide Administrative, Supervisory and Technical personnel the opportunity to participate in a Group Life Insurance Plan at one times the employee's salary, which shall be fully paid by the District. At the option of any employee, additional coverage may be purchased up to four times the employee's salary. The employee shall pay the cost of any additional coverage. After retirement, employees may elect to continue all of the coverage they have in force at retirement, the cost of which shall be fully paid by the employee.

G. Tuition Reimbursement

Administrative, supervisory, and technical personnel shall be eligible to request tuition reimbursement for college, university or technical school coursework under the following conditions provided the Employee has completed one full year of continuous full-time employment within the Administrative, Supervisory and Technical classification:

1. Courses must be job related and individuals must request written approval in advance of taking the course(s) from the Superintendent or designee prior to enrollment. The approval for reimbursement shall be contingent upon the availability of funds.
2. A transcript or certification attesting to completion of such coursework must be filed with the Human Resources Department along with evidence of tuition payment by the individual within 60 days after the completion of the coursework.
3. Reimbursement will be made for actual tuition costs only not to exceed the UW-System (Milwaukee) cost per credit up to a maximum sum of 24 credits in the last five years. Employees earning an "A", "B" or "Pass" in any authorized course will be reimbursed at 100% of the documented cost. There will be no reimbursement for less than "B" level work. Employees who leave employment with the District for reasons other than retirement within one year of completion of the authorized course(s) shall be obligated to repay the District two-thirds of the tuition cost paid by the District within 30 days of termination; and employees who leave employment for reasons other than retirement within two years shall repay one-third of the tuition cost within 30 days of termination.

H. Sick Leave

1. General Provisions
  - a. Sick leave with full pay shall be earned and credited at the rate of one day per month for each month the employee is employed by the District. Unused sick leave shall be accumulated to a maximum of 120 days. AST employees, who had accumulated sick leave while employed by the District as a non-AST employee, may carry over their accumulated non-AST sick days. Non-AST sick days shall be used before any sick days accrued as an AST, but in no case shall the total of AST and non-AST sick days exceed 120 days.
  - b. Sick leave may be used upon the illness or, subject to the provisions of Section 2 below, injury to the employee or the illness or injury of a member of the employee's immediate family, but the District may require a statement from a licensed medical provider giving the nature and seriousness of the illness. Member of the



immediate “family” is defined as husband or wife, domestic partner, child, stepchild, brother, sister, parent or stepparent, parent-in-law and foster children wherever they may reside, or other relative living in the same dwelling unit.

- c. In the event a period of personal illness extends beyond the number of days of unused sick leave then accumulated, the Administrative, Supervisory and Technical personnel must apply for and may be granted a leave of absence, without pay, for the balance of the period of such personal illness, but not to exceed 12 months. Extensions of such leaves of absences may be requested of the Board of Education. The determination of the Administrative, Supervisory and Technical personnel’s ability to return to the job he or she was hired to do shall be made by his or her physician and certified to the Superintendent in writing. Upon return from such leave the Administrative, Supervisory and Technical personnel shall be immediately reinstated in his or her former position, if then available, and if not to a substantially equivalent position in which he or she is competent to perform.
- d. After a minimum of 10 full years of continuous employment as Administrative, Technical or Supervisory personnel, employees covered under this policy whose employment terminates shall be entitled to receive a payment equal to 50% of the value of any accumulated unused sick leave earned as an AST employee at the time of such termination at the rate of pay at the time of termination. The District shall make such payment within 90 days after termination of employment. The District shall make such payment in the form of a post-employment contribution to a tax-sheltered annuity.

## 2. Personal Injury Benefits

- a. Whenever the employee is absent from school as a result of personal injury caused by an assault by a student, occurring in the course of the employee’s employment, the employee shall be paid his/her full salary for the period of such absence, and no part of such absence will be charged to his/her annual sick leave. Under these conditions any benefits accruing to the employee would be remitted to the District.
- b. Whenever the employee is absent from school as a result of personal injury occurring on the school premises and not due to the employee’s negligence, the employee shall be paid his/her full salary less weekly indemnity under the Workers’ Compensation Act for the period of his/her disability up to thirty 30 contract days and no part of such absence shall be charged to his/her accumulated sick leave.

