

REGULAR MONTHLY BOARD MEETING

October 24, 2017

7:00 PM

REVISED

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

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Regular School Board Meeting
October 24, 2017
Educational Support Center
7:00 PM

I. Pledge of Allegiance	
II. Roll Call of Members	
III. Awards/Recognition	
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	
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XV. Predetermined Time and Date of Adjourned Meeting, If Necessary	
XVI. Adjournment	

Kenosha Unified School District

Kenosha, WI

October 24, 2017

The Office of Human Resources recommends the following actions:

ACTION	LAST NAME	FIRST NAME	SCHOOL/DEPT	POSITION	STAFF	DATE	FTE	SALARY
Appointment	Alexandrescu	Rishana	Brass Community School	Cross Categorical	Instructional	09/18/2017	1	\$41,517.00
Appointment	Baer	Jason	Facilities	Assistant Electronics Technician	Service	10/09/2017	1	\$26.91
Appointment	Beck	Christina	EBSOLA - CA	4K Program	Instructional	10/09/2017	.50	\$21,666.00
Appointment	Calderwood	David	Bradford High School	Spanish	Instructional	10/04/2017	.83	\$34,459.11
Appointment	Campbell	Antoinette	Washington Middle School	Parent Liaison	ESP	09/20/2017	.49	\$14.64
Appointment	Carmickle	Marisela	Brass Community School	Special Education	ESP	10/23/2017	1	\$15.53
Appointment	Eickmeyer	Heather	Boys and Girls Club	Special Education	ESP	10/02/2017	1	\$15.53
Appointment	Feltner	Amanda	Bradford High School	Special Education	ESP	09/26/2017	1	\$14.53
Appointment	Hilton, Jr.	Abdual	Tremper High School	Security	ESP	09/18/2017	1	\$15.53
Appointment	Holoyda	Christopher	Bradford High School	ESL Other Language	Instructional	09/25/2017	.67	\$32,565.35
Appointment	Hughes	Rebecca	Bose Elementary School	Grade 5	Instructional	10/02/2017	1	\$52,166.00
Appointment	Knolmayer	Sarah	Somers Elementary School	Special Education	ESP	10/05/2017	1	\$15.53
Appointment	Miloslavic	Michelle	Tremper High School	ESL Other Language	Instructional	09/25/2017	1	\$78,983.00
Appointment	Perrine	Shari	Bradford High School	Math Intervention Specialist	Instructional	09/18/2017	.60	\$47,263.80
Appointment	Price	Ralonda	Vernon Elementary School	Social Worker	Instructional	10/09/2017	1	\$67,810.00
Appointment	Schlenker	Molly	Bradford High School	Special Education	ESP	10/09/2017	1	\$14.53
Appointment	Senior	Marlon	Bradford High School	Security	ESP	10/04/2017	1	\$15.53
Appointment	Stanley	Jenifer	McKinley Elementary School	Head Start	ESP	09/25/2017	.50	\$14.64
Appointment	Tirabassi	Tricia	Vernon Elementary School	L.D.	Instructional	09/28/2017	1	\$41,517.00
Appointment	Trevino	April	Jefferson Elementary	Head Start	ESP	09/20/2017	1	\$15.53
Early Retirement	Hartfield	Steven	KTEC West	Grade 4	Instructional	01/19/2018	1	\$74,304.00
Resignation	Coshun	Jennifer	Lincoln Middle School	Special Education	ESP	10/06/2017	1	\$16.18
Resignation	Ebbert	Nathaniel	Tremper High School	Security	ESP	09/05/2017	1	\$14.35
Resignation	Harriet	Agee	Harborside Academy/Reuther Central High School	Clerical	ESP	09/22/2017	1	\$15.53
Resignation	Johnston	Rosemarie	KTEC West	Special Education	ESP	10/05/2017	1	\$15.53
Resignation	LeFeve	David	Indian Trail HS & Academy	Security	ESP	08/31/2017	1	\$15.53
Resignation	Saulys	Jaclyn	Human Resources	Secretary II	Secretarial	10/17/2017	1	\$18.39
Resignation	Tennant	Nicole	EBSOLA - DL	Dual Spanish	Instructional	10/20/2017	1	\$61,105.00

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SPECIAL MEETING & EXECUTIVE SESSION
OF THE KENOSHA UNIFIED SCHOOL BOARD
HELD SEPTEMBER 26, 2017

A special meeting of the Kenosha Unified School Board was held on Tuesday, September 26, 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 5:31 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 arrived later.

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

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

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

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

1. Personnel: Problems

Mrs. Annie Petering, Chief Human Resource Officer, arrived at 5:33 P.M. and presented board members with a personnel issue and asked for direction from the board.

Ms. Stevens arrived at 5:33 P.M.

Mrs. Petering answered questions from Board members and then received direction from them.

Mrs. Petering was excused at 5:51 P.M.

2. Litigation

Mr. Brian Knee from Aegis Corporation arrived at 5:53 P.M. and updated Board members on various litigation matters.

Meeting adjourned at 6:48 P.M.

Stacy Schroeder Busby
School Board Secretary

REGULAR MEETING OF
THE KENOSHA UNIFIED SCHOOL BOARD
HELD SEPTEMBER 26, 2017

A regular meeting of the Kenosha Unified School Board was held on Tuesday, September 26, 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 7:02 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 Fine Arts Student Art Show – Collection Award Winners.

There were no Administrative and/or Supervisory Appointments.

Mr. Garcia introduced the student ambassador, Elizabeth Medina from Indian Trail High School and Academy, and she made her comments.

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 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.

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 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.”

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

Mrs. Coleman noted that New Business item XIII - 2017-2019 Administrative, Supervisory and Technical Personnel Policy – Revised Edition was being pulled from the agenda.

Mr. Wade presented Resolution 337 – National Bullying Prevention Month 2017 which read as follows:

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

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

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

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

WHEREAS, it is time 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.”

Mr. Wade moved to approve Resolution 337 – National Bullying Prevention Month 2017. Mr. Garcia seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis presented Resolution 338 – Wisconsin School Board Appreciation Week October 1-7, 2017 which read as follows:

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

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

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

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

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

NOW, THEREFORE, be it resolved that Kenosha Unified School District recognizes and salutes the members of the 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.”

Mr. Falkofske moved to approve Resolution 338 – Wisconsin School Board Appreciation Week October 1-7, 2017. Mr. Kunich seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis presented the Report of Contracts in Aggregate of \$25,000 submitted by Mr. Robert Hofer, Purchasing Agent; Mrs. Julie Housaman, Chief Academic Officer; 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 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.

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

- Association of Wisconsin School Administrators (AWSA) in the amount of \$28,800.”

Mrs. Snyder moved to approve the contract/agreement with the Association of Wisconsin School Administrators (AWSA) in the amount of \$28,800. Mr. Falkofske seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis presented the 2017-2018 Elementary School Multiage Waivers Request submitted by Mr. Martin Pitts, Regional Coordinator of Leadership and Learning – Elementary; Mr. Scott Kennow, Regional Coordinator of Leadership and Learning – Elementary; Ms. Susan Valeri, Chief of School Leadership; and Dr. Savaglio-Jarvis, excerpts follow:

“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.

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: Jefferson, Nash and Wilson Elementary Schools.

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.”

Mr. Kunich moved to approve the class size waiver request for Jefferson, Nash, and Wilson Elementary Schools for the 2017-2018 school year. Mr. Garcia seconded the motion. Unanimously approved.

Mrs. Snyder presented the Donations to the District.

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

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

Meeting adjourned at 8:06 P.M.

Stacy Schroeder Busby
School Board Secretary

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Kenosha Unified School District
Kenosha, Wisconsin
Summary of Cash Receipts and Disbursements
October 24, 2017

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

WI Department of Public Instruction	<i>state aids register receipts</i>	\$ 28,593,132.87
Johnson Bank	<i>account interest</i>	168.00
US Treasury	<i>interest refund - various bond issues</i>	260,680.00
Bankcard Services (MyLunchMoney.com)	<i>food services credit card receipts (net of fees)</i>	155,947.31
Bank (RevTrak)	<i>district web store receipts (net of fees)</i>	31,282.94
Retired & Active Leave Benefit Participants	<i>premium reimbursements</i>	42,193.60
Various Sources	<i>small miscellaneous grants / refunds / rebates</i>	5,893.33
Total Incoming Wire Transfers		29,089,298.05

September 2017 Deposits to Johnson Bank - All Funds:

General operating and food services receipts	<i>(excluding credit cards)</i>	321,736.51
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TOTAL SEPTEMBER CASH RECEIPTS

\$ 29,411,034.56

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

Payroll & Benefit wires

Individual Employee Bank Accounts	<i>net payrolls by EFT (net of reversals)</i>	\$ 7,241,319.57
WI Department of Revenue	<i>state payroll taxes</i>	130,353.29
WI Department of Revenue	<i>state wage attachments</i>	5,151.09
IRS	<i>federal payroll taxes</i>	2,817,597.89
Delta Dental	<i>dental insurance premiums</i>	247,180.81
Diversified Benefits Services	<i>flexible spending account claims</i>	19,217.73
Employee Trust Funds	<i>wisconsin retirement system</i>	560,811.42
NVA	<i>vision insurance premiums</i>	15,663.29
Various	<i>TSA payments</i>	310,740.97

Subtotal		11,348,036.06
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General Operating Wires

US Bank	<i>purchasing card payment-individuals</i>	226,239.71 *
Kenosha Area Business Alliance	<i>LakeView lease payment</i>	16,666.67
Johnson Bank	<i>banking fees</i>	202.28
Various	<i>returned checks</i>	369.00

Subtotal		243,477.66
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Total Outgoing Wire Transfers		\$ 11,591,513.72
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September 2017 Check Registers - All Funds:

Net payrolls by paper check	<i>Register# 01019DP, 01819DP 01020DP</i>	\$ 25,813.09
General operating and food services	<i>Check# 555436 thru Check# 556650 (net of void batches)</i>	7,803,239.75
Total Check Registers		\$ 7,829,052.84

