

REGULAR MONTHLY BOARD MEETING

April 23, 2018

7:00 PM

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

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Regular School Board Meeting April 23, 2018 Educational Support Center 7:00 PM

I.	Pledge of Allegiance	
II.	Roll Call of Members	
III.	Awards/Recognition	
	A. Wisconsin Scholastic 3D State Archery Tournament Winners	
	B. Tremper Girls Varsity Bowling - State Champions	
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	
Χ.	Superintendent's Report	
XI.	Consent Agenda	
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B. Discussion/Action	81
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XV. Predetermined Time and Date of Adjourned Meeting, If Necessary	
XVI. Adjournment	

Kenosha Unified School District Kenosha, WI April 23, 2018

The Office of Human Resources recommends the following actions:

ACTION	LAST NAME	FIRST NAME	SCHOOL/DEPT	POSITION	STAFF	DATE	FTE	SALARY
Appointment	Granger-Boland	Heather	Grant Elementary	Information Health Services	ESP	04/09/2018	1	\$15.53
Appointment	Little		Harborside Academy	Scheduling Secretary - 12 Month	Secretarial	04/09/2018	1	\$18.62
Early Retirement	Gifford	Denise	Somers Elementary School	Instructional Coach	Instructional	06/14/2018	1	\$79,891.00
Early Retirement	Rawlinko	Carol	Chavez	E.C. Diagnostics	Instructional	06/30/2018	1	\$79,891.00
Early, Early Retirement	Mayer	Elizabeth	Prairie Lane Elementary	Hearing Impared	Instructional	06/14/2018	0.5	\$39,945.50
Early, Early Retirement	Nepper	John	Harborside Academy	Music	Instructional	06/14/2018	1	\$79,891.00
Resignation	Ambrose	Drew	Indian Trail High School & Academy	Cross Categorical	Instructional	04/06/2018	1	\$41,517.00
Resignation	Arneberg	Jill	Roosevelt Elementary School	Grade 2	Instructional	05/24/2018	1	\$50,596.00
Resignation	Bullmore	Abigail	EBSOLA DL	Dual Spanish	Instructional	06/14/2018	1	\$46,580.00
Resignation	Burke	1	Facility Services	Night Custodian - Second Shift	Service	03/30/2018	1	\$21.62
Resignation	Eckman	Leo	Special Education & Student Support	Coordinator of Special Education	AST	06/30/2018	1	\$94,728.00
Resignation	Ellis		Somers Elementary School	C.D.S.	Instructional	03/23/2018	1	\$54,227.00
Resignation	Glenn-Larson	Elizabeth	Pleasant Prairie Elementary School	Grade 2	Instructional	06/14/2018	1	\$72,278.00
Resignation	Lechusz	Carol	Tremper High School	English	Instructional	06/14/2018	1	\$66,029.00
Resignation	Luscomb	Lawrence	Facility Services	Night Custodian - Second Shift	Service	03/29/2018	1	\$21.62
Resignation	Romero	Mario	Information Services	Technology Support Technicial	AST	04/06/2018	1	\$44,462.00
Resignation	Wagner-Dunlap	Amber	Bullen Middle School	English	Instructional	06/14/2018	1	\$41,517.00
Resignation	Woolwine	Lynn	Brass Community School	Special Education	ESP	03/15/2018	1	\$14.53
Retirement	Waters		Dimensions of Learning	Educational/Clerical Support To Principal	Secretarial	06/29/2018	1	\$28.27

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A SPECIAL MEETING OF THE KENOSHA UNIFIED SCHOOL BOARD HELD MARCH 21, 2018

A special meeting of the Kenosha Unified School Board was held on Wednesday, March 21, 2018, at 5:30 P.M. in the Board Meeting Room at the Educational Support Center. The purpose of this meeting was for Views and Comments by the Public and Discussion/Possible Action on School Board Policy 5431 – Student Dress Code.

The meeting was called to order at 5:31 P.M. with the following members present: Mr. Falkofske, Ms. Stevens, Mr. Wade, Mrs. Snyder, Mr. Garcia, and Mrs. Coleman. Dr. Savaglio-Jarvis was also present. Mr. Kunich was absent.

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

Views and comments were made by the public.

Mrs. Coleman presented School Board Policy 5431 – Student Dress Code submitted by Dr. Savaglio-Jarvis, excepts follow:

"At the direction of the School Board President in response to request from school board members, a special meeting took place on February 13, 2018, to discuss School Board Policy 5431 – Student Dress Code. Discussion seemed to focus on leggings/yoga pants, tank tops, and see through clothing.

It was decided to have board members utilize a Google document to submit their suggested changes by the end of the day on February 27, 2018, with a subsequent special meeting to discuss the suggested changes. The link was sent to school board members on February 14, 2018, February 22, 2018, and February 26, 2018. Three board members submitted changes.

Attachment A is the current version of Policy 5431 and Attachment B for review and discussion are the suggested changes submitted by Board members."

Board members reviewed the suggested changes submitted and there was consensus on the following revisions:

- Change the rule to read as "Dresses, skirts, skorts, shorts and pants should be at least mid-thigh length and cover all private body parts at all times." (Addition of "and pants", change "must" to "should" and addition of "and cover all private body parts.")
- Change the rule to read as "Leggings and yoga pants may be worn as bottoms." (Remove "not" and "however, leggings may be worn beneath dresses, skirts, skorts, shorts and tunics.")

- Change the rule to read as "Sleeveless shirts are acceptable if the straps are one inch in width. Body parts and undergarments must be covered at all times." (Remove "they reach edge of shoulder and arm opening cannot be excessive.")
- Remove "Students may not wear tank tops."
- Change the rule to read as "Hoods, hats, caps, bandanas, sweatbands, skullcaps, plastic hair bags, hair nets or do rags are not allowed to be worn within the building." (Addition of "to be worn")
- Change the rule to read as "No outerwear: coats, hats, gloves/mittens, scarves may not be worn inside unless student is going to or from the locker after coming/going out of doors or there is administrative approval." (Addition of "student is going to or from the locker after coming/going out of doors or")
- Remove "High school level students must have an ID in their possession at all times and have them easily accessible during all school activities (academic, extracurricular, co-curricular)."
- Change the rule to read as "Middle and high school level students will be required to wear their student identification (I.D.'s) during the school day and have them easily accessible during all school activities (academic, extra-curricular, co-curricular). (Addition of "and high school" and "their".)
- Add "Students will not be called out for a dress code violation in front of students or staff."
- Add "Dress code violations will be addressed privately with the student."
- Add "Student will not be sent home for dress code violations."

Mrs. Coleman noted that the revisions will be incorporated into the policy and brought back to the Board for consideration.

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

Meeting adjourned at 6:50 P.M.

Stacy Schroeder Busby School Board Secretary

SPECIAL MEETING & EXECUTIVE SESSION OF THE KENOSHA UNIFIED SCHOOL BOARD HELD MARCH 27, 2018

A special meeting of the Kenosha Unified School Board was held on Tuesday, March 27, 2018, in the Small Board Room at the Educational Support Center. The purpose of this meeting was to vote on holding an executive session to follow immediately.

The meeting was called to order at 6:30 P.M. with the following 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 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 Reviewing Findings/Orders by Independent Hearing Officer.

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

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

1. Review of Finding/Order by Independent Hearing Officer

Mr. Brian Geiger, Regional Coordinator of Leadership and Learning – Secondary, arrived at 6:31 P.M. and presented Board members with information relating to two expulsions.

- Dr. Savaglio-Jarvis and Mr. Geiger were excused at 6:36 P.M.
- Mr. Kunich moved to approve the hearing officer's recommendation in regards to the first expulsion. Mr. Wade seconded the motion. Unanimously approved.
- Mr. Wade moved to approve the hearing officer's recommendation in regards to the second expulsion. Mr. Falkofske seconded the motion. Unanimously approved.
- Mr. Kunich moved to adjourn the meeting. Mr. Falkofske seconded the motion. Unanimously approved.

Meeting adjourned at 6:39 P.M.

Stacy Schroeder Busby School Board Secretary

REGULAR MEETING OF THE KENOSHA UNIFIED SCHOOL BOARD HELD MARCH 27, 2018

A regular meeting of the Kenosha Unified School Board was held on Tuesday, March 27, 2018, at 7:00 P.M. in the Board Room of the Educational Support Center. Mrs. Coleman, President, presided.

The meeting was called to order at 7:00 P.M. with the following Board members present: Mr. 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 Bradford High School FBLA Regional Leadership Conference Award, the Scholastic Art and Writing Award Winners, the Black History Bee, Black History Art and Writing Contest Awards, and introduced Mr. Todd Jacobs who presented the Exchange Club of Kenosha A.C.E. Award Recipient.

There were no Administrative and/or Supervisory Appointments.

Mrs. Snyder introduced the student ambassador, Olivia Patrizzi from Bradford High School, 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 2/27/18 and 3/13/18 Special Meetings and Executive Sessions and 2/27/18 Regular Meeting.

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

"It is recommended that the February 2018 cash receipt deposits totaling \$638,407.63, and cash receipt wire transfers-in totaling \$27,987,015.67, be approved.

Check numbers 561164 through 562347 totaling \$8,924,520.45, and general operating wire transfers-out totaling \$191,087.22, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the February 2018 net payroll and benefit EFT batches totaling \$13,212,955.01, and net payroll check batches totaling \$9,661.10, be approved."

Consent-Approve item XI-D – Proposed Revision of School Board Policy 8860 – Citizen Advisory Committees submitted by Ms. Stevens, Mr. Falkofske, and Mrs. Coleman, excerpts follow:

"At the request of school board members Michael Falkofske and Rebecca Stevens, School Board policy 8860 – Citizen Advisory Committees was presented to the board for consideration at their January 23, 2018, meeting.

The majority of the discussion focused on the wording relating to minority community and student member recruitment. School board member, Mary Snyder, took notes during the January 23, 2018, meeting and has incorporated them into the proposed revised policy.

It is recommended that the school board approve the proposed revisions of School Board Policy 8600 – Citizen Advisory Committee as a second reading at the March 27, 2018, meeting."

Consent/Approve item XI-E – ACT 59 Related Changes to KUSD Policies submitted by Mrs. Julie Housaman, Chief Academic Officer; Ms. Susan Valeri, Chief of School Leadership; Mr. Keckler, Chief Information Officer; and Dr. Savaglio-Jarvis, excerpts follow:

"In the fall of 2017, Wisconsin approved and adopted the most recent biennial budget, Act 59, which contained several implications for local school districts and post-secondary participation. Most notably, this summary of proposed revisions relates to those areas regarding the newly created Early College Credit Program and minor references to the existing KUSD graduation requirements. The policies and rules presented for revision are:

- Policy and Rule 5240 Accommodation of Private School and Home Based Educational Program Students (Updated);
 - Policy and Rule 5260 Open Enrollment Full Time (Updated);
 - Policy and Rule 5270 Open Enrollment Part Time (Reactivation);

- Policy and Rule 6434.2 Youth Options Program (Elimination);
- Policy and Rule 6435 WI Technical College Start College Now Program (Proposed);
 - Policy and Rule 6440 Course Options (Elimination);
 - Policy and Rule 6450 Early College Credit Program (Proposed);
- Policy and Rule 6454.1 Criteria for Fourth and Eighth Grade Promotion (Elimination); and
 - Policy and Rule 6456 Graduation Requirements (Updated).