- c. Insofar as the Workers' Compensation law applies, the employee shall be reimbursed for the cost of medical, surgical and/or hospital services incurred as the result of any injury sustained in the course of employment.
- d. The District shall have the right to have the employee examined by a physician designated by the District for the purpose of establishing the length of time during which the employee is temporarily disabled or absent from performing his/her duties, and the opinion of said physician as to the said period shall control.

### 3. Initial Sick Leave Credit

The District acknowledges that no formal sick leave policy existed prior to the adoption of this policy effective July 1, 1997. Therefore, in recognition of the tenure of the District's employees prior to July 1, 1997, the full time employees of the District as of July 1, 1997, covered by this policy, are granted accrued sick leave benefits as of July 1, 1997, (whether or not such full time employment was as an AST employee) as follows: One day per month for each month of consecutive full time employment with the district as of July 1, 1997, to a maximum of 120 days.

#### I. Long Term Disability

The Board of Education shall provide a long-term disability plan for all covered employees. The long term disability plan shall provide, after a waiting period of 90 consecutive calendar days, 66.67% of the employee's regular salary to a maximum per month benefit and with terms and provisions as set forth in such long term disability plan adopted by the District. Each covered employee shall be required to be a participant in the plan and the premium is paid for by the District.

#### J. Short Term Disability

The District will provide an employee-paid short-term disability plan. Short Term Disability is a voluntary benefit. Details with respect to the benefits, claims procedures and limitations can be found in the summary plan description. The plan document controls payment of any benefits.

#### K. Other Leave

- 1. Employees covered by this policy who have completed a minimum of three years of continuous full-time service within the Administrative, Supervisory and Technical classification shall be eligible to request a personal leave for up to one year. Said leave, if approved, shall be without compensation. Upon return from such leave the Administrative, Supervisory and Technical personnel shall be immediately reinstated in his

or her former position, if then available, and if not to a substantially equivalent position which he or she is competent to perform. Employees who take a leave of absence for any period longer than six months shall not accrue District seniority during that time. Employees who take a leave of absence for any period longer than six months shall not accrue District seniority during that time.

2. The District will grant the necessary time off with pay for employees who are subpoenaed to appear in court proceedings: (1) in connection with the employee's employment; or (2) in any other legal proceeding, if the employee is not a party to the action. Such approved absence will be with pay provided the employee remits to the District any fees received and files the subpoena with the District. Time off with pay for purpose of attending court proceedings shall include the adoption and/or accepting appointment as guardian of a child by the employee.

#### L. Payroll Deductions

Effective July 1, 2013, All required deductions, such as for WRS contributions, federal, state, and local taxes, and all authorized voluntary deductions, such as TSA, Education Leaders of Kenosha and insurance, will be held automatically from employee paychecks. Employees are responsible to set up voluntary deductions via Employee Online.

### VII. Additional Compensation – Education and Professional Development Lanes

Effective July 1, 2006, the Board of Education shall provide compensation in the amount of \$1,500 annually for each educational or professional development lane achieved. The categories of achievement are as follows:

1. Master's degree plus 30 college credits or equivalent continuing education units (CEU's) (Implied in Ph.D. or Ed. D.).
2. Professional licensure/certifications (excluding additional teaching or administrative licenses) through the State of Wisconsin or a professional association in an area pertinent to the employee's current position with the District (including, but not limited to, Certified Public Accountant (CPA), American Institute of Architects (AIA), Professional Engineer (PE), Registered Dietician (RD), Certified Network Engineer (CNE), Microsoft Certified Software Engineer (MCSE), etc.). Credit for licensure or certification that is obtained through an association must be approved in writing by the Superintendent or designee.
3. Master Administrator designation through the Wisconsin Department of Public Instruction.