TOTAL SEPTEMBER CASH DISBURSEMENTS

\$ 19,420,566.56

*See attached supplemental report for purchasing card transaction information

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

Billing Cycle Ending September 15, 2017

Merchant Name	Total
CONVERGINT	\$ 13,864.00
RESTAURANTS & CATERING	\$ 12,072.73
MENARDS KENOSHA WI	\$ 9,737.28
HOTEL	\$ 9,583.24
COLLEGEBOARDWORKSHOPS	\$ 8,100.00
MAYFAIR RENT A CAR KENO	\$ 7,720.59
REINDERS - BRISTOL	\$ 7,083.34
HALLMAN LINDSAY PAINTS	\$ 5,491.01
AIRLINE	\$ 4,907.31
TRUGREEN *LOCKBOX	\$ 4,568.00
ULINE *SHIP SUPPLIES	\$ 4,430.00
SEE OUR SOUND	\$ 3,770.60
WW GRAINGER	\$ 3,531.08
CHESTER ELECTRONIC SUPPLY	\$ 3,518.40
VIKING ELECTRIC-CREDIT DE	\$ 3,485.01
3654 INTERSTATE	\$ 3,484.75
AMAZON MKTPLACE PMTS	\$ 3,482.59
BEST CHOICE PRODUCT	\$ 3,242.54
HEAT & POWER PRODUCTS INC	\$ 2,953.28
BOSCH PACKAGING SERVICE	\$ 2,712.53
HAJOCA KENOSHA PC354	\$ 2,640.73
VIKING ELECTRIC-MILWAUKEE	\$ 2,597.15
SAMSClub #6331	\$ 2,545.85
INDUSTRIAL CONTROLS	\$ 2,158.66
KIMBALL MIDWEST	\$ 2,113.36
NATL CCL TEACHERS OF MATH	\$ 2,080.51
EDS ARCHITECTURAL OPENING	\$ 1,935.00
ADP PLASTICS	\$ 1,928.50
IN *ECONO SEWER AND DRAIN	\$ 1,920.00
VICTORY SIGN	\$ 1,857.50
AMERICAN OUTFITTERS LT	\$ 1,679.00
IN *GAPPA SECURITY SOLUTI	\$ 1,556.00
MARK S PLUMBING PARTS	\$ 1,510.20
BOSCH PACKAGING SERVICE K	\$ 1,475.17
JOHNSON CONTROLS SS	\$ 1,470.40
SAN-A-CARE	\$ 1,462.02
AMAZON.COM	\$ 1,460.24
EXPEDIA 7294210128695	\$ 1,399.59
BATTERIES PLUS #0561	\$ 1,391.00
JOHNSTONE SUPPLY	\$ 1,379.47
SAMUEL FRENCH INC	\$ 1,352.00
WM SUPERCENTER #1167	\$ 1,324.53
IN *A BEEP, LLC	\$ 1,290.40
WASBO FOUNDATION INC	\$ 1,290.00
IDENTICARD	\$ 1,288.22
FASTENAL COMPANY01	\$ 1,280.49
ACT*ASSOCIATION OF WIS	\$ 1,245.00

SQ *LAKELANDCOM.COM GOSQ.	\$	1,225.51
SPRINKMANN SONS CORP	\$	1,213.00
IN *IMAGINE U, LLC	\$	1,165.00
OTC BRANDS, INC.	\$	1,164.04
THE TRANE COMPANY	\$	1,140.37
USPS.COM POSTAL STORE	\$	1,081.50
GRAPHICSINC.COM	\$	1,053.48
BURRIS EQUIPMENT CO	\$	1,050.67
THELEN MATERIALS LLC	\$	1,043.17
CLASS 1 AIR INC	\$	1,017.42
FLORIDA VIRTUAL SCHOOL	\$	988.80
DASH MEDICAL GLOVES	\$	966.00
WAL-MART #1167	\$	963.45
VEHICLE MAINT. & FUEL	\$	925.72
FIRST SUPPLY LLC #2033	\$	919.90
CONNEY SAFETY	\$	919.73
CONNECTING POINT	\$	917.00
ASSOC SUPERV AND CURR	\$	912.23
ZORN COMPRESSOR & EQUIPM	\$	907.71
DEMCO INC	\$	904.91
D.A. BERTHER, INC.	\$	833.00
AMAZON.COM AMZN.COM/BILL	\$	789.39
FESTIVAL FOODS	\$	750.86
BUYFIREALARMPARTS	\$	750.00
SAMS CLUB #6331	\$	738.17
N AMER COUNCIL FR ONLN	\$	725.00
BETTYMILLSC	\$	709.48
AUER STEEL - MILWAULKEE	\$	709.33
WILLIAM AND MARY SCHOOL	\$	685.00
GOLF TEAM PRODUCTS	\$	638.00
SHERWIN WILLIAMS 703180	\$	619.07
SHIFFLER EQUIPMENT	\$	615.56
COLLER INDUSTRIES INC	\$	608.65
BLAINE WINDOW HARDWARE IN	\$	607.57
BLAINE RAY WORKSHOPS INC	\$	578.00
EB 2017 WITESOL FALL	\$	575.64
PIGGLY WIGGLY #004	\$	553.29
EXPEDIA 7295776735542	\$	544.04
HIGHWAY C SVC	\$	533.68
USPS PO 5676800171	\$	529.20
PARTY CITY	\$	526.86
LAKE GENEVA CANOPY TOURS	\$	507.00
EB ENSURING HIGH QUAL	\$	500.00
KRANZ INC	\$	499.89
COSTCO WHSE #1198	\$	498.38
S P2 888 241 8332	\$	498.00
FLUENCY MATTERS	\$	484.00
DICKOW CYZAK TILE CARP	\$	481.00
NASSP PRODUCT & SERVICE	\$	480.00
YARDSIGNWHOLESALE.COM	\$	480.00
WENDELLA SIGHTSEEING COM	\$	480.00
FACEBK XMD8VCWN72	\$	475.34
WI SHS OWW ADMISSIONS	\$	464.00
MCMMASTER-CARR	\$	463.27
NSPRA	\$	460.00

NEVERWARE.COM	\$	450.00
IN *ONCOURT OFFCOURT LTD	\$	425.84
DECKER EQUIPMENT	\$	418.02
CARDINAL STRITCH UNIVERSI	\$	410.00
WISCONSIN SCHOOL MUSIC AS	\$	406.00
TEACHERS COLLEGE WEB COL	\$	400.00
TRIANGLE FLOORING FURN	\$	399.95
BUYBIZSUPPLIES	\$	395.40
SOUTHPORT VACUUM	\$	381.90
MENARDS RACINE WI	\$	381.07
GRADLEADERS INC.	\$	375.00
WCASS	\$	350.00
DORNER COMPANY	\$	346.89
OFFICEMAX/OFFICEDEPOT6358	\$	329.52
PICK N SAVE #874	\$	328.08
GFS STORE #1919	\$	325.84
PAT S SERVICES INC	\$	325.00
JOINHANDSHAKE	\$	325.00
ALIGN ASSESS ACHIEVE LLC	\$	309.50
WINDY CITY NOVELTIE	\$	303.70
HALOGEN SUPPLY COMPANY IN	\$	302.75
SQ *DROPRITE TREE & LANDS	\$	300.00
COLEMAN TOOL AND MFG CORP	\$	294.61
PAYPAL *JR MUSIC	\$	285.00
BEST BUY 00011916	\$	279.99
AIRGASS NORTH	\$	279.38
PBBS EQUIPMENT CORP	\$	276.81
STAPLES DIRECT	\$	269.83
ENTERPRISE RENT-A-CAR	\$	268.67
HOME TOWN MEATS AND DELI	\$	268.21
BAUDVILLE INC.	\$	268.01
TARGET 00022517	\$	261.05
WOODWORKERS HARDWARE - W	\$	254.06
IN *MY SCHOOL COLOR RUN,	\$	250.00
ZORO TOOLS INC	\$	249.33
ADOLPH KIEFER AND ASSOC	\$	248.47
AT&T*BILL PAYMENT	\$	243.65
MAKEMUSIC, INC.	\$	238.00
LAMINATION DEPOT INC	\$	235.85
WISCONSIN MUSIC EDUCATORS	\$	233.00
IRIS USA INC	\$	222.00
DOLLAR TREE	\$	211.77
4IMPRINT	\$	210.25
MOTION INDUSTRIES WI04	\$	209.40
KITCHEN CUBES LLC	\$	200.00
PEARDECK.COM PRO YEARL	\$	199.98
ALDI 64096	\$	199.95
CDW GOVT #KBM3973	\$	191.61
SPELLCITY	\$	191.25
REINDERS - SUSSEX CS	\$	184.28
VZWRLSS*MY VZ VN P	\$	183.96
BRASS BELL MUSIC	\$	181.60
BEACON ATHLETICS	\$	180.96
BLS*NOVISIGN LTD	\$	180.00
ARO LOCK & DOOR	\$	180.00

PAYPAL *BASEBALLXB	\$	174.95
HOBBY LOBBY #283	\$	172.63
262880708	\$	168.74
SHERRYS CUSTOM TS	\$	168.00
PROVANTAGE	\$	163.19
THECERAMICSHOP	\$	155.43
SCHOLASTIC READING CLUB	\$	152.00
GASTONCO LLC	\$	150.51
HITECH WIRELESS	\$	149.70
CONCRETE SOLUTIONS	\$	132.25
PRAIRIE SIDE TRUE VALUE	\$	130.28
STATE OF WI DPI REGONLINE	\$	130.00
WASDA	\$	130.00
IRIS USA INC.	\$	130.00
BUILDASIGN.COM	\$	125.94
HOBBY LOBBY #350	\$	125.37
ROCHESTER 100, INC	\$	125.00
TOWN & COUNTRY GLASS INC	\$	120.81
PAYPAL *ACSSW	\$	120.00
SP * OZOBOT	\$	120.00
IN *BRAINSTORM, INC.	\$	119.70
CA CEDAR PRODUCTS	\$	115.86
JMB & ASSOCIATES	\$	113.00
MENARDS E-COMMERCE	\$	110.69
BILINGUAL DICTIONARIES	\$	109.73
LOWES #02560*	\$	109.43
MONSTER JANITORIAL LLC	\$	108.87
USPS PO 5642800260	\$	107.80
WAL-MART #2668	\$	107.44
LEGO *SHOP@HOME	\$	107.00
DW DAVIES AND CO INC	\$	105.51
SIGN A RAMA KENOSHA	\$	104.00
PICK N SAVE #871	\$	85.58
BEACON ATHLETICS	\$	85.03
HOMEDEPOT.COM	\$	83.88
PARKSIDE TRUE VALUE	\$	82.01
WISCONSIN DRYWALL DISTRBU	\$	80.00
ANIXTER/CLARK/TRI-ED	\$	78.26
PAYPAL *ANTINGTING	\$	76.97
SENR WOOLY LLC	\$	75.00
MONOPRICE, INC.	\$	74.99
VERIS INDUSTRIES LLC	\$	74.06
GCI* WOODWIND	\$	73.99
TOYPRO LLC	\$	71.77
SAGE PUBLICATIONS	\$	70.53
TENNISREPORTING	\$	70.00
OFFICE DEPOT #3260	\$	69.99
HARVARD EDUCATION PRESS	\$	69.95
EXPEDITIONARY LEARN	\$	68.78
PP*EPROGASKETB	\$	68.49
SMARTSIGN	\$	67.40
PAYPAL *ALLIANCEFOR	\$	65.00
MARTINO'S - VILLAGE PR	\$	65.00
INKJETS.COM	\$	64.66
RUBBER STAMP CHAMP - ECOM	\$	58.80