Administration recommends that the Board of Education review and approve the listed revisions as a second reading at the March 27, 2018, regular School Board meeting."

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

Dr. Savaglio-Jarvis introduced the 2018-19 Capital Projects Plan submitted by Mr. John Setter, Project Architect; Mr. Patrick Finnemore, Director of Facilities; and Dr. Savaglio-Jarvis, excepts follow:

"The 2018-19 capital projects plan is provided as Attachment A to this report. The plan is a continuation of the overall major maintenance plan initiated 17 years ago, and the energy savings project program started 15 years ago. The major maintenance plan includes a proposed contingency of \$50,000 or 3.33% of the available budget for projects that will be performed this year. Board Policy 3711 recommends that a contingency of not more than 5% be reserved at the beginning of each year; contingencies have ranged from 0.86% to 4.25% over the past 17 years.

In last year's report, we noted that for a 6 year period we will be using almost all of the major maintenance funds at Bullen, Lance, Tremper and Bradford. This will be the second year of that 6-year plan, and the funds will be split between the second year of the project at Bullen and Lance and the first year of the project at Tremper. This was discussed in great detail during the Committee and Board meetings that lead to the approval of those projects at the April 25, 2016, School Board meeting, and the selection of the performance contractors at the June 28, 2016, School Board meeting. Performing the major maintenance work at these schools at the same time that the majority of the building is being retrofitted with new mechanical systems, lighting and ceilings is proving to be a very efficient and economical way to accomplish a number of pressing maintenance and renovation needs.

Traditionally, we have used this report as a means to inform the PFE Committee and School Board of other capital facility improvement projects funded by sources outside of the Facilities Department budget. This year, we are proposing a project in the Central Kitchen at the Educational Support Center to upgrade the ventilation system, improve task lighting, and replace all of the lighting with LED fixtures. In addition, the ceiling will be replaced since large sections of the ceiling, which is over 30 years old, will need to be removed to support the ventilation project. This project will be funded by the Food Service budget, Fund 50. We have recently received proposals for the design work, and the design effort will commence soon. It is a little early to provide

a firm construction estimate, but we are working under the parameter of a not to exceed budget of \$450,000.

This report was presented at the March 13, 2018, meeting of the Planning, Facilities, and Equipment Committee and the committee voted unanimously to forward this report to the Board for consideration.

Administration recommends Board approval of the 2018-19 Capital Projects Plan as described in this report."

Mr. Wade moved for approval of the 2018-19 Capital Projects Plan as described in the report. Mr. Garcia seconded the motion. Unanimously approved.

Mrs. Coleman presented School Board Policy 5431 – Student Dress Code submitted by Mrs. Coleman and Dr. Savaglio-Jarvis, excerpts follow:

"At the direction of the School Board President in response to request from school board members, a special meeting took place on February 13, 2018, to discuss School Board Policy 5431 – Student Dress Code. Discussion seemed to focus on leggings/yoga pants, tank tops and see-through clothing.

It was decided to have board members utilize a Google document to submit suggested changes by the end of the day on February 27, 2018, with a subsequent special meeting to discuss the suggested changes. The link was sent to school board members on February 14, 2018, February 22, 2018, and February 26, 2018. Three board members submitted changes.

At a special board meeting on March 21, 2018, discussion took place on the suggested changes submitted by Board members via the Google document. Below are the items receiving consensus from the Board regarding revisions. In addition to the changes suggested by the Board, the Office of Communications reviewed the policy/rule for grammar and punctuation, as well as proper placement of items within the list that already existed. The changes made do not affect the intent of the policy as previously written. Attachment A is the current version of Policy/Rule 5431, Attachment B contains the revisions submitted by Board members via the Google document and Attachment C contains the proposed revisions that Board members were in consensus of at the March 21, 2018, special meeting, as well as grammatical changes made by the Office of Communications for clarity purposes.

It is recommended that the Board approve the revisions to Policy/Rule 5431 – Student Dress Code as contained in Attachment C as a first and second reading at the March 27, 2018, Regular School Board meeting with the understanding that changes regarding student ID cards will be effective for the 2018/19 school year."

Mrs. Wade moved to approve the recommended changes as a first and second reading to School Board Policy 5431 - Student Dress Code with the exception of restoring the I.D. portion of the policy to the current policy format. Ms. Stevens seconded the motion. Discussion followed.

Mrs. Snyder made an amendment to exclude the three proposed dress code violations sentences that begin with "Add". Mr. Kunich seconded the amendment. Discussion followed.

Mrs. Coleman requested a vote on the motion to approve the recommended changes as a first and second reading to School Board Policy 5431 - Student Dress Code effective at the beginning of the 2018-2019 school year with the exception of restoring the I.D. portion of the policy to the current policy format and excluding the three proposed dress code violations sentences that begin with "Add". Unanimously approved.

Mrs. Julie Housaman, Chief Academic Officer, presented the Adoption of Instructional Materials submitted by Mr. Che Kearby, Coordinator of Social Studies; Ms. Christine Pratt, Coordinator of Science; Mr. Bryan Mogensen, Coordinator of Athletics/Physical Education; Mrs. Housaman; and Dr. Savaglio-Jarvis, excerpts follow:

"Kenosha Unified School District School Board Policy 6300, Curriculum Development and Improvement, outlines the five phases of the curriculum development cycle (Appendix A). The policy states, "In Phase 3 the curriculum design team will determine the curriculum resources and professional learning needs that are critical to advance the curriculum development process to Phase 4." Teacher teams, under the leadership of content coordinators from the Office of Teaching and Learning, recently completed Phase 3 of the curriculum development cycle for the following courses:

- Health: kindergarten through grade 12;
- Science: grade 6, grade 7, grade 8, Biology, Chemistry, Conceptual Physics, Matter and Energy, and Earth Science; and
 - Social studies: grade 6, grade 7, and grade 10 World History.

Secondary health, science, and social studies teachers will begin Phase 4 of the curriculum development process in September 2018. Throughout the school year, the respective coordinators of athletics/physical education, science, and social studies will work with lead teachers, instructional coaches, and principals to monitor the impact of the new instructional resources. The Phase 4 work will include assessing student progress using district common assessments, planning and activating the ongoing program evaluation design, and collecting teacher feedback.

Phase 5 of the curriculum review cycle will be conducted from September 2019 through June 2022. Phase 5 work includes monitoring the use of the curriculum with analyzing student work on end-of-unit assessments, analyzing state assessment results, reviewing data to determine the extent to which curriculum alignment is present, reviewing and updating curriculum guides and assessments as necessary, c Continuing professional learning and monitoring impact, and evaluating the improvements made.

At its March 13, 2018, meeting the Curriculum/Program Standing Committee voted to forward this recommendation to purchase the curriculum resources for health, science, and social studies to the Board of Education for consideration. It is

recommended that the Board of Education approve this request to purchase the resources."

Ms. Stevens moved to approve the request to purchase the resources noted in the agenda. Mr. Kunich seconded the motion. Unanimously approved.

Mr. Kristopher Keckler, Chief Information Officer, presented the School Year 2018-2019 Preliminary Enrollment Projections submitted by Mrs. Renee Blise, Research Coordinator; Mr. Keckler; and Dr. Savaglio-Jarvis, excerpts follow:

"Each year, the Office of Educational Accountability develops enrollment projections for Kenosha Unified School District (KUSD) as required by School Board Policy 7210

Please note that the enrollment projections reflect the actual number of students projected to enroll in KUSD and do not represent funding or state aid related FTE (full time equivalency) used for budgetary purposes.

The projections indicate that student enrollment at the elementary level will be 8,750, a decrease of 219 students when compared to this school year. This decrease represents the cumulative effects of the declining birthrate (Appendix D). This can be seen mainly in grade 3 (Appendix C).

The projected middle school enrollment is 3,737 students, a slight increase of 15 students when compared to this school year. The declining birth rate is expected to affect the middle school cluster beginning in SY 2021-22.

At the high school level, the projected enrollment of 6,155 students is down 104 students from this school year. This decrease is due to the smaller grade 9 cohort groups of the last three years. This smaller cohort size is expected to continue for the next several years (Appendix C).

District administration will use these enrollment projections for the Preliminary Staff Allocations coordinated by Human Resources, and the enrollment projections will be periodically reviewed and possibly updated as the school year progresses."

Mr. Keckler gave a PowerPoint presentation which covered the following topics: KUSD total enrollment trend, large district trends, number of births and KUSD kindergarten, 11 year trend, cohort average, student and teacher four year percentage change.

Dr. Savaglio-Jarvis introduced the Integrated Approach to Student Achievement – Middle School. Mrs. Housaman, Mr. Keckler, and Ms. Susan Valeri, Chief of School Leadership, gave an Integrated Approach to Student Achievement – Part 2 PowerPoint presentation which covered the following topics: data inquiry process, Rtl balanced assessments, and continuous progress.

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

Mrs. Housaman presented the New Course Proposals: Career and Technical Educated submitted by Mrs. Cheryl Kothe, Coordinator of Career and Technical Education, Mrs. Housman, and Dr. Savaglio-Jarvis, excerpts follow:

"Two new course proposals are being submitted in the area of Career and Technical Education. The proposals will support the introduction of Industry 4.0 manufacturing certification to Kenosha high schools. Introduction to Mechatronics and Introduction to Industrial Control Systems courses will provide students an opportunity to explore, develop knowledge, and build upon the skills needed in advanced manufacturing.

In the Introduction to Mechatronics course students will understand what technicians do in the workplace and how industry utilizes mechatronics in advanced manufacturing. The Industrial Control Systems course introduces the basic concepts of industrial computer-controlled systems. Students will explore various types of programming using robots and programmable logic controllers.

A budget assumption request to purchase the equipment essential to the instruction of both courses is provided in this report (Appendix A).

Administration recommends that the School Board approve the proposal to add Introduction to Mechatronics and Industrial Control Systems to the course catalogue."

Ms. Stevens moved to approve the proposal to add Introduction to Mechatronics and Industrial Control Systems to the course catalogue. Mrs. Falkofske seconded the motion. Unanimously approved.

Mrs. Annie Petering, Chief Human Resource Officer, presented the 2018-2019 Employee Handbook – Revised Edition submitted by Mrs. Petering and Dr. Savaglio-Jarvis, excerpts follow:

"The 2018-2019 handbook is the fourth edition of the handbook. With each edition, we have fewer and fewer recommended changes. This year we have a few minor housekeeping changes and no changes that alter any currently existing benefits. Therefore, we did not hold any listening sessions as there is no recommendation to alter any existing benefits. This document is being shared as a discussion item for this meeting. Any suggestions, comments or reflections by board members will be processed accordingly. A first reading will be presented to the Board on April 23, 2018, and a second reading on May 22, 2017."

Mrs. Housaman presented the Waiver of Policy 1330 – Facilities Use submitted by Mr. Mogensen; Mr. Patrick Finnemore; Director of Facilities; Mrs. Housaman; and Dr. Savaglio-Jarvis, excerpts follow:

"School Board Policy 1333—Facilities Charges—outlines the process for establishing and publishing a fee structure:

". . . If the event or activity is a fundraiser, or user/hourly rates for service are charged to participants, Kenosha Youth Groups will be charged the rental cost.