Employees can only receive compensation for one educational/professional development achievement in each of the three categories identified.

## VIII. Other Conditions of Employment

### A. Duration of Individual Employment Contract

1. Individual employment contracts issued to employees covered by this policy will be issued in accordance with any applicable State Statutes and Board of Education policy.
1. Employment contracts for individuals covered by, Wis. Stat. § 118.24 may be for a term up to but not to exceed two years.
3. Individuals covered by Wis. Stat. § 118.24., who are placed on a professional improvement plan, shall be entitled to a contract with a term not to exceed one year. Individuals covered by Wis. Stat. § 118.24 who are in the last year of a two year contract, and who are placed on a professional improvement plan, shall be given preliminary notice and notice of nonrenewal of their two year contract pursuant to Wis. Stat. § 118.24, so as to renew their contract for a term not to exceed one year.
4. Employment contracts for individuals not covered by Wis. Stat. § 118.24 may be for a term not to exceed one year. Individuals not covered by Wis. Stat. § 118.24, who are placed on a professional improvement plan, shall be given notice of same at the time their contract is considered for renewal and shall be provided the opportunity to meet with the Board of Education in closed session to discuss the matter.

### B. Placement on the Salary Schedule

1. Any employee hired by the District prior to January 1 of any given year shall be eligible for salary advancement for the ensuing school year.
2. Prior experience credit as determined by the Superintendent may be granted personnel being employed in accordance with provisions contained herein.
3. Salary placement shall be made effective as of July 1 of each year.

### C. Overtime for Non-Exempt Positions

Positions classified at Levels 1 through 6 on the Salary Schedule (Appendix A) are classified as non-exempt employees, and overtime will be paid at one-and-a-half times the employee's hourly rate of pay. Overtime will be paid for work in excess of 40 hours per week. Similarly, the District may provide mutually agreed compensatory time off in lieu of overtime pay which will be accrued at one-and-a-half hours for every hour a non-exempt employee works over 40 hours per week.

D. Outside Employment

No District employee shall engage in any outside activities or employment which interferes with the ability to carry out regularly assigned duties, as determined by the Superintendent or designee.

IX. Early Retirement

A. Eligibility

1. Individuals who have been employed in the District on a regular full-time basis for at least 15 years, who also meet the additional age and other requirements set forth below and who are currently employed by the District, may apply for early retirement benefits under this Article IX.
2. Individuals who have been employed by the District for at least 15 years and who are currently employed by the District, and have served the last 10 years of continuous full-time employment within the Administrative, Supervisory and Technical classification, and have reached the age of 55 are entitled to the insurance coverages specified in Article IX-D-1. Employees eligible for early retirement insurance benefits may maintain their current single/family coverage until age 65 or Medicare eligibility, whichever is sooner.
3. An employee shall be immediately disqualified from participation in this plan and all District obligations hereunder shall cease when and if a participant receives unemployment compensation or Worker's Compensation directly or indirectly from the District.
4. Individuals who retire shall not be eligible for re-employment with the District either as an employee or a consultant without the approval of the Board of Education.
5. Employees who do not meet the eligibility criteria in paragraph 2 above, but who do meet the criteria in paragraph 1 above and who have attained age of 55 shall be eligible for single health insurance coverage specified in Article IX-D-1.

B. Application Procedure

1. Applicants shall apply for early retirement benefits to the Superintendent at least six months in advance of the effective date of retirement.
2. Applications shall be approved or denied by the Superintendent and the Board of Education. Applications may be denied if they are deemed by the Superintendent and the Board of Education to be not in the best interests of the School District.

3. The effective date of retirement for instructional administrators shall be July 1. The employee shall tender notice of the effective date of early retirement immediately upon being notified that the application has been accepted.
4. Once notice of intent to retire is given by an employee, and is accepted by the District, the notice of intent to retire shall be irrevocable.

C. Payments

1. The District shall have the discretion to determine whether it will make any supplemental payment to WRS for any retiree, as determined by WRS, in accordance with Wis. Stat. §40.05(2)(i).
2. The District shall provide a Letter of Agreement to the retiring employee which specifies the amount to be paid to the WRS on behalf of the retiring employee.