TEACHERSPAYTEACHERS.COM	\$	54.60
FEED & SEED STATION	\$	50.00
TEACHER CREATED RESOURCES	\$	47.92
FARM & FLEET STURTEVANT	\$	45.87
IKEA HOME SHOPPING	\$	44.99
ABC SUPPLY 0205	\$	42.49
SHOPKO 31 00200311	\$	42.44
BATH & BODY WORKS.COM	\$	37.97
PARTSWAREHOUSE.COM	\$	37.72
DESIGN AIR	\$	36.92
DOLLAR TREE ECOMM	\$	32.74
LINCOLN CONTRACTOR	\$	32.70
ADOBE	\$	31.64
SMK*WUFOO.COM CHARGE	\$	29.95
1000BULBS.COM	\$	29.89
MUSIC CENTER INC	\$	29.70
VIKING ELECTRIC - KENOSHA	\$	26.67
FACEBK YMD8VCWN72	\$	23.97
PIGGLY WIGGLY #344	\$	21.01
NAMEBADGE.COM	\$	19.94
PURPLEPASS	\$	17.95
APL* ITUNES.COM/BILL	\$	17.89
EASYKEYSCOM INC	\$	16.00
FAMILY DOLLAR #1761	\$	16.00
AUDIBLE	\$	15.77
FRESH THYME #704 K	\$	15.46
ZOOM.US	\$	14.99
USA*MINUTE KEY, INC.	\$	10.55
AIELLO MIDTOWN FLORIST IN	\$	(4.40)
CHR*CHRISTIANBOOK.COM	\$	(99.60)
E-CONOLIGHT	\$	(203.94)
US Bank Purchasing Card Payment - Individuals	\$	226,239.71

KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, Wisconsin

October 24, 2017

Administrative Recommendation

It is recommended that the September 2017 cash receipt deposits totaling \$321,736.51, and cash receipt wire transfers-in totaling \$29,089,298.05, be approved.

Check numbers 555436 through 556650 totaling \$7,803,239.75, and general operating wire transfers-out totaling \$243,477.66, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the September 2017 net payroll and benefit EFT batches totaling \$11,348,036.06, and net payroll check batches totaling \$25,813.09, be approved.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Tarik Hamdan
Chief Financial Officer

Lisa M. Salo, CPA
Accounting Manager

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Kenosha Unified School District
Kenosha, Wisconsin

October 24, 2017

OFFICIAL THIRD FRIDAY ENROLLMENT REPORT

(School Year 2017-18)

OVERVIEW

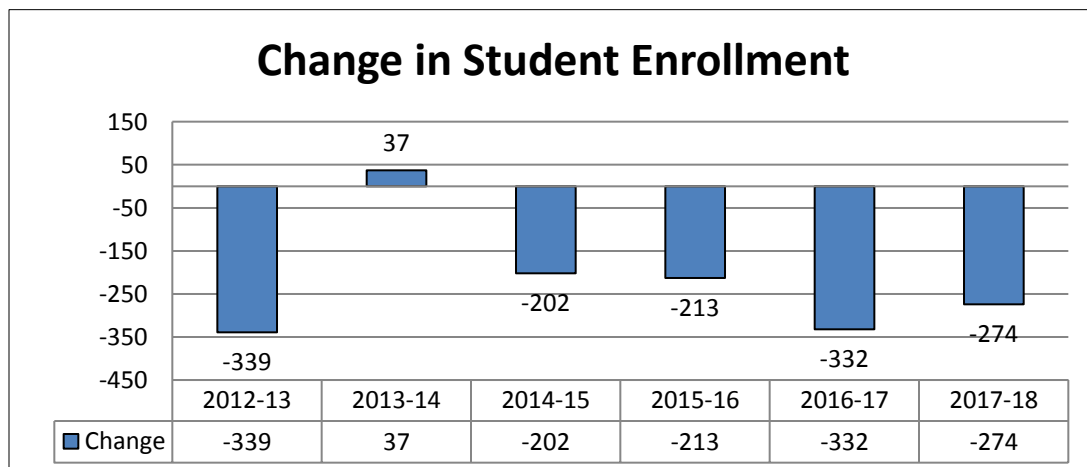
Annually, Administration provides the Kenosha Unified School Board with the District's *Official Third Friday Enrollment Report*. The data contained in this report are also reported to the Wisconsin Department of Public Instruction (DPI) in its designated format. The School Board should note that this report contains only *enrollment* data and does not contain student membership data that are used to develop revenue projections and budgetary planning documents.

GENERAL FINDINGS

1. District-wide, enrollment decreased 274 students, from 21,929 students in 2016-17 to 21,655 students in 2017-18. Beginning in 2009-10, Kenosha started to experience a decline in community birth rates, with the related effect of declines in enrollments five years later. Since 2010, KUSD boundary areas have averaged 250 less births compared to previous years. This trend has now impacted grades pre-kindergarten through grade 2. The District's enrollment for the past six (6) years is shown below.

School Year	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
Enrollment	22,639	22,676	22,474	22,261	21,929	21,655

2. The following chart illustrates the changes in overall student enrollment for School Years 2012-13 to 2017-18.



3. The District reported decreases for all boundary groups. Boundary elementary schools decreased overall by -65 students, boundary middle schools decreased by -123 students, and boundary high schools decreased by -170 students. Overall, this is attributed to both the declining birth rate and the expansion of KTEC.
4. The total enrollment for the Special Schools, which included all charter schools, Chavez Learning Station, Kenosha 4-Year-Old Kindergarten, Hillcrest, and the Phoenix Project, reported an increase of +84 students. The number of community-based child care centers at Kenosha 4-Year-Old Kindergarten decreased from 9 in 2016-17 to 8 in 2017-18.
5. The following special schools reported increases in enrollment when compared to last year: KTEC increased by +106 students, mainly due to the final year of a Board approved expansion, Harborside by +13, Hillcrest by +31, and the Phoenix Project by +4. Dimensions of Learning remained steady, while Brompton, Chavez, Kenosha 4-Year-Old Kindergarten, and the Kenosha eSchool reported decreases in student enrollment by -2, -11, -6 and -51 respectively.
6. Pre-Kindergarten and grades 3, 4, 5, 6 and 9 exhibited increases in enrollment when compared to the previous year, with +34, +9, +28, +39, +47, and +72 students, respectively.
7. Kindergarten and the grades of 1, 2, 7, 8, 10 and 12 reported decreases in student enrollment when compared to the previous school year, with -32, -3, -167, -57, -12, -182 and -50 respectively. Grade 2 was due to the effect of the declining birth rate. Also noticed, was a significant decrease at grade 10 cohort, as a lower than usual cohort class rolled over from grade 9.
8. Elementary schools with increases in student enrollment included Brass, Edward Bain Dual Language, Grant, Harvey, Jefferson, Jeffrey, Pleasant Prairie, Stocker, Strange, and Whittier with gains of +57, +10, +2, +6, +3, +1, +15, +11, +17, and +16 students respectively.
9. Once again, all comprehensive middle schools experienced a decrease in enrollment. Bullen, Lance, Lincoln, Mahone, and Washington decreased by -19, -44, -20, -30, and -10 students, respectively. These decreases were primarily due to the final KTEC expansion of its West campus. KTEC had the greatest anticipated growth of +106 students compared to any other school over last year, primarily at grade 8.
10. With a large cohort graduating in 2017 and a smaller cohort moving into grade 10, all boundary high schools and some choice schools showed a decrease in student enrollment. Bradford, Indian Trail, LakeView, Reuther, and Tremper reported decreases of -66, -21, -22, -34, and -27 students, respectively.

11. The percent of English Learners (ELs) has increased from previous years. There are 2,247 (10.4%) ELs in 2017-18 compared to 2,097 (9.6%) students in 2016-17. The English Learners are reported out by those in Dual Language and those in a traditional classroom (EL). The number of Dual Language students slightly increased from 234 in 2016-17 to 271 in 2017-18. The EL student count in the traditional classrooms also increased from 1,867 in 2016-17 to 1,976 in 2017-18. *Please note that the Dual Language EL category includes only those students who are enrolled in the Dual Language Program at Edward Bain – Dual Language or Bullen **and** are **not** English proficient. All other students who are not English proficient are identified as English Learners (EL).*
12. The enrollment for students with disabilities (*as defined by IDEA-Individuals with Disabilities Act*) reported a slight increase, from 2,667 in 2016-17 to 2,701 in 2017-18. These students currently account for 12.5% of the overall KUSD population compared to 12.2% in 2016-17.
13. Overall, the percent of enrollment represented by Hispanic students continues to increase each year but the growth has slowed for 2017-18 when compared to previous years. This growth has been the inverse represented as students identified as White continues to decrease. 2016-17 was the first year that KUSD became a majority-minority district and this fact continues this school year. The combined non-white race/ethnicities make up a majority of the student population at 50.9%. However, the enrollment distribution for Asian, Black, American Indian, and Native Hawaiian/Pacific Islander remains comparatively constant. A continual increase can be seen in the number of students identifying as having multiple races.