Kenosha Unified Community Groups primarily for adult activities, and For-Profit and Other Groups will be charged a modified rental cost including indirect and depreciation charges. . . . " (Appendix A)

The coordinator of athletics/physical education reviewed the process for charging facility usage fees in fall 2016 and discovered that there was not a consistent process for charging fees. Through conversations with several groups, the coordinator of athletics/physical education discovered that there were various reasons for not charging fees. An example of minimal or no fee for use of facilities is the Kenosha Raptors Lacrosse Club. This club reserved grass fields for practices at times that coincided with the Tremper High School teams utilizing Ameche Field. If the Tremper teams left the stadium prior to the conclusion of the lacrosse practice, the lacrosse team finished their practice in the stadium.

In order to maintain the pristine condition for current and future athletes, facility maintenance is critical. While the fee structure has not been consistently applied in the past, the revenue that would be generated from consistent application in the future will be used to maintain the facilities.

The coordinator of athletics/physical education contacted Mr. Rob Wikstrom, president of the Kenosha Raptors, in spring 2017 regarding the fee schedule. At that time an understanding was reached with the Kenosha Raptors Lacrosse Club to pay for the expense of the stadium manager for team practice during the 2017 season so that the club was able to plan for the transition to payment of the established fee provided by district facilities and board approved.

On February 7, 2018, Mr. Wikstrom was informed that his request to waive or reduce the fees for stadium usage by the club had been denied. On this same date, Mr. Wikstrom sent an email to the superintendent and the board requesting that they review this decision (Appendix B). Policy 1330—Facilities Use (Appendix C)—states that:

". . . The District's Chief of School Leadership, Director of Facilities Services or Building Principal is authorized to approve/deny and schedule the use of District facilities in accordance with Board policies, rules and procedures. If the request for use is denied, the requesting party may appeal to the Board of Education for approval. . . . "

Usage of Kenosha Unified School District facilities by the Kenosha Raptors Lacrosse Club boys' team for 2016-2017 as well as requested usage for 2017-2018 is outlined below."

Mr. Falkofske moved that the Board of Education deny the fee waiver request for the Kenosha Lacrosse Raptors Club. Mr. Wade seconded the motion. Unanimously approved.

Ms. Susan Valeri, Chief of School Leadership, presented the Head Start Federal Grant Request submitted by Ms. Luanne Rohde, Director of Early Education; Mr. Martin Pitts, Regional Coordinator of Leadership and Learning; Ms. Valeri; and Dr. Savaglio-Jarvis, excerpts follow:

"Approval from the Board of Education is requested to submit and implement the Head Start Federal Grant for the 2018-2019 school year. The funding for this grant is \$2,045,268 for Head Start Operations. The grant is designed to fund the operating costs of the Kenosha Unified School District Head Start Program.

The purpose of the Head Start program is to provide comprehensive services in the areas of health, education, social/emotional development, and parent involvement for low-income preschool children and their families. This grant will service 330 high-risk children who will be three or four years of age on or before September 1, 2018. Funds will be utilized to serve the children and their families in all program component areas as required in the Head Start Act and through the Head Start Performance Standards.

The Head Start approach to school readiness ensures that families have the resources and knowledge to support the development of their children, that children are healthy enough to learn, and that quality instruction is being provided to these children.

Readiness goals are defined as the expectations at children's developmental levels and progress across domains of language, literacy, cognition/general knowledge, approaches to learning, physical health, well-being, motor and social/emotional development. Success in these areas will support each child's readiness for kindergarten.

There are no changes in service locations for the 2018-2019 school year. All Head Start sites will remain the same. There are no changes in staffing. Current staffing meets the needs of the program.

The results of Head Start's annual self-assessment from January 2017 showed specific concerns in the progress of the program in the following areas:

- Meeting mandated enrollment of 389 children. During the 2016-2017 school year mandated enrollment was met in February, 2017. Full enrollment has not yet been met for the 2017-2018 school year.
- Meeting enrollment with a majority of 4 year old children in the program. All of the students on the waiting list are three year old children.
- Meeting the goal of 100% of children having a current physical exam and a current dental exam.

Administration recommends that the school board approve the 2018-2019 Head Start Federal Grant."

- Mr. Wade moved to approve the 2018-2019 Head Start Federal Grant. Ms. Stevens seconded the motion. Unanimously approved.
- Mr. Wade presented Resolution 344 Resolution of Appreciation to Mary Snyder which reads as follows:

"WHEREAS, Mary Snyder was elected to the Board of Education of the Kenosha Unified School District in April 2009, and served faithfully and with honor for three, three-year terms on the Board; and

WHEREAS, she held the positions of president, vice president and member during her term on the Board; and

WHEREAS, during her tenure on the Board she chaired the Curriculum/Program and Personnel/Policy Committees, as well as served on multiple ad-hoc committees; and

WHEREAS, she served as the Board Delegate for various Wisconsin Association of School Boards, National Association of School Boards and CESA 1 conferences/committees; and

WHEREAS, she represented the Board on the PTA Council and Mahone Scholarship committees; and

WHEREAS, during her term the Board approved \$17 million in energy efficiency projects for nine elementary schools, \$1.5 million for school security improvements, adopted the district's first employee handbook, approved the expansion of the Kenosha School of Technology Enhanced Curriculum, underwent the 2013 curriculum audit, adopted the Board and Superintendent Team Charter, approved the 2015 outdoor athletic referendum for Bradford, Tremper and Indian Trail, and adopted a new mission, vision, core values and strategic goals; and

WHEREAS, she has been a strong supporter of the Kenosha community and Kenosha Unified School District staff, and of providing exceptional educational opportunities to all students in the District;

NOW, THEREFORE, BE IT RESOLVED, that the Kenosha Unified School District formally acknowledges and extends profound appreciation to Mary Snyder for her many years of service and to the cause of educating all students in our community; and

BE IT FURTHER RESOLVED, that a true copy of this resolution be spread upon the official minutes of the Board of Education, and that a signed copy be presented to Mary Snyder in recognition of her service to the Kenosha Unified School District."

Mr. Kunich moved to approve Resolution 344 – Resolution of Appreciation to Mary Snyder. Ms. Stevens seconded the motion. Unanimously approved.

Mr. Wade presented Resolution 345 – Resolution of Appreciation to Tamarra Coleman which reads as follows:

"WHEREAS, Tamarra Coleman was elected to the Board of Education of the Kenosha Unified School District in April 2012, and served faithfully and with honor for two, three-year terms on the Board; and

WHEREAS, she held the position of board member and served as president for the last four years; and

WHEREAS, during her tenure on the Board she chaired Personnel/Policy Committee and was a member of the Curriculum/Program & Planning/Facilities/Equipment Committees, as well as served on the bullying prevention, dress code, talent development and year-round exploratory ad-hoc committees; and

WHEREAS, she represented the Board on the PTA Council in 2012; and

WHEREAS, during her term the Board hired a new Superintendent of schools, approved \$1.5 million for school security improvements, adopted the district's first employee handbook, approved the expansion of the Kenosha School of Technology Enhanced Curriculum, underwent the 2013 curriculum audit, adopted the Board and Superintendent Team Charter, approved the 2015 outdoor athletic referendum for Bradford, Tremper and Indian Trail High Schools, and adopted a new mission, vision, core values and strategic goals; and

WHEREAS, she has been a strong proponent of commitment, communication and collaboration in providing exceptional educational opportunities to all students in the Kenosha Unified School District;

NOW, THEREFORE, BE IT RESOLVED, that the Kenosha Unified School District formally acknowledges and extends profound appreciation to Tamarra Coleman for her many years of service and to the cause of educating all students in our community, and

BE IT FURTHER RESOLVED, that a true copy of this resolution be spread upon the official minutes of the Board of Education, and that a signed copy be presented to Tamarra Coleman in recognition of her service to the Kenosha Unified School District."

Mr. Kunich moved to approve Resolution 345 – Resolution of Appreciation to Tamarra Coleman. 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. Falkofske moved to adjourn the meeting. Ms. Stevens seconded the motion. Unanimously approved.

Meeting adjourned at 9:56 P.M.

Stacy Schroeder Busby School Board Secretary

Kenosha Unified School District Kenosha, Wisconsin Summary of Cash Receipts and Disbursements April 23, 2018

CASH RECEIPTS	reference	total
March 2018 Wire Transfers-In, to Johnson Ban	k from:	
WI Department of Public Instruction	state aids register receipts	\$ 50,869,128.32
Johnson Bank	account interest	304.65
US Treasury	interest refund - various bond issues	261,520.00
Bankcard Services (MyLunchMoney.com)	food services credit card receipts (net of fees)	165,672.92
Bankcard Services (Purple Pass)	fine arts ticket sales receipts (net of fees)	34,483.00
Bank (RevTrak)	district web store receipts (net of fees)	129,809.40
Retired & Active Leave Benefit Participants	premium reimbursements	38,010.32
HHS	head start grant	200,513.04
Various Sources	small miscellaneous grants / refunds / rebates	40,025.74
Total Incoming Wire Transfers		51,739,467.39
March 2018 Deposits to Johnson Bank - All Fu	nds:	
General operating and food services receipts	(excluding credit cards)	397,272.57
TOTAL MARCH CASH RECEIPTS		\$ 52,136,739.96
CASH DISBURSEMENTS	reference	total
March 2018 Wire Transfers-Out, from Johnson	Bank to:	
Payroll & Benefit wires	net payrolls by EFT	Ф 7 44E 242 72
Individual Employee Bank Accounts	(net of reversals)	\$ 7,415,343.73
WI Department of Revenue	state payroll taxes	744,950.72
WI Department of Revenue	state wage attachments	5,357.29
IRS	federal payroll taxes	3,786,548.21
Delta Dental	dental insurance premiums	253,550.85
Diversified Benefits Services	flexible spending account claims	20,911.30
Employee Trust Funds	wisconsin retirement system	1,512,099.29
NVA	vision insurance premiums	15,362.27
Various	TSA payments	438,911.50
Subtotal Canada Constitute Wires		14,193,035.16
General Operating Wires		242,297.34
US Bank	purchasing card payment-individuals	,
Aegis	workers' compensation payment	150,000.00
Kenosha Area Business Alliance Johnson Bank	LakeView lease payment	16,666.67
Various	banking fees	739.36 148.45
Subtotal	returned checks	409,851.82
Subtotal		400,001.02
Total Outgoing Wire Transfers		\$ 14,602,886.98
March 2018 Check Registers - All Funds:		
Not as well a location of the	Register# 01105DP, 01006DP	14.440.04
Net payrolls by paper check	01007DP	\$ 11,148.94
General operating and food services	Check# 562348 thru Check# 563805 (net of void batches)	9,125,785.64
Total Check Registers	,	\$ 9,136,934.58
·		
TOTAL MARCH CASH DISBURSEMENTS		\$ 23,739,821.56