D. Retiree Health/Dental

1. Except as otherwise provided in IX-A-3 and IX-A-4, employees who retire pursuant to this Article shall be eligible to remain in the group health, dental and life insurance programs that the District may maintain from time to time for similarly-situated active employees until age 65 or until the individual qualifies for Medicare, whichever occurs first. The District does not pay premium contributions for life insurance.
2. Except as otherwise provided in IX-A-3 and IX-A-4, the District shall make its portion of premium contributions on behalf of early retirees until age 65 or until the individual qualifies for Medicare, whichever occurs first based on the following contribution schedule. Retirees will be responsible for their portion of premium contribution.
3. The District will establish the employee/retiree contributions from time to time and communicate such rates to affected individuals through a separate benefit schedule or other written communication. Premium contribution rates and plan design are subject to change.

E. Other Retirement Benefits

1. Employees, who attain the minimum age to retire with 15 years of continuous full-time employment in the District, shall be entitled to receive a payment equal to \$2,000 per year of continuous full-time employment within the Administrative, Supervisory, and Technical classification. Payment may occur within 90 days of the termination or may be paid in three equal yearly installments (including any accrued interest based on the average investment rate for the previous year's fixed annuity account of the District's investment vehicle) on the same corresponding date. The District may choose to make such a payment through a tax-deferred plan. This and all retirement transactions must be

in compliance with applicable Wisconsin Retirement System rules and regulations and/or state law.

2. This provision shall sunset at the close of the 2005/06 classification policy period (June 30, 2006). (No additional benefits shall accrue.) Those members covered by this classification policy at the time of sunset will be eligible to receive \$2000 for each year of service they have attained as of 2005/06 provided they meet the minimum age to retire (age 55).

#### X. Duration and Provisions for Amending This Policy

This policy and all its provisions shall be construed as being in full force and effect starting July 1, 2017 and may be revised or amended only by action of the Board of Education. The Board of Education may amend this Policy and any underlying plan or program at any time and any such changes may apply immediately to a covered individual, even after an employee retires.

If any portion of this Policy is held invalid by operation of law or by any tribunal or agency of competent jurisdiction, or if compliance or enforcement of any part should be restrained by such tribunal or agency, or in the event of substantial changes in the social security or retirement systems which would affect this Policy, the entire Policy shall become null and void and shall be reassessed at that time by the Board of Education.

#### XI. Residency

Administrative, Supervisory and Technical personnel are strongly encouraged to reside within the school district boundaries.

#### XII. Employment Contract Renewal, Non-Renewal, Modification or Termination

##### A. Employment Contract Renewal, Non-Renewal, Modification or Termination for Administrative Personnel under Wis. Stat. § 118.24.

1. The renewal, non-renewal and termination of the employee's employment contract shall be in accordance with the provisions of Wis. Stat. § 118.24, and the rules, regulations and policies of the Board of Education. The employee contract may be modified or terminated any time during the term hereof by the mutual written agreement of the parties hereto, except that a breach of said contract may result in dismissal rather than acceptance of resignation. A resignation must be made in writing to the Superintendent of Schools at least 30 days prior to the proposed effective date of such resignation and is subject to acceptance or rejection by the Board of Education on the basis of the reasons proffered therefor.

2. The Superintendent of Schools may unilaterally suspend the individual with or without pay. The Board of Education may discharge or terminate the individual for just cause for a breach of the employee's contract. The Administrator shall be entitled to procedural due process prior to any suspension, discharge or termination that occurs during the term of the employee's contract.
3. Any employee covered under this agreement who has been placed on a Professional Improvement Plan shall not have their contract renewed for more than one year in accordance with the provisions of this Article and Article VII, A. While on a professional improvement plan, the employee's salary will be frozen for the duration of the plan. Upon completion of the plan and recommendation for further employment, the employee will be placed on the salary schedule at the level he/she would have achieved had he/she not had his/her salary frozen and shall receive back pay. However, should said individual remain on review for the period of the contract renewal and fail to meet District expectations in their evaluation at the end of the contract term, said individual will be terminated.