The chart below reports the changes in the distribution of each ethnic category for the past six years.

Race/Ethnicity	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18
Asian	356 (1.6%)	335 (1.5%)	325 (1.4%)	313 (1.4%)	314 (1.4%)	319 (1.5%)
Black or African American	3,526 (15.5%)	3,508 (15.4%)	3,427 (15.2%)	3,350 (15.0%)	3,193 (14.6%)	3,152 (14.6%)
Hispanic of any Race	5,562 (24.5%)	5,819 (25.6%)	5,947 (26.5%)	6,048 (27.2%)	6,218 (28.4%)	6,208 (28.7%)
American Indian or Alaska Native	50 (0.2%)	57 (0.2%)	95 (0.4%)	50 (0.2%)	42 (0.2%)	42 (0.2%)
White	12,353 (54.7%)	12,056 (53.3%)	11,674 (51.9%)	11,351 (51.0%)	10,936 (49.8%)	10,627 (49.1%)
Native Hawaiian/ Pacific Islander	24 (0.1%)	24 (0.1%)	21 (0.1%)	17 (0.1%)	12 (0.1%)	17 (0.1%)
Two or More Races	768 (3.4%)	877 (3.9%)	985 (4.4%)	1,132 (5.1%)	1,214 (5.5%)	1,290 (6.0%)
DISTRICT	22,639	22,676	22,474	22,261	21,929	21,655

The full report including the appendices listed below can be found at the following link: <http://kUSD.edu/sites/default/files/document-library/english/third-friday.pdf>

APPENDIX 1 – Official Enrollment School Year 2017-18

- District enrollment by grade span
- District enrollment by grade level
- Total enrollment by school

Enrollment information for six (6) school years is included, beginning with School Year 2012-13.

APPENDIX 2 – Total Enrollment by School

- Enrollment by building, category, and grade level, grouped by elementary, middle, high, and special schools
- Summary recapitulation by category and grade span, with six (6) years of data

APPENDIX 3 – Class Size Averages by School

- Average class sizes for district schools and programs (middle and high school program averages are currently unavailable)
- Summary of average class sizes by elementary grade span and program, with six (6) years of data

Administrative Recommendations

The 2017-18 Official Third Friday Enrollment Report is an informational item.

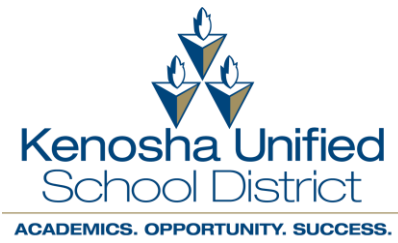
Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Mr. Kristopher Keckler
Chief Information Officer

Ms. Renee Blise
Research Coordinator

Ms. Lorien Thomas
Research Analyst

Ms. Erin Roethe
Data Analyst



American Education Week 2017

November 13-17

Great Public Schools: A Basic Right and Our Responsibility

WHEREAS, public schools are the backbone of our democracy, providing young people with the tools they need to maintain our nation's precious values of freedom, civility and equality; and

WHEREAS, by equipping Kenosha's youth with both practical skills and broader intellectual abilities, we give them hope for, and access to, a productive future; and

WHEREAS, all Kenosha Unified staff work tirelessly to serve our children and community with care and professionalism; and

WHEREAS, schools encourage community, bringing together adults and children, educators and volunteers, business leaders and elected officials in a common enterprise.

NOW, THEREFORE, be it resolved that Kenosha Unified School District does hereby proclaim November 13-17 as the annual observance of American Education Week which honors individuals who work to make public schools great for children.

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 339
October 24, 2017*

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KENOSHA UNIFIED SCHOOL DISTRICT

October 24, 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 definition¹ 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

¹ 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 definition² 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 definition³⁴ 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.

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

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

⁴ 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
2015~~7~~-2017~~9~~

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 definition¹ 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**

¹ 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 definition² 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 definition³⁴ 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 30th 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**

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

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

⁴ 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 definition¹ 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

¹ 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 definition² 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 definition³⁴ 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.

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

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

⁴ 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
	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
5	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
	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
6	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
	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
7	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
	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
8	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
	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
12	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
	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
13	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
14	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
	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	113,766
	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
15	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,										



Oct. 24, 2017

**BOARD POLICY 7400 – NAMING OR RENAMING DISTRICT BUILDINGS AND 7410
– NAMING AN AREA WITHIN OR ON A DISTRICT SITE**

Background:

The communications team was asked to review Policy 7400 – Naming or Renaming District Buildings and 7410 – Naming an Area Within or On a District Site to bring forth a revised document that would provide clarity as to the intention of each policy. Upon review, it was determined that the policies are very close in nature and that a combination of the policies along with cleanup of the wording would better suit the needs of the district and those reading/utilizing the policy.

It is recommended that language in Policy 7410 – Naming an Area Within or On a District Site be combined with Policy 7400 – Naming or Renaming District Buildings and that Policy 7410 as written be eliminated. This streamlines the entire policy and clarifies which areas may be named and how that process must take place. The language regarding committee duties was also adjusted for clarity purposes.

Updates and rationale were shared with board members at July 2017 Agenda Review meetings and board members provided the following feedback to administration:

- Consider not requiring the committee to rank suggested names
- Consider eliminating the use of names when naming buildings
- Consider allowing buildings to be named after things

Timeline

On July 20, 2017, Dr. Sue Savaglio-Jarvis sent an email reminder to the board of education to submit any additional feedback to Tanya Ruder. No one responded and no feedback was received.

On July 27, 2017, Stacy Busby sent another email reminding board members to submit any additional feedback to Tanya Ruder. One board member responded that they had no additional feedback.

On Aug. 3, 2017, Stacy Busby emailed board members with a final reminder to submit additional feedback to Tanya Ruder. Two board members responded that they had no additional feedback.

On Sept. 11, 2017, board members were provided an opportunity to submit final feedback to Tanya Ruder. No feedback was received.

Oct. 10, 2017, the Personnel/Policy Committee reviewed the report and policies and made additional recommendations that were discussed and/or included for board consideration.

Administration Recommendation:

After review by the School Board and Personnel/Policy Committee, administration is forwarding revised Policy/Rule 7400 Naming or Renaming District Buildings, which includes the elimination of Policy/Rule 7410 Naming an Area Within or on a District Site, to the school board for a first reading on Oct. 24, 2017.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Tanya Ruder
Chief Communications Officer

POLICY 7400

NAMING OR RENAMING DISTRICT-OWNED BUILDINGS **PROPERTY**

The School Board shall be responsible for naming or renaming **district-owned buildings in the District property. -Name recommendations shall be made in accordance with district guidelines outlined in Rule 7400.**

For the purpose of this policy, district facilities shall be defined as schools, district office buildings, auditoriums, athletic facilities, athletic fields and field houses. Other spaces shall be defined as any other areas in or around a district facility other than an actual school building, district office building, auditorium, athletic facility, athletic fields or field house (e.g. pond, library, courtyard, green space, etc.).

~~A Building Naming Committee may be appointed to present recommendations to the School Board for suitable names for District buildings. Representation of the District's demographic will be reflected in the committee. Name recommendations shall be made in accordance with established District guidelines.~~

LEGAL REF.: Wisconsin Statutes
Section 120.12(1) (Care and management of school property)

CROSS REF.: Policy 1131, Memorials/Dedications within Schools
Policy 8860 – Citizen Advisory Committees

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: June 10, 1991

REVISED: January 12, 1999
September 11, 2001
September 25, 2007
November 28, 2017

RULE 7400

NAMING OR RENAMING DISTRICT-OWNED BUILDINGS~~PROPERTY~~

1. ~~1.~~—At the request of the School Board, a ~~Building Naming~~ **C**committee shall **be formed in accordance with Policy 8860 Citizen Advisory Committees to research and present recommendations along with supporting evidence to the School Board when naming or renaming district-owned property, including facilities or other spaces. Individuals interested in renaming a facility or dedicating other spaces must submit their request in writing to the School Board for consideration. advise on the naming or renaming of District buildings within 30 days of referral. Committee members shall include the School Board President, the Superintendent of Schools, and community representatives appointed by the Superintendent**
- a. ~~For the purpose of this policy, district facilities shall be defined as schools, district office buildings, auditoriums, athletic facilities, athletic fields and field houses. Other spaces shall be defined as any other areas in or around a district facility other than an actual school building, district office building, auditorium, athletic facility, athletic fields or field house (e.g. pond, library, courtyard, green space, etc.).~~
- a. The duties of the ~~Building Naming~~ **C**committee shall include compiling a list of name recommendations **and submitting them in rank order (#1 being the top choice) to the School Board for consideration. and setting up guidelines and criteria for the selection of name recommendations.**
- b.i. **NOTE: The School Board will consider all names submitted by the committee and reserves the right to choose a name other than the #1 choice submitted by the committee.**
- a.b. The committee may use the following sources ~~for the suggestion of building names to acquire name suggestions:~~
- i. Public participation
 - ii. Student participation
 - ii. _____
 - iii. _____ ile of suggested names

~~A permanent file of previously suggested names shall be maintained by the Superintendent of Schools.~~

NAMING OR RENAMING A BUILDING

2. ~~When considering potential names for district buildings, the~~ **the c**committee shall keep in mind the following: ~~requirements:~~

- a. ~~Person or place names may be used from the following categories:~~
- | | |
|---|---|
| (1) Geographic areas within the District | (8) Industry |
| (2) Arts | (9) Inventions |
| (3) Business | (10) Labor |
| (4) Education | (11) Military Services |
| (5) Government | (12) Philanthropy |
| (6) History | (13) Professions |
| (7) Humanitarianism | (14) Science |
| _____ | (15) Service to the District |
| _____ | (16) Cultural Significance |

- a. **Buildings must be named after a person or place.**
 - i. **Individuals** ~~A person's name may be recommended only if the candidate has been dead~~**must be deceased** for at least two years prior to the nomination**before they may be nominated.**
 - ii. ~~Consideration for nominations, which may be solicited from the public,~~ **Individuals who are nominated** must be limited to candidates of exemplary moral character, ~~who have made outstanding contributions, who those who have historical significance, who have performed exemplary service in the community or for humanity, or who have displayed outstanding leadership~~ **and/or are of exemplary moral character.**
 - iii. **Places that are nominated must be very well known and have a great deal of significance to the district and/or community.**
- b. First consideration shall be given to local persons **or places**, but ~~additional~~ consideration may **also** be given to state, national and international persons.