^{*}See attached supplemental report for purchasing card transaction information

KUSD Purchasing Card Program - Individual Cardholders

Transaction Summary by Merchant

Billing Cycle Ending March 15, 2018

Merchant Name	Total	
HOTEL	\$	40,412.87
AIRLINE	\$	17,318.10
HAJOCA KENOSHA PC354	\$	10,093.53
VEHICLE MAINT. & FUEL	\$	8,136.48
3654 INTERSTATE	\$	7,960.18
BIG ASS FANS	\$	7,720.00
RESTAURANTS & CATERING	\$	7,360.13
CLASS 1 AIR INC	\$	6,155.03
TECHNITROL,INC.	\$	5,966.65
INDUSTRIAL CONTROLS	\$	5,361.84
MENARDS KENOSHA WI	\$	4,305.52
AMAZON MKTPLACE PMTS	\$	3,932.95
PERLE SYSTEMS INC	\$	3,885.73
MARK S PLUMBING PARTS	\$	3,210.66
WW GRAINGER	\$	3,206.23
CONVERGINT	\$	2,968.00
AMAZON.COM	\$	2,469.34
LOWES #02560*	\$	2,410.77
HOTELS.COM145693253158	\$	2,382.12
HOTELS.COM145564076271	\$	2,308.88
IN *A BEEP, LLC	\$	2,290.00
MAYFAIR RENT A CAR KENO	\$	2,250.32
EDU OUTREACH PARTNERSHIPS	\$	2,250.00
HOTELS.COM145565507466	\$	1,908.72
HIGHWAY C SVC	\$	1,778.60
USPS.COM POSTAL STORE	\$	1,755.25
HALLMAN LINDSAY PAINTS	\$	1,694.24
MILWAUKEE ADMIRALS	\$	1,686.00
NSPRA	\$	1,630.00
AIRGASS NORTH	\$	1,590.66
FIRST SUPPLY LLC #2033	\$	1,561.85
GOLF TEAM PRODUCTS	\$	1,540.00
KITCHEN CUBES LLC	\$	1,536.00
HOTELS.COM145565367503	\$	1,508.76
GRASSROOTS WORKSHOPS	\$	1,485.00
NU SCS SUMMER	\$	1,390.00
VIKING ELECTRIC-CREDIT DE	\$	1,359.17
HOTELS.COM146234059323	\$	1,352.88
TESOL INTERNATIONAL ASSOC	\$	1,320.00
NASSP PRODUCT & SERVICE	\$	1,193.75
CRESTLINE SPECIALTIES	\$	1,174.95
HOTELS.COM145559858501	\$	1,055.20
WWW.EARTHDAYSHIRTS	\$	1,035.80
KIMBALL MIDWEST	\$	1,001.04
HERTZ RENT-A-CAR	\$	980.52
MILWAUKEE BREWERS BOX OFF	\$	979.00
DASH MEDICAL GLOVES	\$	966.00

OSMO	\$ 963.00
HYDRO-FLO PRODUCTS INC	\$ 960.44
AMAZON MKTPLACE PMTS WWW.	\$ 922.49
BATTERIES PLUS #0561	\$ 887.90
SWEETWATER SOUND	\$ 886.93
GFS STORE #1919	\$ 851.18
CONNEY SAFETY	\$ 843.32
SAMSCLUB #6331	\$ 839.85
CHESTER ELECTRONIC SUPPLY	\$ 835.68
THE GILDER LEHRMAN INS	\$ 830.00
CDW GOVT #LZV6892	\$ 804.64
SHAPE AMER-WEB	\$ 802.00
FASTENAL COMPANY01	\$ 799.92
L AND S ELECTRIC	\$ 788.00
PAYPAL *EDUCATIONAL	\$ 762.00
GREEN BAY PACKERS/HOF	\$ 759.00
ISU CONFERENCES	\$ 735.00
INTERNATIONAL TRAINI	\$ 734.18
B&H PHOTO 800-606-6969	\$ 722.28
GLENROY, INC.	\$ 710.99
BETTYMILLS	\$ 699.79
STATE BAR OF WISCONSIN	\$ 660.00
SHERWIN WILLIAMS 703180	\$ 650.96
WISMATH	\$ 625.00
TOWN & COUNTRY GLASS INC	\$ 618.10
WILMOT MOUNTAIN	\$ 602.00
SAN-A-CARE	\$ 595.07
READ NATURALLY INC	\$ 591.80
MUSIC THEATRE INTN'L	\$ 590.00
WALMART.COM	\$ 589.44
BETTY BRINN CHILDREN'S M	\$ 585.00
PROVANTAGE	\$ 576.96
BB *KOHL CHILDREN'S M.	\$ 567.00
HOTELS.COM145686402969	\$ 560.61
PAYPAL *WISCONSINED	\$ 550.00
WONDER WORKSHOP	\$ 539.94
HARRINGTON INDUSTRIAL#46	\$ 529.10
STERICYCLE	\$ 525.71
GRAPHICSINC.COM	\$ 497.00
SHRM	\$ 495.00
WI ASCD	\$ 488.00
SQ *THE LETTERING MACHINE	\$ 468.00
AT&T*BILL PAYMENT	\$ 463.58
SQ *FROGLADY PRESENTATION	\$ 450.00
CNK*CINEMARK HQ 001	\$ 446.50
FIRST BOOK	\$ 445.70
FESTIVAL FOODS	\$ 427.16
COSTCO WHSE #1198	\$ 425.16
OTC BRANDS, INC.	\$ 422.52
WASBO FOUNDATION INC	\$ 402.00
NATL CCL TEACHERS OF MATH	\$ 395.25
WASDA	\$ 378.00
FIRST STAGE CHILDRENS THE	\$ 375.25
VIKING ELECTRIC-MILWAUKEE	\$ 372.67
SHIFFLER EQUIPMENT	\$ 365.37

CHICAGO DETOURS INC	\$	260.00
WAL-MART #1167	\$ \$	360.00 352.62
ZORO TOOLS INC	\$ \$	338.24
ARC*SERVICES/TRAINING	\$	336.00
MILWAUKEE PUBLIC MUSEUM	\$	332.00
HY VEE 1391	\$	331.47
BUILDERS HARDWARE	\$ \$	328.00
AMERICAN TIME	\$	300.41
KENOSHA AREA BUSINESS	\$	300.41
LITTLEBITS ELECTRONICS IN	\$	299.95
SP * BULBAMERICA	\$	299.93
ALIGN ASSESS ACHIEVE LLC	\$	299.76
BB *DUSABLE MUSEUM	\$ \$	294.00
VISTA HIGHER LEARNING BS	\$ \$	294.00
OFFICEMAX/DEPOT 6358	φ \$	288.95
PBS DISTRIBUTION LLC #1	\$ \$	
		280.83
NSG*GALETON GLOVES	\$ \$	266.49
GROTH MUSIC		261.87
VICTORY SIGN	\$	255.56
EDUCATIONAL RESOURCE S	\$	254.00
MONSTER JANITORIAL LLC	\$	239.46
CEC	\$	238.00
BARBIZON LIGHT OF NEW EN	\$	235.39
NATL ART EDU ASSOC	\$	235.00
EPIC SPORTS, INC.	\$	234.21
CONTENT DISTRIBUTOR	\$	231.75
MCMASTER-CARR	\$	230.29
HALOGEN SUPPLY COMPANY IN	\$	228.21
FACTORYOUTLETSTORE.COM	\$	227.65
WALMART.COM 8009666546	\$	226.21
CINEMARK THEATRES 244	\$	225.00
LITANIA SPORTS GROUP INC	\$	222.64
PRUFROCK PRESS, INC.	\$	220.00
IN *IMAGINE U, LLC	\$	219.50
MEUNIER ELECTRONIC SUPPL	\$	219.11
WM SUPERCENTER #1167	\$	215.08
SP * ACCUCUT	\$	215.00
GIH*GLOBALINDUSTRIALEQ	\$	213.21
MOTION INDUSTRIES WI04	\$	211.77
AMERICAN LIBRARY ASSN	\$	208.46
ADVENTURE ROCK	\$	200.00
PESI INC	\$	199.99
LINCOLN CONTRACTOR	\$	197.57
MAKEMYNEWSPAPER.COM	\$	195.55
ONE HOUR TRANSLATION	\$	191.84
SUMMIT RACING MAIL ORDER	\$	184.52
HOTELS.COM146269699433	\$	184.46
JOHNSTONE SUPPLY	\$	184.07
PARTY CITY	\$	182.57
GREAT WALL BOOKSTORE LAS	\$	180.70
MENARDS E-COMMERCE	\$	169.58
TLF*FLOWERS BY JOSEPH	\$	165.48
CODE RED HEADSETS	\$	162.65
FIELD TURF USA	\$	159.99
AMERICAS ACTION TERRITORY	\$	150.00

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A SUMMERS GARDEN FLORIST	\$	50.00
REC PLEX SITE	\$	50.00
TARGET 00022517	\$	49.95
FACEBK LZWNJD2882	\$	48.92
WEST RACINE SHOE SERVICE	\$	48.50
WAL-MART #0910	\$	47.76
PRAIRIE SIDE TRUE VALUE	\$	46.26
CC-M3 MAC ARTHUR CO.	\$	45.77
WALGREENS #3617	\$	44.65
WALGREENS #12413	\$	42.56
TARGET 00008060	\$	41.75
SCHOOL HEALTH CORP	\$	38.09
WM SUPERCENTER #2668	\$	37.79
PLANK ROAD PUBLISHING	\$	36.45
GORDON BRUSH MFG CO INC	\$	35.94
PRICELINE*TVL PROT/CDW	\$	33.00
HOBBY LOBBY #350	\$	31.86
SQ *WANDE ENTERPRIS	\$	31.80
ADOBE SYSTEMS, INC.	\$	31.64
CVS/PHARMACY #08777	\$	31.52
SPECIALISTID.COM	\$	31.29
NATIONAL ASSOCIATION FOR	\$	31.20
SOUTHPORT VACUUM	\$	30.65
SMK*WUFOO.COM CHARGE	\$	29.95
ACP DIRECT	\$	27.45
REINDERS - BRISTOL	\$	27.00
PICK N SAVE #874	\$	26.73
THE LINT TRAP	\$	26.38
LINKEDIN-295*6692326	\$	26.00
DOA GAMING	\$	25.50
FACEBK Q4L7ZDS782	\$	23.60
WI DEPT OF FINANCIAL INST	\$	20.00
ARES HOTELS AND TICKETS	\$	17.97
PARKSIDE TRUE VALUE	\$	17.25
WM SUPERCENTER #910	\$	16.58
AUDIBLE	\$	15.77
ZOOM.US	\$	14.99
USPS PO 5642800260	\$	14.46
PIGGLY WIGGLY #344	\$	12.35
IN *HANSENS POOL & SPA, I	\$	10.99
PRENTKE ROMICH	\$	9.95
EASYKEYSCOM INC	\$ \$	9.00
USPS.COM CLICKNSHIP	\$ \$	7.70
DISCOUNTMUGS.COM	\$ \$	5.00
FACEBK R4L7ZDS782	\$ \$	1.40
FACEBK MZWNJD2882	\$ \$	1.08
US Bank Purchasing Card Payment - Individuals	\$ \$	242,297.34
OS Bank Fulchasing Card Payment - Individuals	Ф	242,291.34

KENOSHA UNIFIED SCHOOL DISTRICT Kenosha, Wisconsin

April 23, 2018

Administrative Recommendation

It is recommended that the March 2018 cash receipt deposits totaling \$397,272.57, and cash receipt wire transfers-in totaling \$51,739,467.39, be approved.