B. Employment Contract Renewal, Non-Renewal, Modification or Termination for Administrative, Supervisory, and Technical Personnel Not Covered By Wis. Stat. § 118.24.

1. The Board of Education, or designee, will notify the individual at least 30 calendar days prior to the expiration of the employee's contract of its intent to renew or non-renew said contract. If the individual receives a notice that the Board of Education is considering the non-renewal of the employee's contract, the individual may, within five calendar days after receiving such notice, request, in writing, a private conference with the Board of Education to discuss the reasons for the non-renewal. The Board of Education will advise the individual in writing of its decision to renew or non-renew the individual's contract within five calendar days after such conference.

The employment contract may be modified or terminated any time during the term hereof by the mutual written agreement of the parties hereto, except that a breach of said contract may result in dismissal rather than acceptance of resignation. A resignation must be made in writing to the Superintendent of Schools at least 30 days prior to the acceptance or rejection by the Board of Education on the basis of the reasons proffered therefor.

The Superintendent of Schools may unilaterally suspend the individual with or without pay. The Board of Education may discharge or, terminate the individual without cause for reasons that are not arbitrary or capricious during the term of the employee's contract, provided that the individual shall be given written notice 30 days prior to the effective date of any discharge or termination during the term of the employee's contract. The individual shall be entitled to procedural due process prior to any



suspension, discharge or termination that occurs during the term of the employee's contract.

2. Any employee who has been on a professional improvement plan for one year and who fails to meet District expectations in their evaluation at the end of that year shall be terminated.

### XIII. Evaluation

All individuals covered herein shall be annually evaluated in accordance with the policies and procedures adopted by the Board of Education and receive a written summative copy of said evaluation.

### XIV. Transfer

The District shall have the right to transfer any employee herein during the term of their contract from one assignment to another whenever, in the judgment of the Board of Education, such transfer is in the best interest of the District. In the event of a transfer, the employee should receive the compensation appropriate for such position pursuant to the current Administrative, Supervisory and Technical Personnel Salary Schedule and Article IV, D of this policy with consideration of years of service within the Administrative, Supervisory and Technical classification.

### XV. Modification to Policy

All modifications to the Compensation and Personnel Policy for General Administrative, Instructional Administrative, Supervisory and Technical personnel will be sent to all Administrative, Supervisory and Technical staff members at such time that the modifications are submitted to the Board of Education, and the Superintendent will meet with Administrative, Supervisory and Technical personnel to explain such changes prior to adoption.