DEDICATING OTHER SPACES

When considering potential names for other spaces, the committee shall keep in mind the following:

- a. **Other spaces may only be named after a person.**
- b. **Individuals must be deceased for at least two years before they may be nominated.**
- c. **Individuals who are nominated must be limited to those who have historical significance, have performed exemplary service in the community or for humanity, have displayed outstanding leadership and/or are of exemplary moral character.**
- d. **First consideration shall be given to local persons, but consideration may also be given to state, national and international persons.**

b.—

~~Based on the above criteria and the permanent file of previously suggested names, the Committee shall present a list of building name recommendations to the School Board.~~

POLICY 7410

~~NAMING AN AREA WITHIN OR ON A DISTRICT SITE~~

~~The Board of Education shall be the body to approve the official naming of all District facilities. It is not the intention of this policy to initiate the naming of areas within existing facilities or on a District site. However, when a former student, staff or community member who has been deceased for more than two years has achieved national, state or local prominence, the School Board may name an area within a school or on a District site after that individual.~~

~~Staff or community members may nominate a name for a specific area within a school or on a District site to the Board of Education. The nomination must include background information and significance to the educational process and cultural significance.~~

~~The School Board will request the Superintendent to appoint a broad-based committee, which will research the name. When a school is affected by the recommended name, it will be given the opportunity to offer input to the committee. This committee will develop and present to the School Board the process used and the rationale used in making their determination.~~

~~LEGAL REF.: Wisconsin Statutes
Section 120.12(1) (Care and Management of School Property)~~

~~CROSS REF.: Policy 1131, Memorials/Dedications Within Schools
Policy 7400, Naming or Renaming District Buildings~~

~~ADMINISTRATIVE REGULATION: None~~

~~AFFIRMED: May 14, 2002~~

~~REVISED: September 25, 2007~~

Kenosha Unified School District
Kenosha, Wisconsin

October 24, 2017

Change in the Fiscal Year 2016-17 Adopted Budget

The Board of Education adopted the 2016-2017 budget on October 25, 2016, as prescribed by Wisconsin State Statute 65.90. From time to time there is a need to modify or amend the adopted budget for a variety of reasons. State Statutes require that official modifications to the adopted budget be approved by two-thirds majority of the Board of Education and that there be a publication of a Class 1 notice within 10 days of board approval. This document identifies budget modifications to the 2016-2017 budget.

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

Fund Description	Project	Expense	Revenue
10-General	0-Local Funding	-101,405.43	-83,567.00
	140-Neglected/Delinquent	0.04	0.04
	141-Title 1	985,213.96	985,213.96
	145-Title I Supplement	4,000.00	4,000.00
	322-Biling/Bicultural	74,419.00	
	335-Homeless	1,180.00	1,180.00
	341-IDEA Flow Thru	-19,997.45	24,380.04
	347-IDEA Pre School	288.79	288.00
	391-Title 3	71,194.11	71,194.11
	412-Infant Child Lab	-5,008.87	
	583-Educator Effectiveness	135,440.00	135,440.00
	604-Eisenhower Grant	319,047.06	319,047.06
	623-C.L.C	13,134.00	13,134.00
	702-Secondary School Support	4,243.07	
	704-AIS	5,622.85	
	712-After School	-17,360.92	
	750-Donations	54,731.31	54,031.31
	751-New School Grant	60,269.83	60,669.83
	765-Lakeviw Reimbursement	1,826.23	1,826.23
10-General Total		1,586,837.58	1,586,837.58
20-Special Projects	0-Local Funding	24,484.26	874,027.36
	11-Aided Costs	756,739.86	
	19-Non-Aided Costs	48,425.75	
	341-IDEA Flow Thru	754,670.59	710,293.10
	347-IDEA Pre School	8,803.83	8,803.83
20-Special Projects Total		1,593,124.29	1,593,124.29
50-Food Service	376-Fruits & Veggies	-5,776.00	-5,776.00
50-Food Service Total		-5,776.00	-5,776.00
80-Community Services	0-Local Funding	5,698.84	0.00
80-Community Services Total		5,698.84	0.00

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

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

These budget modifications include:

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

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

Administrative Recommendation

Administration requests that the School Board approve this report and that the attached Class 1 notice be published within 10 days of the official board adoption.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Tarik Hamdan
Chief Financial Officer

**NOTICE OF CHANGE IN ADOPTED 2016-2017 BUDGET
KENOSHA UNIFIED SCHOOL DISTRICT NO. 1**

Notice is hereby given, in accordance with the provisions of Wisconsin Statute 65.90(5)(a), that the School Board of Kenosha Unified School District No.1, on October 24, 2017 adopted the following changes to previously approved budgeted 2016-2017 amounts.

LINE ITEM	ACCOUNT CODE	PREVIOUS APPROVED AMOUNT \$	AMENDED APPROVED AMOUNT \$	CHANGE \$
Fund 10 - General				
Anticipated Revenue:	Source			
Operating Transfer	100	0	0	0
Local Sources	200	71,174,439	71,267,733	93,295
Other School Districts within Wisconsin	300 & 400	485,000	485,000	0
Intermediate Sources	500	0	15,000	15,000
State Sources	600	164,270,620	164,322,493	51,873
Federal Sources	700	11,432,187	12,850,624	1,418,437
Other Financing Sources	800 & 900	704,587	712,820	8,232
Total Anticipated Revenue		248,066,833	249,653,671	1,586,838
Expenditure Appropriations:	Function			
Instruction	100000	127,918,279	127,253,095	(665,184)
Support Services	200000	84,473,498	85,875,976	1,402,478
Non-Program Transactions	400000	35,822,230	36,671,773	849,543
Total Expenditure Appropriations		248,214,006	249,800,844	1,586,838
Beginning Fund Balance	930000	44,557,313	44,557,313	0
Anticipated Ending Fund Balance	930000	44,410,140	44,410,140	0
Fund 20 - Special Projects				
Beginning Fund Balance		266,152	266,152	0
Anticipated Ending Fund Balance		0	0	0
Total Revenues & Other Financing Sources	Total	52,664,465	54,257,589	1,593,124
Expenditures & Other Financing Use	Total	52,930,616	54,523,740	1,593,124
Fund 30 - Debt Service				
Beginning Fund Balance		3,378,047	3,378,047	0
Anticipated Ending Fund Balance		3,638,654	3,638,654	0
Total Revenues & Other Financing Sources	Total	19,468,908	19,468,908	0
Expenditures & Other Financing Use	Total	19,208,302	19,208,302	0
Fund 40 - Capital Projects				
Beginning Fund Balance		10,811,862	10,811,862	0
Anticipated Ending Fund Balance		20,193,761	20,193,761	0
Total Revenues & Other Financing Sources	Total	28,575,000	28,575,000	0
Expenditures & Other Financing Use	Total	19,193,101	19,193,101	0
Fund 50 - Food Service				
Beginning Fund Balance		2,904,665	2,904,665	0
Anticipated Ending Fund Balance		2,904,665	2,904,665	0
Total Revenues & Other Financing Sources	Total	8,783,076	8,777,300	(5,776)
Expenditures & Other Financing Use	Total	8,783,076	8,777,300	(5,776)
Fund 80 - Community Service				
Beginning Fund Balance		2,703,263	2,703,263	0
Anticipated Ending Fund Balance		2,622,352	2,616,653	(5,699)
Total Revenues & Other Financing Sources	Total	1,550,000	1,550,000	0
Expenditures & Other Financing Use	Total	1,630,911	1,636,610	5,699

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

Dated this 24th day of October 2017
Daniel Wade, School Board Clerk

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Kenosha Unified School District
Kenosha, Wisconsin

October 24, 2017

2016-2017 Budget Carryovers to the 2017-2018 Budget

Historically, Kenosha Unified School District (KUSD) has prohibited the carryover of unutilized budget authority from one fiscal year to the next. At the August 9, 2000, meeting of the School Board, it was unanimously approved to discontinue the practice of site carryovers.

Occasionally, purchases that were authorized but not fully paid for by the close of the respective fiscal year lead to a request to carry budget dollars over to the next year to cover those expenses.

In addition, there are several exceptional items that are potentially carried over from year to year. The administration is requesting to carryover the following amounts to the 2017-2018 fiscal year budget:

Site Requested Carryover	\$786,737
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Donation and Mini-Grant Carryover	\$153,110
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	<hr/>
	\$939,847
	<hr/>

Site Requested Carryovers

There are several site requested carryovers this year. At the school level, Indian Trail High School and Academy has requested to carryover \$19,500 of unspent budget authority from 2016-2017 in order to help fund a replacement audio system for the field house. The principal has shared that the audio requirements have become more demanding due to increased usage and increasing crowd sizes of those using the field house. The existing system cannot handle the volume levels needed without causing distortion. Currently, CD playback is the only form of media for audio playback. An addition to the existing rack will also allow the new system to play modern media files from electronic devices such as iPods, iPads, laptops, and smartphones. The ideal time for installation was during summer recess as it required that the field house be closed for several days; therefore the project had to occur in the 2017-2018 fiscal year.

The site carryover of \$2,374 from the Human Resources Department represents residual funds associated with the 25 year club and recognition dinner programs. These programs involve donations and ticket sales; therefore carryover authority on residual balances is recommended.

The recommendation for carryover of \$53,863 from the Information Services Department is due to balances associated with the previously approved wireless upgrade project and balances in the technology buy-back program. Both of these balances include revenue sources from outside of the District; therefore carryover authority is recommended.

On November 15, 2016, the Board approved \$900,000 to fund K-5 science curriculum. The vendor, Amplify Science, experienced some logistical issues and was not able to meet the previously agreed upon delivery dates that would have allowed the expense to be booked in the 2016-2017 fiscal year. The Teaching and Learning Department is requesting to carryover \$711,000 to remit payment for orders received after the close of the fiscal year 2016-2017. In order to compensate KUSD for this inconvenience, our Purchasing Agent was able to negotiate a \$100,000 credit from the vendor for missing the agreed upon delivery date. The Teaching and Learning Department will use this credit to purchase 400 starter kits that contain supplementary materials that will provide classrooms with the ability to carry out a wide variety of hands-on activities.