Check numbers 562348 through 563805 totaling \$9,125,785.64, and general operating wire transfers-out totaling \$409,851.82, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the March 2018 net payroll and benefit EFT batches totaling \$14,193,035.16, and net payroll check batches totaling \$11,148.94, 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

April 23, 2018

2018-2019 Employee Handbook – **Revised Edition**

The 2018-2019 handbook is the fourth edition of the handbook. With each edition, we have fewer and fewer recommended changes.

This year we have a few minor housekeeping changes and no changes that alter any currently existing benefits. Therefore, we did not hold any listening sessions as there is no recommendation to alter any existing benefits.

The following are the recommended changes for the 2018-2019 handbook:

Section 1: Employment

Inclement Weather Policy (Page 11)

We recommend substituting current language with "please refer to Board Policy and Rule 3643". This recommendation is made due to the fact that Policy and Rule 3643 is one of those policies that is updated on a more frequent basis and at times the policy and rule are updated after the handbook has gone into effect. Therefore, we want to prevent a situation where there may be outdated policy and rule language in the handbook.

Section 4: Employee Benefits and General Leaves

Vacation Days (Page 17)

We recommend adding language to clarify that although a new hire cannot take vacation within the first six months of hire, he/she will continue to accrue vacation time at the rate of 1/12 per month of his/her vacation allotment. This language is being added to clarify the definition of proration.

Family and Medical Leave Act (FMLA) (Page 19)

We recommend adding language to clarify measurement period for eligibility for family and medical leave. The recommended language reads, "Kenosha Unified School District utilizes the calendar year (January 1 through December 31) to establish its 12-month FMLA measurement period."

In addition, we recommend adding clarifying language as to the exact amount of work time needed to become eligible for FMLA under federal and state law. So, we recommend adding the following clarifying language for eligibility under federal FMLA: "Under federal Family and

Medical Leave Act (FMLA), an employee attains eligibility if he/she has worked for the District at least 1,250 hours during the 12 months preceding the commencement of family medical leave.

The recommended clarifying language for the eligibility under Wisconsin Family and Medical Leave Act (WFMLA) is as follows: "Under the Wisconsin Family and Medical Leave Act, an employee attains eligibility if he/she has worked for the District at least 52 consecutive weeks and at least 1,000 hours in the preceding 52 weeks prior to the commencement of family medical leave."

Unpaid Medical Leave (Page 23)

The District provides unpaid medical leave to those benefit eligible employees who have exhausted family and medical leave or did not originally qualify for family and medical leave. We need to clarify that the unpaid medical leave is not be taken on an intermittent basis, but consecutive basis. In addition, we recommend adding the process in which the employee must make the request for unpaid medical leave via submitting a "Request for an Unpaid Medical Leave" form and providing medical documentation supporting the need for the requested leave.

Worker's Compensation (Page 26)

When a work-related injury occurs an employee may be off work for a period of time. Since it is leave for the employee's own medical condition, this leave although worker's compensation, will run concurrently with the employee's FMLA allowance. Therefore, we are recommending the addition of the language "[a]ny leave taken under worker's compensation will run concurrently with the employee's family leave (FMLA) allowance."

Recommendation

This document was shared as a discussion item on March 27, 2018. When Administration asked, "What's missing," no shared thoughts were brought forth from the Board of Education, therefore, administration recommends that the School Board approve the 2018-2019 employee handbook (revised edition) as presented this evening as a first reading on April 23, 2018, and a second reading on May 22, 2018.

Dr. Sue Savaglio-Jarvis Superintendent of Schools Annie Petering Chief Human Resources Officer





2018-19

EMPLOYEE HANDBOOK

Effective July 1, 2018



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INTRODUCTION

This employee handbook is provided as a reference document for the District. This handbook communicates state and federal statutes and the employment policies of the Board of Education, which serves as a decision-making guide for District staff. While it is intended to provide employees with information about the District, it should not be considered all-inclusive.

Unless expressly stated, the handbook is not intended to disturb or supplant the existing administrative rules of the District, nor to replace or supersede board policy or administrative regulation. The handbook replaces any and all expired written agreements that were collectively bargained and is subject to any future collectively bargained agreements related to base wages in accordance with state law. It has been prepared to acquaint all employees with these policies, procedures, rules and regulations, and to provide for the orderly and efficient operation of the District. It is your responsibility to read and become familiar with this information and to follow the policies, procedures, rules and regulations contained herein. However, if you have questions regarding the handbook or matters that are not covered, please direct them to your immediate supervisor or the Office of Human Resources.

DISCLAIMER STATEMENT

This employee handbook has been prepared for informational purposes only. None of the statements, policies, procedures, rules or regulations contained herein constitutes a guarantee of employment, a guarantee of any other right or benefits or a contract of employment, expressed or implied.

The provisions set forth in this handbook may be altered, modified, changed or eliminated at any time by the Board of Education with notice. This employee handbook supersedes any and all previous handbooks, statements, policies, procedures, rules or regulations given to employees, whether oral or written.

The superintendent and/or his or her designee is/are responsible for the management of this handbook. The content of the handbook is the responsibility of the Board of Education.

COMMON TERMS AND DEFINITIONS

- School leadership refers to principals and/or assistant principals.
- District refers to Kenosha Unified School District.
- Supervisor refers to the individual who supervises an employee.
- Benefit eligible is defined as an employee who is .50 FTE or greater and is eligible for District benefits as defined in Section 4.
- FTE is defined as a person's full-time equivalent status.
- Exempt employee is defined as an employee who is exempt from the provisions of the Fair Labor Standards Act (FLSA) requirements for overtime compensation. Generally, certified staff (teachers) and administrators are exempt under FLSA regulations 29 U.S.C. Section 213.
- Non-exempt employee is defined as an employee who is assigned an hourly wage and may be eligible for additional compensation in accordance with the Fair Labor Standards Act (FLSA).
- Part-time employee is defined as an employee who works greater than 880 hours per year and is eligible for Wisconsin Retirement System (WRS) and life insurance.
- Part-time temporary/seasonal employee is defined as an employee who works less than 880 hours per year. This employee is not eligible for benefits.
- Workweek is defined, for payroll and FMLA leave allowance purposes, as Sunday through Saturday.

Reference: Fair Labor Standards Act

29 C.F.R. Part 541, et seq.

MANAGEMENT RESPONSIBILITIES AND EMPLOYEE EXPECTATIONS

The Board of Education and/or administration have the right to establish organizational goals and objectives and to organize resources to achieve desired results. These responsibilities of management include, but are not limited to, the right to:

- Hire, promote, transfer, evaluate, discipline and terminate employees in accordance with board of education policies and procedures and applicable laws.
- Reassign employees from one position to another within the same or a comparable job.
- Direct and motivate the workforce; determine its composition, organization and structure; and to assign work.
- Establish job standards, expectations and work rules.
- Amend, revise, revoke or issue new policies and procedures for employees.

Employees of Kenosha Unified School District have the following reasonable expectations of management:

- A clear understanding of the individual job descriptions, standards, expectations and work rules.
- Performance appraisal based upon job-related criteria.
- A safe and healthy work environment.
- Willingness to respond to employees' concerns and complaints.
- Fair and non-discriminatory application of policies and procedures.
- Disciplinary action/termination based upon board of education policies and procedures.

SECTION 1: EMPLOYMENT

EQUAL OPPORTUNITY EMPLOYER

The District is an equal opportunity employer. Personnel administration in the District shall be conducted so as not to discriminate on the basis of age, race, creed, religion, color, sex, pregnancy, sexual orientation, national origin, disability, political affiliation, handicap, marital status, ancestry, citizenship, arrest or conviction record, membership in the National Guard, state defense force, or any other reserve component of the military forces of the United States or Wisconsin, use or non-use of lawful products off school premises during non-working hours, or any other reason prohibited by state or federal law. This policy shall apply to hiring, placement, assignment, formal and informal training, seniority, transfer, promotion, lay-off, recall and termination.

Similarly, all salaries, wages, benefit programs and personnel policies shall be administered in conformity with this policy.

Reasonable accommodations shall be made for qualified individuals with a disability or handicap, unless such accommodations would impose an undue hardship on the District.

Any applicant or employee who believes he/she has been discriminated against in violation of this policy may file a complaint. Responsibility for overseeing the District's equal employment opportunity and affirmative action programs and investigating discrimination complaints is assigned to the Office of Human Resources.

All employees will receive information and training regarding rights and responsibilities about discrimination considerations as they relate to employment.

Reference: Board Policy/Rule 4110

ANTI-HARASSMENT

The Kenosha Unified School District seeks to provide fair and equal employment opportunities and to maintain a professional work and academic environment comprised of people who respect one another and who believe in the District's high ideals. Harassment is a form of misconduct that undermines the integrity of the District's employment and academic relationships. All employees and students must be allowed to work and learn in an environment that is free from intimidation and harassment.

All new employees will receive a copy of the employee harassment policy and other harassment educational information as a part of the initial employment process and at other times as appropriate and necessary. Harassment or similar unacceptable activities that could become a condition of employment or a basis for personnel decisions, or which create a hostile, intimidating or offensive environment are specifically prohibited by the District. Intimidation and harassment can arise from a broad range of physical or verbal behaviors by employees or by non-employees, such as outside contractors or members of the community, which can include, but are not limited to, the following:

- physical or mental abuse;
- offensive or derogatory comments to any person, either directly or indirectly, based on the person's membership in any protected class;
- racial, ethnic or religious insults or slurs;
- unwelcome sexual advances, touching or demands for sexual favors, accompanied by implied or

overt promises of preferential treatment or threats concerning an individual's employment or academic status;

- sexual comments, jokes or display of sexually offensive materials;
- sex-oriented name-calling or bullying;
- inappropriate staring at another individual or touching of his/her clothing, hair or body;
- asking personal questions about another individual's sex life and
- repeatedly asking out an employee who has stated that he/she is not interested.

These activities are offensive and inappropriate in a school atmosphere and in the workplace. This is a serious issue not just for the District but also for each individual in the District. It is the responsibility of the administration and all employees to ensure that these prohibited activities do not occur. An employee or supervisor may be held individually liable as a harasser and subject to the same penalties that may be imposed upon employers under state or federal law.

Any employee who engages in harassment or similar unacceptable behavior, or retaliates against another individual because the individual made a report of such behavior or participated in an investigation of a claim of harassment or similar unacceptable behavior, is subject to immediate discipline, up to and including discharge. Any employee who witnesses or otherwise becomes aware of harassment or similar unacceptable behavior has an affirmative duty to report said conduct to his or her supervisor, or to the administration.

Any person who believes that he or she has been the subject of prohibited harassment or similar unacceptable behavior or retaliation should report the matter immediately to the Office of Human Resources or, in the alternative, the superintendent/designee. All such reports will be investigated promptly and will be kept confidential within the bounds of the investigation and the law.