2017-2019  
Draft AST Salary Schedule w/1.26% CPI

Level	Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
1	Technology Support Technician*	42,629	44,462	45,578	46,263	47,137	48,013	48,892	49,767	50,374	50,978	51,586	52,189	52,794	53,393
	Help Desk Assistant*	42,629	44,462	45,578	46,263	47,137	48,013	48,892	49,767	50,374	50,978	51,586	52,189	52,794	53,393
	Medicaid Billing Specialist*	42,629	44,462	45,578	46,263	47,137	48,013	48,892	49,767	50,374	50,978	51,586	52,189	52,794	53,393
	Accounting Specialist*	42,629	44,462	45,578	46,263	47,137	48,013	48,892	49,767	50,374	50,978	51,586	52,189	52,794	53,393
	Computer Specialist*	42,629	44,462	45,578	46,263	47,137	48,013	48,892	49,767	50,374	50,978	51,586	52,189	52,794	53,393
2	Accountant/Bus Info Systems*	45,420	47,373	48,562	49,290	50,222	51,157	52,092	53,025	53,672	54,316	54,963	55,606	56,251	56,892
	Senior Accounting Specialist*	45,420	47,373	48,562	49,290	50,222	51,157	52,092	53,025	53,672	54,316	54,963	55,606	56,251	56,892
3	Cataloger Technical Assistant*	48,291	50,368	51,631	52,406	53,396	54,390	55,385	56,377	57,064	57,749	58,436	59,120	59,806	60,488
	Communications Specialist*	48,291	50,368	51,631	52,406	53,396	54,390	55,385	56,377	57,064	57,749	58,436	59,120	59,806	60,488
	Instructional Technician*	48,291	50,368	51,631	52,406	53,396	54,390	55,385	56,377	57,064	57,749	58,436	59,120	59,806	60,488
	Media Production Manager*	48,291	50,368	51,631	52,406	53,396	54,390	55,385	56,377	57,064	57,749	58,436	59,120	59,806	60,488
4	Regional Tech Support Technician**	55,086	57,453	58,896	59,780	60,911	62,042	63,175	64,307	65,089	65,871	66,653	67,435	68,218	68,998
	Executive Assistant - General*	55,086	57,453	58,896	59,780	60,911	62,042	63,175	64,307	65,089	65,871	66,653	67,435	68,218	68,998
	Financial Analyst (Budget)*	55,086	57,453	58,896	59,780	60,911	62,042	63,175	64,307	65,089	65,871	66,653	67,435	68,218	68,998
	Help Desk Technician*	55,086	57,453	58,896	59,780	60,911	62,042	63,175	64,307	65,089	65,871	66,653	67,435	68,218	68,998
5	Web Specialist*	55,086	57,453	58,896	59,780	60,911	62,042	63,175	64,307	65,089	65,871	66,653	67,435	68,218	68,998
	Executive Assistant - Superintendent*	59,020	61,554	63,105	64,049	65,261	66,474	67,687	68,900	69,738	70,574	71,411	72,248	73,084	73,927
6	Food Service Production Manager**	60,094	62,673	64,250	65,212	66,448	67,681	68,917	70,152	71,005	71,857	72,709	73,561	74,414	75,268
	Data Analyst*	60,094	62,673	64,250	65,212	66,448	67,681	68,917	70,152	71,005	71,857	72,709	73,561	74,414	75,268
	Programmer Analyst II*	60,094	62,673	64,250	65,212	66,448	67,681	68,917	70,152	71,005	71,857	72,709	73,561	74,414	75,268
	Research Analyst*	60,094	62,673	64,250	65,212	66,448	67,681	68,917	70,152	71,005	71,857	72,709	73,561	74,414	75,268
7	SPED Prg Analyst/IEP MGR*	60,094	62,673	64,250	65,212	66,448	67,681	68,917	70,152	71,005	71,857	72,709	73,561	74,414	75,268
	Community School Relations Coord**	64,744	67,523	69,221	70,258	71,589	72,917	74,250	75,581	76,501	77,419	78,338	79,256	80,175	81,091
	Financial Analyst I*	64,744	67,523	69,221	70,258	71,589	72,917	74,250	75,581	76,501	77,419	78,338	79,256	80,175	81,091
	Payroll Supervisor**	64,744	67,523	69,221	70,258	71,589	72,917	74,250	75,581	76,501	77,419	78,338	79,256	80,175	81,091
	Systems Support Specialist**	64,744	67,523	69,221	70,258	71,589	72,917	74,250	75,581	76,501	77,419	78,338	79,256	80,175	81,091
8	Transportation Supervisor***	64,744	67,523	69,221	70,258	71,589	72,917	74,250	75,581	76,501	77,419	78,338	79,256	80,175	81,091
	Custodial Supervisor**	71,893	74,977	76,864	78,018	79,494	80,971	82,448	83,925	84,946	85,967	86,987	88,008	89,028	90,047
	Database Supervisor**	71,893	74,977	76,864	78,018	79,494	80,971	82,448	83,925	84,946	85,967	86,987	88,008	89,028	90,047
	Regional Tech Support Prg Manager***	71,893	74,977	76,864	78,018	79,494	80,971	82,448	83,925	84,946	85,967	86,987	88,008	89,028	90,047
9	Director of Food Services***	76,551	79,832	81,840	83,070	84,642	86,215	87,788	89,363	90,447	91,533	92,619	93,705	94,790	95,877