Donations and Mini-Grants

During the 2016-2017 school year, several schools/departments received cash donations or mini-grants from outside organizations, most notably from the Education Foundation of Kenosha (EFK). Some of the 2016-2017 donated funds were not completely spent by the end of the school year; therefore the schools have requested that these funds be carried over to the next year so that they can be used to complete the programs intended by the donors.

The Department of Community & Parent Relations also manages the Mary Frost Ashley grant. These funds are received upfront in the beginning of each school year. From the 2016-2017 fiscal year, the department is requesting to carryover the unspent balance of \$18,268 which is primarily made up of unspent Mary Frost Ashley grant funds. These funds are recommended to carryover so that they can be used for their intended purpose.

Charter Schools

The charter schools are allowed carryover of any unspent general fund dollars, as stipulated in their individual contracts with the District. This is necessitated due to the unique funding of the schools, the responsibility they have for their entire budget, and their responsibility for future major maintenance issues or technology replacement not funded by the District. Starting the fiscal year 2012-2013, charter school carryovers were accounted for as assigned portions of the general fund balance rather than be added as additional amounts in expense budgets as in the past. This method provides for a more accurate year to year budgeting while preserving the charter school's access to their surplus funds. The schedule at the bottom of Attachment A shows the total balance in the charter fund balance reserve accounts as \$1,958,042.50 as of June 30, 2017.

Administrative Recommendation

Administration requests that the School Board approve this report so that these carryover funds can be incorporated into the adopted 2017-2018 budget.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Tarik Hamdan
Chief Financial Officer

Kenosha Unified School District
Carryover Requested from the 2016-2017 to 2017-2018 Budget

Loc #	Location	Site Requested Carryover	Site Donation and Mini- Grant Carryover	Total of Carryover
145	Forest Park	\$ -	\$ 491	\$ 491
146	Frank	\$ -	\$ 6,735	\$ 6,735
147	Grant	\$ -	\$ 301	\$ 301
150	Harvey	\$ -	\$ 614	\$ 614
153	Jefferson	\$ -	\$ 4,193	\$ 4,193
155	McKinley	\$ -	\$ 3,317	\$ 3,317
156	Pleasant Prairie	\$ -	\$ 6,937	\$ 6,937
157	Prairie Lane	\$ -	\$ 1,078	\$ 1,078
158	Roosevelt	\$ -	\$ 4,013	\$ 4,013
160	Somers	\$ -	\$ 4,005	\$ 4,005
161	Southport	\$ -	\$ -	\$ -
162	Strange	\$ -	\$ 2,336	\$ 2,336
163	Grewenow	\$ -	\$ 263	\$ 263
164	Vernon	\$ -	\$ 252	\$ 252
165	Brass	\$ -	\$ 3,135	\$ 3,135
166	Whittier	\$ -	\$ 5,963	\$ 5,963
167	Wilson	\$ -	\$ 4,634	\$ 4,634
168	Bose	\$ -	\$ 4,608	\$ 4,608
169	Stocker	\$ -	\$ 6,151	\$ 6,151
170	Jeffery	\$ -	\$ 3,022	\$ 3,022
173	EBSOLA-Creative Arts	\$ -	\$ -	\$ -
175	EBSOLA-Dual Language	\$ -	\$ 1,250	\$ 1,250
178	Nash	\$ -	\$ -	\$ -
Elementary Subtotal		\$ -	\$ 63,298	\$ 63,298
330	Lance	\$ -	\$ 423	\$ 423
331	Lincoln MS	\$ -	\$ 9,770	\$ 9,770
333	Washington	\$ -	\$ 947	\$ 947
334	Bullen	\$ -	\$ 8,837	\$ 8,837
337	Mahone	\$ -	\$ 6,150	\$ 6,150
Middle School Subtotal		\$ -	\$ 26,126	\$ 26,126
424	Indian Trail	\$ 19,500	\$ 9,921	\$ 29,421
425	Bradford	\$ -	\$ 400	\$ 400
426	Tremper	\$ -	\$ 4,402	\$ 4,402
427	Reuther	\$ -	\$ 824	\$ 824
428	Lakeview	\$ -	\$ 1,098	\$ 1,098
High School Subtotal		\$ 19,500	\$ 16,645	\$ 36,145
102	Brompton	\$ -	\$ -	\$ -
112	Dimensions of Learning	\$ -	\$ 100	\$ 100
113	KTEC	\$ -	\$ -	\$ -
272	4K Program	\$ -	\$ -	\$ -
421	E-School	\$ -	\$ 1,910	\$ 1,910
422	Harborside	\$ -	\$ 253	\$ 253
852	Hillcrest	\$ -	\$ 4,777	\$ 4,777
871	Headstart	\$ -	\$ 889	\$ 889
Other Schools Subtotal		\$ -	\$ 7,930	\$ 7,930
Total Schools		\$ 19,500	\$ 113,999	\$ 133,499

Loc #	Location	Site Requested Carryover	Site Donation and Mini- Grant Carryover	Total of Carryover
801	Board of Education	\$ -	\$ -	\$ -
802	Superintendent	\$ -	\$ 2,038	\$ 2,038
803	Special Projects	\$ -	\$ -	\$ -
804	Human Resources	\$ 2,374	\$ 882	\$ 3,256
805	Information Services	\$ 53,863	\$ -	\$ 53,863
806	Exec. Director of Business	\$ -	\$ -	\$ -
807	Facilities Department	\$ -	\$ -	\$ -
808	Finance Department	\$ -	\$ -	\$ -
809	School To Career	\$ -	\$ 3,668	\$ 3,668
810	Athletics/PE/Health	\$ -	\$ -	\$ -
811	Dept. of Instruction	\$ 711,000	\$ 2,534	\$ 713,534
812	Fine Arts	\$ -	\$ -	\$ -
815	Special Ed Instruction	\$ -	\$ 1,232	\$ 1,232
816	Title 1/P-5/Bilingual	\$ -	\$ -	\$ -
817	Instructional Media Center	\$ -	\$ 195	\$ 195
818	Student Services	\$ -	\$ 627	\$ 627
819	Staff Development	\$ -	\$ -	\$ -
820	Purchasing	\$ -	\$ -	\$ -
822	Transportation & Safety	\$ -	\$ -	\$ -
823	Distribution and Utilities	\$ -	\$ -	\$ -
824	Food Service	\$ -	\$ -	\$ -
825	Copy Center	\$ -	\$ -	\$ -
837	Community & Parent Relations	\$ -	\$ 18,268	\$ 18,268
838	Public Information	\$ -	\$ -	\$ -
839	School Leadership Middle & High	\$ -	\$ 4,666	\$ 4,666
840	Student Engagement Office	\$ -	\$ -	\$ -
841	School Leadership Elementary	\$ -	\$ -	\$ -
851	Educational Accountability	\$ -	\$ 5,000	\$ 5,000
874	Education Support Center	\$ -	\$ -	\$ -
880	Recreation	\$ -	\$ -	\$ -
999	Summer School	\$ -	\$ -	\$ -
Total Departments		\$ 767,237	\$ 39,111	\$ 806,347
Grand Total		\$ 786,737	\$ 153,110	\$ 939,847

Charter Fund Balance Reserves (Assignments) 2016-2017

	102-Brompton	112-Dimensions	113-KTEC	422-Harborside	Totals
2017 Beginning Balance	\$ 220,994.78	\$ 200,987.32	\$ 158,207.92	\$ 831,187.74	\$ 1,411,377.76
2017 Net Rev(Exp)	177,037.45	(136,945.65)	429,770.29	76,802.65	546,664.74
2017 Ending Balance	\$ 398,032.23	\$ 64,041.67	\$ 587,978.21	\$ 907,990.39	\$ 1,958,042.50

Kenosha Unified School District
Kenosha, Wisconsin

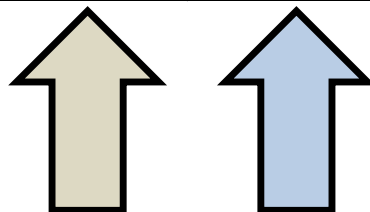
October 24, 2017

Formal Adoption of the 2017-2018 Budget

The public hearing on the 2017-2018 budget and the annual meeting of district electors were held on September 19, 2017, in the auditorium of Indian Trail High School and Academy. At the annual meeting of district electors, our stakeholders voted to approve the tax levy at the maximum amount allowed by law. At the time of the annual meeting, it is important to note that the State budget had yet to be approved, therefore conservative estimates were included.

Since the public hearing and the annual meeting, the administration has updated the budget to reflect key variables such as staffing costs, student membership, equalized property valuations, certified state aid, and tax levies. In the official October general aid certification, our state aid decreased by \$4,480,106 as compared to last year. KUSD also qualifies for high poverty aid since our free/reduced lunch population exceeds 50%. Our population is currently at 51% and declining, so we could potentially lose this additional aid in the very near future. The loss of high poverty aid could be recovered by increasing tax levy.

	2016-17 DPI Certified Aid	2017-18 (DPI October 15th Actual Certification)	\$ Change From Prior Year	% Change from Prior Year
General State Aid (Equalization Aid)	\$155,113,635	\$150,633,529	(\$4,480,106)	-2.89%
High Poverty Aid	\$1,488,832	\$1,771,760	\$282,928	19.00%
Total Aid in Revenue Limit Computation	\$156,602,467	\$152,405,289	(\$4,197,178)	-2.68%



General Fund (10)

The 2017-2018 general fund (10) is being presented as a balanced budget in which expenditures are projected to equal revenues. We are in a positive position where we can absorb the carryover spending authority request of \$939,847 within this balanced budget. In addition to that, projections show \$1.4 MM of available funds yet to be allocated. These funds are available for the Board of Education to allocate in the 2017-18 budget as they see fit.