Reference: Board Policy 4111

USE OF TELEPHONES/MOBILE PHONES/PAGERS

The District provides mobile telephones to some employees for the purpose of conducting District business. The use of District-owned mobile phones to make or receive personal calls is discouraged, although it is understood that usage for personal reasons may be necessary in some situations. Use of District mobile phones resulting in cost due to overage, long distance, roaming or other charges realized by the employee shall be the responsibility of the employee. Such costs shall be passed along to the employee.

In addition, employees are prohibited from using personal cellphones and pagers while supervising students during work hours unless pre-approved by his or her supervisor. Employees are allowed to make personal calls on their personal cellphones when not supervising students.

Employees may not use District-owned mobile phones while driving any District-owned or personal vehicle at any time, unless a hands-free device is employed. Employees are also prohibited from using personal mobile phones while driving a District vehicle, or while driving a personal vehicle in the performance of District business, unless a hands-free device is employed. In addition, texting or emailing while driving a District vehicle or while driving a personal vehicle while on District business is prohibited.

In all cases, employees must adhere to all state or local rules and regulations regarding the use of handheld communication devices while driving. In the case of a specific personal situation that requires an employee to be available via phone or pager for extraordinary needs, arrangements must be made in advance with his or her supervisor.

Supervisors will notify employees of any emergency calls intended for the employee.

USE OF CAMERAS, VIDEO AND AUDIO RECORDING DEVICES

Cameras, video and audio recording devices are prohibited on District premises without prior consent of a supervisor.

The District recognizes that some handheld communication devices, including cellphones, have the capability to take photographs and record. Employees are prohibited from taking photographs, videotaping or audio recording anywhere on District grounds, by any means, without authorization.

STAFF ACCEPTABLE USE

Technology may be used for instruction, research, communication and other educational or professional purposes. Employee use of technology shall be consistent with the educational goals and objectives of the District and shall comply with applicable Board policies and rules.

The District will maintain a District website and use social media for the purpose of collaborating, communicating and disseminating District information. Content posted on the District's website and social media pages is the property of the District.

The District's electronic communication system, which includes telephones, copy/scan/fax machines, desktop computers, laptop computers, email and the network, is the property of the District. All messages, information and data sent, received or stored on the District's electronic communication system is the property of the District. The District reserves the right to monitor employee and student use of technology and inspect any messages, information or data sent, received or stored on the District's electronic communication system.

Failure to comply with this policy and its implementing rule may result in discipline, up to and including termination.

For the purposes of this document, an electronic communications system is defined as the District's technology offerings, including but not limited to telephones, mobile phones, fax/scan/copy machines, internet, Wi-Fi, the network computing devices and other technology tools available to staff.

- 1. **Responsibility:** Employees are responsible for the proper use of any District electronic communication accounts that are issued under their name or that the employee is charged with managing. Employees are responsible for ensuring proper use of technology by students under their supervision.
- 2. Passwords and security: Employees are prohibited from sharing their password for any electronic communication accounts that are issued under their name. Employees may, however, share their password with a member of the IT staff, if necessary. In that case, the employee shall change his or her password immediately after the IT staff member has completed the task. Employees also are prohibited from accessing another user's account without permission. If an employee identifies a security problem associated with the network or his or her user account, the employee shall notify IT staff.
- 3. **Privacy:** Passwords are for the purpose of preventing unauthorized access to the District's electronic communication system only; employees have no expectation of privacy when using the District's electronic communication system, even for personal use. The electronic communication system is the property of the District, and the District reserves the right to monitor and inspect any messages, information and data sent, received or stored on the District's electronic communication system. Documents or messages created, sent, received or stored on the District's electronic information system may be considered a public record and subject to disclosure under the Public Records Law.

- 4. **Prohibited use of the District's electronic communication system:** Employees' use of the District's Electronic Communication System must reflect the District's standards for professionalism. Employees shall not use the District's electronic communication system for:
 - a. Accessing, sending, viewing or storing messages, images, websites or other materials which are sexually explicit, obscene, pornographic, or harmful to minors;
 - b. Soliciting for personal commercial activities or non-District related organizations or activities, unless approved by the District pursuant to the procedures in Board Policy 1500;
 - c. Accessing or disclosing confidential information without authorization any access to or disclosure of confidential student information must comply with the Family Educational Rights and Privacy Act, Section 118.125 of the Wisconsin statutes and the District's student records policy); or
 - d. Any other purpose which would violate law or Board policy (including harassment policies).

Employees who use District equipment on District premises will accept full and unconditional responsibility for any equipment damage or loss and will reimburse the District within a reasonable time for the applicable repair/replacement cost. Further, the responsible party agrees to hold the District harmless for damages caused to any individual or others by the use of this equipment.

5. <u>Use of District technology equipment off District premises</u>: Employees may use District-owned technology equipment off District premises with appropriate administrator approval. Technology equipment may not be removed from a District building if its removal in any way causes disruption to the learning environment or decreases access to technology for District staff. Any technology assigned to staff for both on and off premises must be reflected in Destiny Asset Manager.

Employees who use District equipment off District premises will accept full and unconditional responsibility for any equipment damage or loss and will reimburse the District within a reasonable time for the applicable repair/replacement cost. Further, the responsible party agrees to hold the District harmless for damages caused to any individual or others by the use of this equipment.

- 6. Personal use of the District's electronic communication system: Incidental and occasional personal use of the District's electronic communication system is permitted, but such use is subject to this policy. Personal use of technology must be limited to break time and time outside the workday. Personal use must not interfere with student instruction, the performance of an employee's job duties or District business. Employees shall not use their District email address for personal commercial purposes. Employees may connect personal technology devices to the District's network, as long as this does not interfere with the operation, integrity or security of the District's network. The District is not responsible for the safety or security of personal technology devices or the software on them that employees choose to bring into the District. The District does not provide technology support for personal devices.
- 7. Personal/off-duty use of social media and personal web pages: Even if an employee is off-duty and not using the District's electronic communication system, an employee's personal use of technology or social media may be subject to this policy and regulated by the District if: the employee chooses to identify himself/herself as a District employee; the use affects the employee's job performance or the performance of other District employees or the use involves or relates to the District, District students/families or District employees. Unless authorized to do so by the superintendent or his/her designee, employees shall not represent themselves as a spokesperson for the District or create or post content to a personal/non-authorized website that purports to be an official/authorized website of the District. Employees shall not use their District email address to register for a personal social media account and shall not post photos of students or other personally identifiable confidential student information on personal pages and/or sites without the written consent of the adult student or the minor student's parent/guardian.

- 8. <u>Electronic communication with students</u>: Employees shall use their District email address when communicating with students. Unless authorized to do so by the superintendent or his/her designee, employees shall not communicate with students via their personal email addresses, social media accounts, home phones, cellphones or other application not authorized by the District for communication with students. Employees also should use discretion when communicating with parents on social medial (e.g., accepting "friend" or "follower" requests).
- 9. The District's website/social media pages: The superintendent or his/her designee reserve the right to approve content posted on the District's website and social media pages. All school-level web editors must communicate with the District web specialist for information and assistance. The editors are responsible for ensuring accurate information is shared by maintaining the website and requesting updates be made by the web specialist. All school-level social media administrators must communicate with the District communications specialist for information and assistance. The social media administrators are responsible for ensuring accurate and timely information is shared and/or posted. The web editors and social media administrators are expected to ensure accurate spelling and grammar.

The following content shall not be posted or shared on the District's website or social media pages:

- a. Content that is sexually explicit, obscene, pornographic or depicts alcohol, drug or tobacco use.
- b. Copyrighted material without the written consent from the owner and proper attribution.
- c. Any photos, videos, names, artwork or other likenesses of students with a media restriction on file.
- d. Links to personal or commercial websites.
- e. Content that violates Board policy or rules.
- f. Personally identifiable information relating to individual students or their families, except as permitted by the Family Educational Rights and Privacy Act, Section 118.125 of the Wisconsin statutes, and the District's student records policy. Elementary (4K-5) students only may be identified by their first name and last initial. Note: Regardless of age, photos, videos, names, artwork or other likenesses cannot be used if a student has a media restriction on file. Home telephone numbers, home addresses and email addresses of students and their family members shall not be posted or shared.

Reference: Board Policy and Rule 4226

CONFLICT OF INTEREST

In order to ensure sound management policies and procedures and in order to avoid actual or potential conflicts of interest, no close relative of any employee of the District or a member of the Board of Education shall be appointed to and/or assigned to a position having a conflicting interest with a position held by a close relative.

Conflicting interest is defined as having a direct responsibility involving power to recommend appointment, dismissal, promotion and demotion or for supervision and evaluation of close relatives. For purposes of this policy, close relatives shall be defined as spouse, parent, mother-in-law, father-in-law, son, daughter, sister, brother, brother-in-law, sister-in-law, daughter-in-law or son-in-law.

Positions of conflicting interest are defined as follows:

1. Any administrative or supervisory position having immediate or partial supervisory responsibilities on other than an occasional basis. (For purposes of applying this section of the policy, the quasi-supervisory positions of the following sections shall not be viewed as immediate supervisory positions.)

- 2. Any teaching position having quasi-supervisory responsibilities such as a teacher consultant or department chairperson, or any teaching position having an educational assistant position.
- 3. Any secretarial position having supervisory responsibility within a given school or department.
- 4. Any building service employee having supervisory responsibilities such as head custodian, assistant head custodian, foreman or head cook.
- 5. Any Recreation Department position having supervisory responsibility within any program.

In addition to any statutory requirements regarding conflicts of interests of board members, no board member shall participate in a decision regarding the employment or discipline of a close relative.

Nothing in this policy shall be construed as discouraging the appointment of relatives for positions not designated by this policy as being in conflict. Except as restricted by this policy, each recommendation for appointment shall be based upon the best qualified applicant for the position to be filled. Nothing in this policy shall be construed to limit the opportunity for promotion of any person employed by the District.

Reference: Board Policy 4331

SCHOOL YEAR/HOURS OF THE DAY/WORKDAY

The current school year calendar can be found on the District's website at www.kusd.edu.

Work schedules for employees vary throughout the school district. Supervisors will advise employees of their individual work schedules. Staff needs and operational demands may necessitate variation in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

All staff is responsible for the completion of their duties as set forth in the job description and those other duties specific to each position.

LUNCH PERIODS

Hourly employees working six hours or more per day shall receive at least a 30-minute duty-free lunch period. Lunch will be scheduled with a supervisor to best meet the scheduling needs of the building or department. An employee must receive permission to work during their scheduled lunch period and must report any time worked.

BREAK TIME FOR NURSING MOTHERS

As per Section 7(r) of the Fair Labor Standards Act, for one year after the birth of a child, all nursing mothers will be allowed reasonable break time during the work day to express breast milk. The break time will be allowed each time the mother has the need to express breast milk. A place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, will be provided for nursing mothers to express breast milk.

Reference: Board Policies 4351 and 4351.1

EMERGENCY CLOSINGS

In the event the District is closed or an individual building(s) is closed, full or partial day closures may be made up at the discretion of the District. The District shall, at a minimum, make up all minutes necessary to guarantee the receipt of state aids and/or necessary to meet the annual school year requirements of the State of Wisconsin.

See the Inclement Weather section to determine who reports to work during a school closing.