	Maintenance Supervisor**	76,551	79,832	81,840	83,070	84,642	86,215	87,788	89,363	90,447	91,533	92,619	93,705	94,790	95,877
10	Distribution & Utilities Manager***	78,050	81,401	83,448	84,700	86,303	87,906	89,510	91,114	92,221	93,327	94,436	95,543	96,651	97,760
	Financial Analyst II*	79,607	83,023	85,113	86,389	88,023	89,659	91,295	92,932	94,061	95,191	96,320	97,449	98,579	99,710
11	Accounting Manager***	79,607	83,023	85,113	86,389	88,023	89,659	91,295	92,932	94,061	95,191	96,320	97,449	98,579	99,710
	Purchasing Agent***	79,607	83,023	85,113	86,389	88,023	89,659	91,295	92,932	94,061	95,191	96,320	97,449	98,579	99,710
12	Assistant Principal - Elementary***	79,607	83,023	85,113	86,389	88,023	89,659	91,295	92,932	94,061	95,191	96,320	97,449	98,579	99,710
	Data Comm. Network Manager***	85,202	88,860	91,097	92,462	94,211	95,961	97,713	99,464	100,674	101,884	103,093	104,302	105,513	106,719
13	Operations/Applications Supp Coord**	85,202	88,860	91,097	92,462	94,211	95,961	97,713	99,464	100,674	101,884	103,093	104,302	105,513	106,719
	Assistant Principal - Middle School***	87,195	90,938	93,222	94,621	96,412	98,202	99,993	101,785	103,023	104,260	105,498	106,735	107,974	109,209
	Coordinator Diversity/Student & Fam***	89,015	92,835	95,170	96,597	98,427	100,256	102,085	103,915	105,178	106,442	107,705	108,969	110,232	111,494
	Coordinator Human Resources***	89,015	92,835	95,170	96,597	98,427	100,256	102,085	103,915	105,178	106,442	107,705	108,969	110,232	111,494
	Project Architect***	89,015	92,835	95,170	96,597	98,427	100,256	102,085	103,915	105,178	106,442	107,705	108,969	110,232	111,494
	Research Coordinator***	89,015	92,835	95,170	96,597	98,427	100,256	102,085	103,915	105,178	106,442	107,705	108,969	110,232	111,494
	Elementary Principal***	89,015	92,835	95,170	96,597	98,427	100,256	102,085	103,915	105,178	106,442	107,705	108,969	110,232	111,494
	eSchool Principal***	89,015	92,835	95,170	96,597	98,427	100,256	102,085	103,915	105,178	106,442	107,705	108,969	110,232	111,494
	Hillcrest Principal***	89,015	92,835	95,170	96,597	98,427	100,256	102,085	103,915	105,178	106,442	107,705	108,969	110,232	111,494
	ATH/ACT/HLTH/PE/REC/SRCTRCOOR***	90,829	94,728	97,109	98,567	100,433	102,297	104,165	106,033	107,322	108,612	109,901	111,191	112,480	113,766
	Assistant Principal High School***	90,829	94,728	97,109	98,567	100,433	102,297	104,165	106,033	107,322	108,612	109,901	111,191	112,480	113,766
	Reg. Coord. Elem. Leadership/Learn.***	90,829	94,728	97,109	98,567	100,433	102,297	104,165	106,033	107,322	108,612	109,901	111,191	112,480	113,766
	Director of Title Programs***	90,829	94,728	97,109	98,567	100,433	102,297	104,165	106,033	107,322	108,612	109,901	111,191	112,480	113,766
	14	Coordinator Fine Arts***	90,829	94,728	97,109	98,567	100,433	102,297	104,165	106,033	107,322	108,612	109,901	111,191	112,480
Coordinator Lang Acquisition TL3***		90,829	94,728	97,109	98,567	100,433	102,297	104,165	106,033	107,322	108,612	109,901	111,191	112,480	113,766
Coordinator Lib. Media/Inst. Tech***		90,829	94,728	97,109	98,567	100,433	102,297	104,165	106,033	107,322	108,612	109,901	111,191	112,480	113,766
Coordinator Professional Dev.***		90,829	94,728	97,109	98,567	100,433	102,297	104,165	106,033	107,322	108,612	109,901	111,191	112,480	113,766
Coordinator Special Education***		90,829	94,728	97,109	98,567	100,433	102,297	104,165	106,033	107,322	108,612	109,901	111,191	112,480	113,766
Coordinator Talent Development***		90,829	94,728	97,109	98,567	100,433	102,297	104,165	106,033	107,322	108,612	109,901	111,191	112,480	113,766
Coordinator Curriculum Literacy***		90,829	94,728	97,109	98,567	100,433	102,297	104,165	106,033	107,322	108,612	109,901	111,191	112,480	113,766
Coordinator Curriculum Math***		90,829	94,728	97,109	98,567	100,433	102,297	104,165	106,033	107,322	108,612	109,901	111,191	112,480	113,766
Coordinator Curriculum Science***		90,829	94,728	97,109	98,567	100,433	102,297	104,165	106,033	107,322	108,612	109,901	111,191	112,480	113,766
Coordinator Curriculum Social Studies***		90,829	94,728	97,109	98,567	100,									