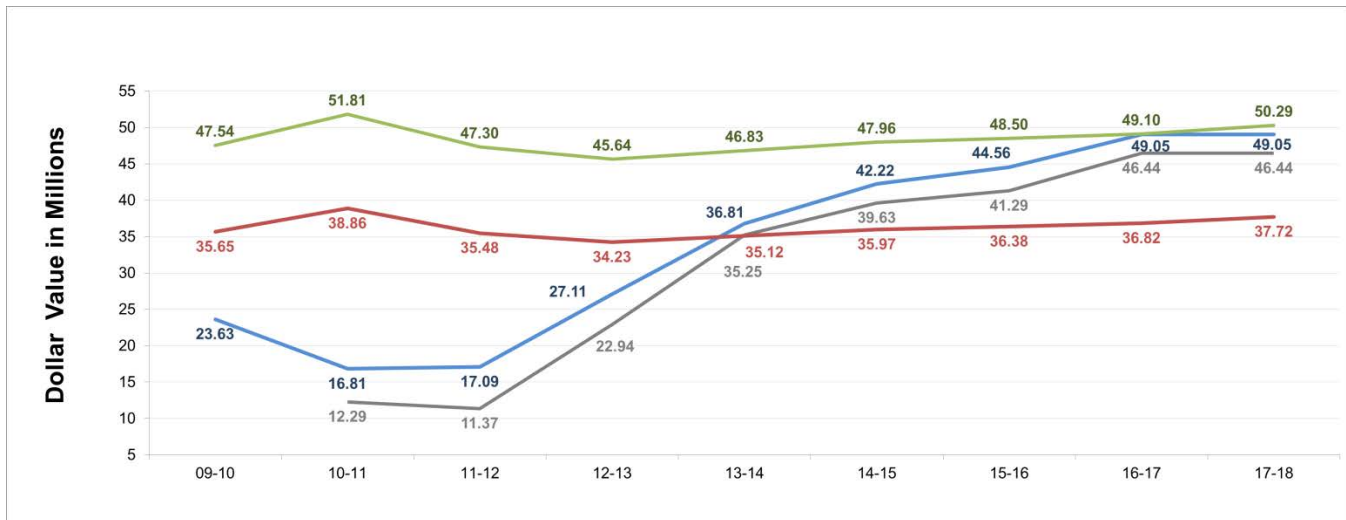
The administration has identified some potential priority items for future consideration:

- Response to Interventions (Rtl)
 - Math
 - Reading
 - Tier I supports
 - Tier II supports
 - Tier III supports
 - Professional learning
- District assessments
 - Formative
 - Common
 - MAP
 - ACT
- Screening applicant tools/recruitment and retention of employees
- Information technology network equipment replacements

Fund Balance

Unassigned general fund balance reserves are currently greater than 10% of budgeted expenditures; therefore, the portion of school board policy 3323 that requires a one million dollar budgeted surplus (if the fund balance is below the 10% threshold) will not be applicable for 2017-18.

General Fund Ending Fund Balance Projection as of 6/30/2018



**Unassigned
Policy Max 20% of
Expenses \$50.29MM**

**Actual Balance
19.51% of Expenses
\$49.05 MM**

**Actual Unassigned
Balance 18.47% of
Expenses \$46.44 MM**

**Unassigned
Policy Min 15% of
Expenses \$37.72 MM**

The total general fund (10) ending fund balance is projected to be \$49.05 MM at the end of 2017-2018 which represents 19.51% of the current year expenditures. Included in that number are the portions of the fund balance assigned for specific purposes such as charter schools. After adjusting for the assigned balances, the fund is left with an unassigned projected balance of \$46.44 MM which represents 18.47% of the budgeted expenditures.

Certification of the Tax Levy

The 2017-18 budget will include the following proposed tax levy of **\$90,741,848**:

Fund	FY 2016-17	FY 2017-18	\$ Change	% Change
General	\$69,282,075	\$73,540,969	\$4,258,894	6.15%
Debt Service	16,473,727	15,700,879	-772,848	-4.69%
Community Service	1,500,000	1,500,000	0	0.00%
Total Tax Levy	\$87,255,802	\$90,741,848	\$3,486,046	4.00%

The proposed tax levy for the general fund (10) is the maximum amount allowable within State law without going to referendum. The overall 4.00% increase in total tax levy equates to \$3,486,046 more local property tax dollars needed for the Kenosha Unified School District as compared to the previous year. This increase can be directly attributed to the loss of general state aid for 2017-2018.

The total mill rate per \$1,000 of equalized property valuation is \$10.23, a 0.61% increase as compared to the prior year. The equalized property values increased by 3.36% from last year which contributed to the overall mill rate changing minimally (even with the tax levy increase) as overall the tax levy was spread over a larger base of property values. Attachment A delineates this tax levy scenario in a ten-year historical view of the District's equalized property values, tax levies, and mill rates.

Recommendation

It is requested that the Board of Education accept the following recommendations:

1. Formally adopt the District's 2017-2018 budget using the accompanying budget adoption motion (Attachment B).
2. Direct the administration to prepare a class one legal notice to be published publicly within ten days of the adoption (Attachment C).
3. Approve the property tax levy to be collected from the municipalities within the school district in the amount of \$73,540,969 for the general fund, \$15,700,879 for the debt service fund, and \$1,500,000 for the community service fund. The Board must approve levy amounts on or before November 1st each year, per Wis. Stats. 120.12 (3)(a).
4. Direct the district clerk to certify and deliver the Board approved tax levy to the clerk of each municipality on or before November 10, 2017.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

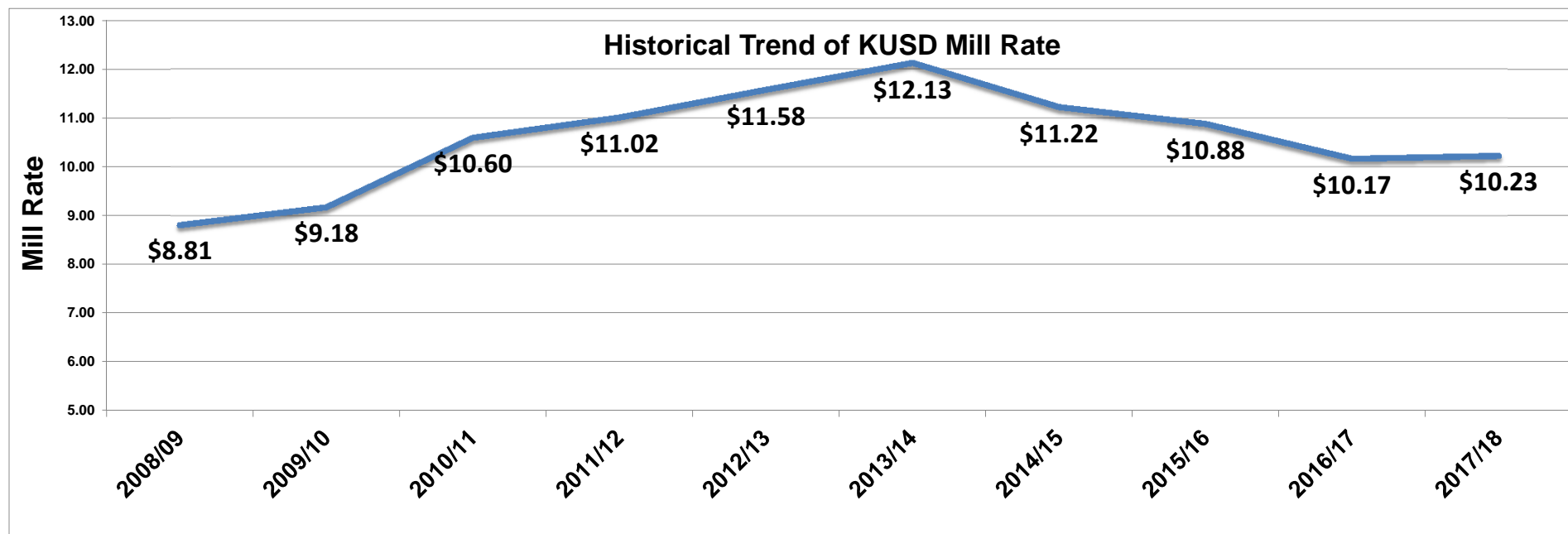
Tarik Hamdan
Chief Financial Officer

KENOSHA UNIFIED SCHOOL DISTRICT TAX LEVY COMPARISON

School Year	Equalized Valuation	% Change	Fund 10 Levy	Fund 10 Chargeback Levy	Mill Rate	Fund 30 Debt Service Levy	Mill Rate	Fund 80 Community Service Levy	Mill Rate	Total Levy	Total Mill Rate	% Tax Levy Change	% Mill rate Change
2008/09	9,628,413,923	1.35%	70,705,971	18,570	7.345	12,264,373	1.2738	1,881,240	0.1954	84,870,154	8.8146	5.41%	4.01%
2009/10	9,510,858,704	-1.22%	73,218,329	6,733	7.699	12,168,871	1.2795	1,881,240	0.1978	87,275,173	9.1764	2.83%	4.10%
2010/11	8,931,500,985	-6.09%	79,133,470	29,422	8.863	13,520,354	1.5138	1,981,240	0.2218	94,664,486	10.5989	8.47%	15.50%
2011/12	8,503,804,152	-4.79%	77,070,827	-	9.063	14,625,987	1.7199	1,981,240	0.2330	93,678,054	11.0160	-1.04%	3.94%
2012/13	7,982,932,601	-6.13%	74,684,161	64,333	9.364	15,626,547	1.9575	2,050,267	0.2568	92,425,308	11.5779	-1.34%	5.10%
2013/14	7,693,298,078	-3.63%	75,664,429		9.835	16,152,697	2.0996	1,500,000	0.1950	93,317,126	12.1297	0.96%	4.77%
2014/15	7,956,343,824	3.42%	72,788,341		9.148	15,019,453	1.8877	1,500,000	0.1885	89,307,794	11.2247	-4.30%	-7.46%
2015/16	8,212,853,321	3.22%	71,041,926		8.650	16,823,755	2.0485	1,500,000	0.1826	89,365,681	10.8812	0.06%	-3.06%
2016/17	8,580,130,959	4.47%	69,282,075		8.075	16,473,727	1.9200	1,500,000	0.1748	87,255,802	10.1695	-2.36%	-6.54%
2017/18	8,868,543,467	3.36%	73,540,969		8.292	15,700,879	1.7704	1,500,000	0.1691	90,741,848	10.2319	4.00%	0.61%

Tax on \$100,000 Property		\$200,000 Property	
16/17 Property Tax	\$ 1,016.95	\$ 2,033.90	
17/18 Property Tax	\$ 1,023.19	\$ 2,046.38	
Increase (Decrease)	\$ 6.24	\$ 12.47	
% Increase (Decrease)	0.61%	0.61%	

2017/18	
Equalized Valuation	\$8,868,543,467
% Change in Valuation	3.36%
Total Levy	\$90,741,848
Total Mill Rate	\$10.23
% Tax Levy Change	4.00%
% Mill rate Change	0.61%



Kenosha Unified School District
Kenosha, Wisconsin

October 24, 2017

2017-2018 Budget Adoption Motion

_____ move that the 2017-2018 budget for the Kenosha Unified School District, as presented, for all funds to show expenditures, other revenues, and tax levies in summary be adopted as set forth below and the accompanying format required by the Wisconsin Department of Public Instruction (see Attachment C).