Reference: Board Policies 3643 and 6210

Wisconsin Statutes

Sections 115.01(1)

121.006(2) 121.02(1)

INCLEMENT WEATHER

Please refer to Board Policy and Rule 3643.

Reference: Board Policy/Rule 3643

JOB POSTINGS

When the District determines to post a position, the vacancies will be posted on the District website for a minimum of five days.

EMPLOYMENT ID

Each employee is given an ID badge at the time of hire. The ID is provided for security purposes. The first badge is issued at no cost to the employee. Any lost or stolen badges should be reported to your supervisor. Employees are expected to wear their badge every day and ensure it is visible when on District property.

FACILITY VISITORS

The District welcomes visitors. To ensure the safety and well-being of all students and staff, visitors must comply with the following procedures:

- 1. Enter through the front lobby area.
- 2. Sign the visitor register upon entering and exiting the facility to ensure that everyone is accounted for in the event of an emergency.
- 3. Wear required identification.
- 4. Comply with building procedures to ensure the safety of the students and staff.

SECTION 2: COMPENSATION

BASE PAY

KUSD is committed to providing a fair and competitive compensation package that will attract, retain and develop staff.

JOB CLASSIFICATIONS

KUSD positions will be assigned to employment classifications based on the education and experience requirements of the positions and in accordance with state or federal requirements, where applicable. When positions change, they will be reassessed and may be reclassified, if necessary.

PAYROLL

KUSD runs payroll on a biweekly cycle. Payroll information, including payroll periods and pay dates, is updated and published annually on the KUSD Staff Information web page and by contacting the Payroll Department, in addition to distribution to all new hires. All employees' normal wages are paid through the end of the current pay period. Special wages, like overtime and call-in pay (see #5 below), will be included in the next pay period.

DIRECT DEPOSIT

KUSD requires and provides direct deposit into the employee's bank or credit union. All payrolls are processed utilizing direct deposit only.

EMPLOYEE ONLINE PORTAL

All employees will have the ability to view their paycheck stubs through Employee Online. It is each employee's responsibility to verify the accuracy of the information. Employees should check for mistakes made in salary and leave balances each time a paycheck is directly deposited. The Kenosha Unified School District takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event of an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Payroll Department so that corrections can be made as quickly as possible. Any changes to an employee's time record must be approved by his/her supervisor/principal.

OVERTIME/COMPENSATORY TIME OFF FOR HOURLY EMPLOYEES

Overtime assignments and weekend duties for hourly employees will be assigned at the discretion of the supervisor and/or District administrator. Hours, shifts and assignments will be determined by the District. Employees will be paid for all hours worked. All overtime must be approved in advance by the immediate supervisor. Employees will be paid overtime as required by the Fair Labor Standards Act. The District may provide mutually agreeable compensatory time off in lieu of overtime pay.

- 1. Call-in pay: *Employees may be called in to work by the District as needed*. Only non-exempt employees will receive a minimum of one hour pay per occurrence for each time called into work. If call-in hours result in more than 40 hours for the week, non-exempt employees will be paid overtime pay for time worked over 40 hours.
- 2. **Overtime pay:** Only non-exempt employees will receive compensation at the rate of one and one-half times their regular hourly rate of pay for all hours worked over 40 hours in any given work week. A supervisor must always approve overtime before it is performed. Only actual hours worked will be

used to calculate overtime. Paid time off for vacation, holidays, sick days, leaves of absence or other reasons will not be considered hours worked. Supervisors will attempt to provide employees with reasonable notice when the need for overtime arises, however, advance notice may not always be possible.

TIME AND ATTENDANCE

All non-exempt employees are required to keep accurate and complete records of time worked on a District-issued timesheet or timekeeping system (check with your supervisor). Non-exempt employees will forward a complete and signed timesheet to their supervisor at the end of each pay period within one working day.

PAYROLL DEDUCTION

All required deductions, such as federal, state and local taxes, and all authorized voluntary deductions, such as TSAs, Wisconsin Retirement System contributions and health insurance premiums, will be withheld automatically from employee paychecks. However, employees are responsible to set up any additional voluntary deductions via Employee Online.

GARNISHMENTS AND WAGE ASSIGNMENTS

All official garnishments and wage adjustments will be processed according to the prevailing applicable laws via legal documents provided to the Payroll Department.

TAX DEFERRED INVESTMENTS

Employees have the opportunity to take advantage of tax deferred income taxation provisions. The Office of Human Resources will maintain a list of investment companies available to employees.

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Reference: Wisconsin Statutes
Sections 71.64
103.457
109.03
241.09
812.42
812.43
Fair Labor Standards Act
26 U.S.C. 3102
26 U.S.C. 3402
29 C.F.R. Part 541, et seq.
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SECTION 3: EMPLOYMENT RECORDS

PERSONNEL DATA CHANGES

The District maintains personnel records and files for each employee. Maintaining these files with up to date information is very important as it provides the District with contact information in case of emergency, address mailings, data for payroll purposes, and information required for reporting purposes and benefit programs.

All employees must notify the Office of Human Resources within five days of any changes in:

- 1. Address
- 2. Marital status/name change
- 3. Party to be notified in case of emergency
- 4. Phone number
- 5. Dependent(s)

PERSONNEL RECORDS

Records of all personnel shall be considered confidential to the extent required by law and shall be kept in the Office of Human Resources. Records shall be maintained in accordance with all applicable federal and state laws and regulations, and retained in accordance with the District's record retention schedule.

- 1. Personnel records may be examined in the presence of the Office of Human Resources personnel.
- 2. Materials shall not be removed from personnel files without permission of the superintendent or designee.
- 3. The Office of Human Resources may duplicate post-employment file materials for the employee and the individual employee will pay the cost.
- 4. Transcripts and licenses may, if requested, be returned to individuals upon termination of employment provided a receipt is signed.
- 5. Pre-employment references, credentials and evaluations are not available to employees. Confidential pre-employment credentials shall be sent to the supplying agency only.
- 6. Personnel files will not be available to former employees, except to the extent authorized by law.
- 7. Employee information may be made available to anyone to the extent authorized by law. Ordinarily, employee information available to the public shall be limited to the name of the employee, the assignment, the dates of employment and compensation.
- 8. An employee may request the source of any material placed in his/her file.
- 9. Any written complaint about an employee, or written material that the employee's principal or other supervisor deems derogatory, will be called to the employee's attention within 48 hours. The employee may respond; his/her response will be reviewed by the administrator, attached to the complaint or written material and included in the employee's personnel file.
- 10. Where parents have oral complaints about an employee, the affected employee will be notified if/ when they are addressed by an administrator in writing. The employee will be given a meaningful opportunity to provide input for the response.

Reference: Board Policy/Rule 4260

EMPLOYEE EVALUATIONS

Personnel shall be evaluated periodically and recommendations for further employment shall be made by the superintendent of schools or designee. Employee evaluations shall be conducted in accordance with applicable state laws and established District procedures.

The Office of Human Resources shall establish the evaluation period for all employees, including the necessary evaluation schedule, forms, processes and filing.

Students may evaluate the performance of their secondary teachers using established evaluation forms and in accordance with established procedures. The evaluation forms shall be kept confidential until after course grades are assigned by the teacher and then become the teacher's property.

Reference: Board Policy/Rule 4380

SECTION 4: EMPLOYEE BENEFITS AND GENERAL LEAVES

BENEFITS

The District offers a comprehensive benefit package. Details with respect to eligibility, benefits, including employee contributions (premium costs), claims procedures and limitations can be found on the District website. Benefits may include health, dental, life, vision, disability, flex and retirement savings and are subject to change.

VACATION DAYS

Vacation is earned on the fiscal year (July 1-June 30) and taken on the calendar year (Jan. 1-Dec. 31). New employees may not take vacation for six months from the date of hire. **However, new employees will earn vacation time on a prorated basis at the rate of 1/12 of their allocated amount per month.** and this amount will be prorated, based on full-time equivalent, during the first year of hire.

All employees who earn vacation time will be paid out unused earned vacation time upon a voluntary separation from the District. Payout of vacation time will be calculated based on the remaining balance of vacation days earned as of the date of the voluntary separation. Any individual whose employment with the District is involuntarily terminated will not be paid for unused earned vacation time.

Vacation time shall be taken in half-day or full-day increments. The vacation period and the number of employees on vacation at any given period shall be determined and approved by the employee's immediate supervisor or principal. The supervisor may deny the use of vacation time at times determined to be inappropriate. Payment in lieu of vacation time will not be granted.

Administrative, Supervisory and Technical employees (AST)

See AST Policy

Non-exempt/hourly 12-month employees

(Employees currently receiving a greater benefit will retain that benefit)

One week = five days

After six months, prorated

After During first year, two weeks prorated

After first year, two weeks

After second year, three weeks

After third year, four weeks

Non-exempt/hourly 10-month employees (food service or secretary)

Current 10-month employees who continue to accrue vacation will maintain their vacation benefit for the duration of their employment as a 10-month employee, but vacation may not be taken. Payment for vacation time in lieu of time off will be granted annually in June. Once an employee leaves one of the two 10-month employee groups referenced above via transfer or separation from the District, their grandfather status is gone. The sunset of this benefit was effective June 30, 2013.

CARRY-OVER VACATION DAYS

Employees may carry over a maximum of five vacation days from one calendar year to another. Employees must submit their requests for carry-over vacation days, after approval by their department supervisors, to the office of Human Resources before commencement of winter recess. This vacation must be used by June 30 of the following calendar year. Any remaining at that time will be removed from the employee's available vacation leave balance.

Reference: Board Policy 4280

PERSONAL DAYS

All employees who earn sick days may request to use up to two days as paid personal days. Personal days may be taken January through December. The Personal Request Leave form can be found on the District website and must be submitted to the employee's supervisor for approval. These days will be deducted from the employee's accrued sick days.

ILLNESS ON A HOLIDAY OR VACATION DAY

Any illness or disability, which occurs after approved vacation has commenced, is considered vacation and shall not be paid as other benefit time. If one of the paid holidays shall fall during an employee's vacation, the paid holiday will be applied in lieu of the paid vacation day.

HOLIDAYS

Administrative, Supervisory and Technical employees (AST)

See AST Policy

Non-exempt/hourly 12-month employees

Independence Day

Labor Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve

Christmas Day

New Year's Eve

New Year's Day

Martin Luther King, Jr. Day

Good Friday

Memorial Day

Exempt and non-exempt/hourly 10-month employees

Labor Day

Thanksgiving Day

Day after Thanksgiving

Christmas Day

New Year's Day

Martin Luther King, Jr. Day Good

Friday

Memorial Day

Additional holiday information

The District will establish the preceding Friday or the following Monday as the holiday if the holiday falls on a Saturday or Sunday.

All 12-month exempt and non-exempt (hourly workers) will receive winter recess as paid time off. These dates are designated by the District calendar.

Supervisors have the option of adjusting schedules of those employees who may have to work due to the needs of the District.

Ten-month employees are off during spring break and winter recess; however, these are unpaid days except the holidays referenced above. Temporary part-time non-benefit employees are not eligible for holiday pay.

In order to receive holiday pay, an employee must work their last scheduled day before and the next scheduled day after the holiday unless other arrangements are made in advance with the employee's supervisor or the employee is on vacation at the time of the holiday. If an employee does not do so, then the employee will not be paid for the holiday.