September 26, 2017

DONATIONS TO THE DISTRICT

The District has received the following donations:

1. Johnson Houston Partners donated \$1,000 to the Bradford High School Athletic Program. The donation is to be used to purchase wrestling uniforms.
2. Hair International donated \$600 to the Bradford High School Athletic Program.
3. Kenosha Professional Police Association donated \$400 to the Bradford High School Athletic Program. The donation is to be used to purchase wrestling uniforms.
4. Binder Family Chiropractic, LLC. donated \$333 to the Bradford High School Athletic Program. The donation is to be used to support the soccer team.
5. Our Lady of Mt. Carmel Parish donated \$250 to the Bradford High School Football Program.
6. Our Lady of Mt. Carmel Parish donated \$200 to the Bradford High School Girls Volleyball Program.
7. Hair International donated \$200 to the Bradford High School Athletic Program.
8. Infusino's donated \$100 to the Bradford High School Athletic Program.
9. Robert and Clarann Zatko donated \$100 to the Bradford High School Athletic Program. The donation is to be used to purchase wrestling uniforms.
10. Robert and Clarann Zatko Revocable Trust donated \$100 to the Bradford High School Athletic Program. The donation is to be used to purchase wrestling uniforms.
11. Christina and Jose Vasquez donated \$25 to the Bradford High School Athletic Program. The donation is to be used to purchase wrestling uniforms.
12. All in One Drywall donated \$25 to the Bradford High School Athletic Program. The donation is to be used to purchase wrestling uniforms.
13. Shane and Jamie Ramos donated \$25 to the Bradford High School Athletic Program. The donation is to be used to purchase wrestling uniforms.
14. James and Rosemarie Johnston donated \$20 to the Bradford High School Athletic Program. The donation is to be used to purchase wrestling uniforms.

### Administrative Recommendation

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

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

KENOSHA UNIFIED SCHOOL DISTRICT  
Kenosha, Wisconsin

September 26, 2017

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

**September**

- September 4, 2017 – Labor Day Holiday – District Closed
- September 5, 2017 – First Day of School for Students
- September 12, 2017 – Standing Committee Meetings – 5:30 P.M. in ESC Boardroom
- September 19, 2017 – Public Hearing on Budget and Annual Meeting of Electors – 7:00 P.M. at Indian Trail High School and Academy
- September 26, 2017 - Regular Board of Education Meeting – 7:00 P.M. in ESC Boardroom

**October**

- October 10, 2017 – Standing Committee Meeting – 5:30 P.M. in ESC Boardroom
- October 24, 2017 – Regular Board of Education Meetings – 7:00 P.M. in ESC Boardroom

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