	Tax Levy	Other Revenues	Total Revenue	Expenditures	Variance
General Fund (10)	\$ 73,540,969	\$ 177,901,522	\$ 251,442,491	\$ 251,442,491	\$ -
Special Projects Fund (20)	-	54,375,454	54,375,454	54,375,454	-
Debt Service Fund (30)	15,700,879	1,313,728	17,014,607	17,589,834	(575,227)
Capital Projects Fund (40)	-	401,000	401,000	22,486,721	(22,085,721)
Food Service Fund (50)	-	8,775,580	8,775,580	8,775,580	-
Community Service Fund (80)	1,500,000	30,000	1,530,000	1,718,814	(188,814)
	\$ 90,741,848	\$ 242,797,284	\$ 333,539,132	\$ 356,388,894	\$ (22,849,762)

_____ second the motion.

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1

2017-2018 BUDGET PUBLICATION

Attachment C

GENERAL FUND (FUND 10)	Audited 2015-2016	Unaudited 2016-2017	Proposed 2017-2018
Beginning Fund Balance	42,222,192	44,557,313	49,045,390
Ending Fund Balance	44,557,313	49,045,390	49,045,390
REVENUES AND OTHER FINANCING SOURCES			
Operating Transfer-In (Source 100)	131,231	110,461	229,946
Local Sources (Source 200)	73,394,151	71,535,948	75,594,637
Inter-district Payments (Source 300 & 400)	487,716	610,926	610,000
Intermediate Sources (Source 500)	15,000	15,000	22,500
State Sources (Source 600)	159,775,352	164,279,890	164,352,433
Federal Sources (Source 700)	10,360,482	10,808,138	10,140,999
All Other Sources (Source 800 & 900)	684,181	2,618,491	491,975
TOTAL REVENUES & OTHER FINANCING SOURCES	244,848,113	249,978,854	251,442,491
EXPENDITURES & OTHER FINANCING USES			
Instruction (Function 100000)	125,357,212	124,321,356	128,408,461
Support Services (Function 200000)	81,453,518	85,801,885	86,077,144
Non-Program Transactions (Function 400000)	35,702,263	35,367,537	36,956,886
TOTAL EXPENDITURES & OTHER FINANCING USES	242,512,992	245,490,778	251,442,491

SPECIAL PROJECTS FUND (FUND 20)	Audited 2015-2016	Unaudited 2016-2017	Proposed 2017-2018
Beginning Fund Balance	10,347	266,152	157,679
Ending Fund Balance	266,152	157,679	157,679
REVENUES & OTHER FINANCING SOURCES	49,680,174	48,846,373	54,375,454
EXPENDITURES & OTHER FINANCING USES	49,424,369	48,954,845	54,375,454

DEBT SERVICE FUND (FUND 30)	Audited 2015-2016	Unaudited 2016-2017	Proposed 2017-2018
Beginning Fund Balance	2,240,383	3,378,047	4,644,244
Ending Fund Balance	3,378,047	4,644,244	4,069,017
REVENUES & OTHER FINANCING SOURCES	33,940,419	30,277,732	17,014,607
EXPENDITURES & OTHER FINANCING USES	32,802,755	29,011,535	17,589,834

CAPITAL PROJECTS FUND (FUND 40)	Audited 2015-2016	Unaudited 2016-2017	Proposed 2017-2018
Beginning Fund Balance	3,464,984	10,811,862	67,782,523
Ending Fund Balance	10,811,862	67,782,523	45,696,802
REVENUES & OTHER FINANCING SOURCES	16,882,776	75,206,966	401,000
EXPENDITURES & OTHER FINANCING USES	9,535,899	18,236,305	22,486,721

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1

2017-2018 BUDGET PUBLICATION

Attachment C

FOOD SERVICE FUND (50)	Audited 2015-2016	Unaudited 2016-2017	Proposed 2017-2018
Beginning Fund Balance	2,579,425	2,904,665	3,169,813
Ending Fund Balance	2,904,665	3,169,813	3,169,813
REVENUES & OTHER FINANCING SOURCES	8,656,397	8,682,083	8,775,580
EXPENDITURES & OTHER FINANCING USES	8,331,157	8,416,935	8,775,580

COMMUNITY SERVICES FUND (FUND 80)	Audited 2015-2016	Unaudited 2016-2017	Proposed 2017-2018
Beginning Fund Balance	2,368,848	2,703,263	3,011,591
Ending Fund Balance	2,703,263	3,011,591	2,822,777
REVENUES & OTHER FINANCING SOURCES	1,629,431	1,712,545	1,530,000
EXPENDITURES & OTHER FINANCING USES	1,295,016	1,404,217	1,718,814

TOTAL EXPENDITURES AND OTHER FINANCING USES			
ALL FUNDS	Audited 2015-2016	Unaudited 2016-2017	Proposed 2017-2018
GROSS TOTAL EXPENDITURES - ALL FUNDS	343,902,188	351,514,616	356,388,894
Interfund Transfers (Source 100) - ALL FUNDS	32,171,106	31,124,530	32,343,527
Refinancing Expenditures (Fund 30)	14,984,537	7,544,687	947,480
NET TOTAL EXPENDITURES - ALL FUNDS	296,746,545	312,845,399	323,097,887
PERCENTAGE CHANGE FROM PRIOR YEAR	1.04%	5.43%	3.28%

PROPOSED PROPERTY TAX LEVY			
FUND	Audited 2015-2016	Unaudited 2016-2017	Proposed 2017-2018
General Fund	71,041,926	69,282,075	73,540,969
Referendum Debt Service Fund	11,986,597	7,158,149	5,223,023
Non-Referendum Debt Service Fund	4,837,158	9,315,578	10,477,856
Capital Expansion Fund	0	0	0
Community Service Fund	1,500,000	1,500,000	1,500,000
TOTAL SCHOOL LEVY	89,365,681	87,255,802	90,741,848
PERCENTAGE INCREASE FROM PRIOR YEAR	0.06%	-2.36%	4.00%*

* Preliminary Estimate

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

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
2017-2018 BUDGET PUBLICATION

Attachment C

ENERGY EFFICIENCY EXEMPTION			
§ 121.91 (4) (o) Revenue Limit Exemption for Energy Efficiencies-Evaluation of the Energy Performance Indicators			
Name of Qualified Contractor	Performance Services, Inc.		
Performance Contract Length (years)			10
Total Project Cost (including financing)			\$16,908,008
Total Project Payback Period			10.15
Years of Debt Payments			20
Remaining Useful Life of the Facility			25 Years
Prior Year Resolution Expense Amount	Fiscal Year	2017	\$6,182,765
Prior Year Related Expense Amount or CY debt levy	Fiscal Year	2017	\$6,062,433
Utility Savings applied in Prior Year to Debt	Fiscal Year	2017	\$120,332
Sum of reported Utility Savings to be applied to Debt			\$145,421
		Savings Reported for 2016-17	
Specific Energy Efficiency Measure or Products	Project Cost Including Financing	Utility Cost Savings	Non-Utility Cost Savings
Bose Elementary School	\$2,318,840	\$26,684	\$216,024
Forest Park Elementary School	\$4,179,133	\$22,634	\$392,027
Grant Elementary School	\$2,644,576	\$12,446	\$244,773
Grewenow Elementary School	\$1,363,798	\$11,110	\$119,844
Harvey Elementary School	\$2,502,299	\$18,981	\$220,839
Jefferson Elementary School	\$2,250,193	\$12,251	\$208,212
Jeffery Elementary School	\$1,139,834	\$10,454	\$106,537
Roosevelt Elementary School	\$4,047,209	\$9,402	\$363,959
Vernon Elementary School	\$4,998,347	\$21,457	\$465,684
Entire Energy Efficiency Project Totals	\$25,444,229	\$145,421	\$2,337,899

Dated this 24th day of October, 2017

Daniel Wade
School Board Clerk

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October 24, 2017

DONATIONS TO THE DISTRICT

The District has received the following donations:

1. Kiwanis Club of Kenosha donated \$1,000 to the Bradford High School Key Club.
2. Horizon Retail Construction, Inc. donated \$500 to the Bradford High School Wrestling Club.
3. Leo Cucunato donated \$150 to the Bradford High School Girls Golf Program in memory of Leo Cucunato.
4. Trademark Insurance Voluntary Benefits Division donated school supplies to Wilson Elementary School. The estimated value of this donation is unknown.

Administrative Recommendation

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

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

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KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, Wisconsin

October 24, 2017

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

October

- October 10, 2017 – Standing Committee Meeting – 5:30 P.M. in ESC Boardroom
- October 16, 2017 – Special School Board Meeting – 5:30 P.M. in the ESC Boardroom
- October 24, 2017 – Regular Board of Education Meetings – 7:00 P.M. in ESC Boardroom

November

- November 3, 2017 – Staff Workday, No students report
- November 14, 2017 – Standing Committee Meeting – 5:30 P.M. in ESC Boardroom
- November 22, 2017 – Half day for students and instructional staff
- November 23-24, 2017 – Thanksgiving recess
- November 28, 2017 - Regular Board of Education Meeting – 7:00 P.M. in ESC Boardroom

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