SICK DAYS

Sickness is defined as personal illness, disability, or emotional upset caused by serious accident or illness in the immediate family.

Employees who work 10 months will receive 10 paid days per year and those who work 12 months will receive 12 paid days per year up to a maximum of 90 days. Any benefit-eligible employee who works 50 percent or greater per week (.50 FTE or greater) will be eligible for sick leave on a pro-rated basis. Temporary (part-time/non-benefit eligible) employees will not accrue sick days. Employees currently receiving a greater benefit will retain that benefit.

Sick days may not be used prior to accrual. The District may require employees to provide a note from the doctor verifying that an absence was caused by a medical situation. The District also may require documentation from the doctor authorizing the employee to return to work. If sick days are exhausted, employees should refer to this handbook for additional unpaid leaves available.

For purposes of using sick days, immediate family is defined to include only spouse, brother(s), sister(s), children, parent(s), parent(s)-in-law, domestic partner and other family members living in the household. Sick days may be used for other individuals only with the prior approval of the superintendent or his or her designee.

Sick days will be taken in half-day or full-day increments. After three consecutive days, the employee must provide documentation from the physician who treated the employee and/or employee's immediate family when returning to work. The supervisor may request a medical excuse or other documentation regarding the use of sick days at any time.

Sick days will not be paid out upon separation from the District. Administrative, Supervisory and Technical employees should refer to their policy.

BEREAVEMENT

Bereavement may be utilized up to six paid days for immediate family members (including spouse, mother father, sister, brother, child, son-in-law, daughter-in-law, father-in-law, mother-in-law, domestic partner or any other person whom the employee stands in a mutually acknowledged relation of parent or child) and up to three paid days for grandparents, grandchildren, sister-in-law, brother-in-law, aunt, uncle, niece, nephew, stepmother or stepfather. Proof of death must be provided to the building/department leave reporting secretary.

JURY DUTY

Upon receipt of notification from the state or federal courts of an obligation to serve on a jury or to act as a court witness, an employee should notify his or her supervisor. The employee is required to provide copies of the subpoena or jury summons to his or her supervisor and the Office of Human Resources. The supervisor will verify the notification and make scheduling adjustments to accommodate the employee's obligation. Employees will not be deducted pay for jury duty or subpoenaed court appearances on behalf of the District if the above is adhered to. If an employee is called to appear as a plaintiff, defendant or for subpoenaed and non- subpoenaed court appearances not related to the District, they will be deducted pay unless vacation or personal days are used. Any compensation (except transportation) received by the employee for jury duty or service must be paid to the District.

FAMILY AND MEDICAL LEAVE ACT (FMLA)

Employees may be eligible for leave in accordance with the state and federal Family and Medical Leave Acts. Kenosha Unified School District utilizes the calendar year (January 1 through December 31) to establish its 12-month FMLA measurement period.

Under the federal Family and Medical Leave Act (FMLA), an employee attains eligibility if he/she has worked for the District for at least 1, 250 hours during the 12 months preceding the commencement of family medical leave. Eligible employees are entitled to 12 workweeks of unpaid leave during a calendar year for the birth of a child and to care for the newborn child; or placement with the employee of a child for adoption or foster care and to care for the newly placed child; to care for the employee's spouse, child or parent who has a serious health condition; a serious health condition that makes the employee unable to perform the essential functions of his or her job; or for any qualifying exigency arising out of the fact that a spouse, son, daughter or parent is a military member on covered active duty or call to covered active duty status. An employee may qualify for FMLA of up to 26 workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness, when the employee is the spouse, son, daughter, parent, or next of kin of the service member.

Under the Wisconsin Family and Medical Leave Act (WFMLA), an employee attains eligibility if he/she has worked for the District at least 52 consecutive weeks and at least 1,000 hours in the preceding 52 weeks prior to the commencement of family medical leave. Eligible employees are entitled to six weeks of unpaid family leave in a calendar year for the birth of a child or placement of a child with the employee for adoption and two weeks of unpaid family leave to care for the employee's child, spouse, domestic partner or parent if the child, spouse, domestic partner or parent has a serious health condition. Eligible employees are entitled to two weeks of unpaid medical leave for a serious health condition of the employee which makes the employee unable to perform his or her employment.

Leave under the FMLA and WFMLA will be run concurrently, as allowed by law, and will be run concurrently with any other leave which is available to the employee under other District leave and absence policies. All or a portion of this period may be paid in certain instances. The taking of leave under this policy and its accompanying guidelines will not be used against an employee in any employment decision, including in the determination of raises or discipline.

These are the guidelines for taking family and/or medical leave by employees of the Kenosha Unified School District:

1. Eligibility for leave

An employee is eligible for leave under WFMLA if he or she has been employed by the District for more than 52 consecutive weeks and has been paid by the District for at least 1,000 hours during the 52-week period prior to the time leave begins. An employee is eligible for leave under the FMLA if he or she has been employed for 12 months by the District and has worked at least 1,250 hours during the 12-month period prior to the time leave begins.

2. Type of leave available

a. Birth of a child or placement of a child for adoption or foster care

Unpaid leave may be taken by an eligible employee for the birth of a child or placement of a child for adoption or foster care with the employee. Under the FMLA, leave must conclude no later than 12 months after the child's birth or placement. An employee may elect to substitute accrued paid leave, as defined under the applicable Board Policy or employee handbook, or the District may require the employee to substitute accrued paid leave for unpaid FMLA leave. Leave taken under the WFMLA must begin within 16 weeks of the child's birth or placement. An employee entitled to leave under the WFMLA may substitute any other paid or unpaid leave which has accrued to the employee. Any substituted paid time used will not be available later.

b. Serious health condition of employee

Unpaid leave may be taken by an eligible employee in the event the employee experiences a "serious health condition." A "serious health condition" will generally occur when the employee receives inpatient care at a hospital, hospice or nursing home or when the employee experiences a disabling physical or mental condition and receives outpatient care which requires continuing treatment by a health care provider. Medical leave may be taken all at once or in smaller increments as medically necessary. An employee must provide the District with a "Health Care Provider Certification" form completed by the treating health care provider no later than 15 days of the employee's request for leave. "Health Care Provider Certification" forms are available from the Office of Human Resources. Any accrued leave, as defined under the applicable Board policy or the employee handbook, that the employee may have at the time the leave begins may be used, or may be required to be used as permitted under federal law, for all or a portion of the otherwise paid leave period. If the leave is required due to a work-related injury, workers' compensation leave will run concurrently with the leave an employee is entitled to under the law to the extent permitted. Any substituted paid leave used will not be available later.

c. Serious health condition of parent, spouse, child or, domestic partner

Unpaid leave may be taken by an eligible employee in the event the employee's parent, spouse, child or domestic partner experiences a serious health condition. A serious health condition will generally occur when the individual receives inpatient care at a hospital, hospice or nursing home or when the individual experiences a disabling physical or mental condition and receives outpatient care which requires continuing treatment by a health care provider.

d. Qualifying exigency

Under the FMLA, unpaid leave may be taken for any qualifying exigency arising out of the fact that a spouse, son, daughter or parent is a military member on covered active duty or call to covered active duty status. An employee may be required to provide certification of the need for exigency leave. Accrued leave, as defined under the applicable District policy or the employee handbook, that the employee may have at the time the leave begins may be used, or may be required to be used as permitted under federal law, for all

or a portion of the otherwise paid leave period. Any substituted paid leave used will not be available later.

e. Military caregiver leave

Under the FMLA, unpaid leave may be taken to care for a covered service member with a serious injury or illness, when the employee is the spouse, son, daughter, parent, or next of kin of the service member. An employee may be required to provide certification of the need for exigency leave. Accrued leave, as defined under the applicable District policy or the employee handbook, that the employee may have at the time the leave begins may be used, or may be required to be used as permitted under federal law, for all or a portion of the otherwise paid leave period. Any substituted paid leave used will not be available later.

The following information concerns your rights and obligations under the family and medical leave laws, and District policy and guidelines, and will explain to you the consequences of your failure to meet these obligations. Please read this information carefully, and if you have any questions, please contact your supervisor or the Office of Human Resources.

- 1. **Leave entitlement.** The actual amount of time you spend on family and/or medical leave will be subtracted from your unpaid leave entitlement for a calendar year. Your family and medical leave, under state and federal laws, will run concurrently with any other leave for which you are eligible under applicable District policies.
- 2. **Medical certification**. If your request is based on your serious health condition or the serious health condition of your child, spouse, parent, domestic partner or covered service member, you must provide the District with a medical certification ("Health Care Provider Certification") prepared by the health provider. This certification must be provided to the District within 15 calendar days of the request for leave, unless it is not practicable under the particular circumstances to do so despite the employee's diligent, good-faith efforts, in which case it must be provided as soon as practicable. If you fail to provide a timely certification, your leave request or your continuation for leave may be denied or delayed until the required certification is provided.
- 3. **Additional certification**. If the District has any doubts about the accuracy of your initial medical certification, you must submit to another certification, at the District's expense, by a health care provider selected by the District. If the second opinion differs from the initial certification, a third opinion may be obtained. The third opinion is final and binding.
- 4. **Re-certification**. On a periodic basis, you must provide the District with subsequent re-certifications that your serious health condition still prevents you from performing your job functions or that you are still needed to care for a family member with a serious health condition.
- 5. **Intent to return to work**. You must provide the District with a periodic report on your status and intent to return to work.
- 6. **Fitness for duty**. If you are on medical leave because of your own serious health condition, you must provide the District with a medical release, "Fitness for Duty Certification" form signed by your health care provider before you can return to work. If you fail to provide the District with a medical release, your reinstatement will be delayed until the required certification is provided or denied.
- 7. **Substitution**. You may be paid by the District, or you may request payment, for any paid leave to which you have a right to payment at the time of your leave under the District's applicable leave policies. When paid leave is substituted for your unpaid leave, the paid leave will run concurrently with your family and medical leave and will not be available to you later. Under no circumstances will you be entitled to additional family and/or medical leave as a result of the substitution of paid leave.

- 8. **Maintenance of insurance coverage**. In order to maintain your group health coverage during your family or medical leave you must continue to pay any employee required contributions towards the health insurance premiums, as you did prior to your leave. If you elect to substitute paid leave, or if the District requires the substitution of paid leave, your share of premiums, if any, will be paid through the District's normal payroll deduction method. Otherwise, the District will designate a method for collecting premiums when your leave is unpaid.
- 9. **Employment protection**. Upon returning to work from family or medical leave, you will be reinstated to the position you held prior to leave or, if your position has been filled, to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment. You will have no greater right to employment at the end of your leave than you would have had with the District if you had not taken leave.
 - In the case of instructional employees, your re-employment may be delayed until the commencement of the next school semester if your leave begins in the last five weeks of the semester. Please contact the Office of Human Resources for additional information on your reinstatement rights.
- 10. **Recovery of premiums**. If you fail to return to work after your family or medical leave, you will be liable to the District for any health coverage premiums paid on your behalf during your leave.

Wisconsin Bone Marrow and Organ Donation Leave Act

Unpaid leave may be taken by an eligible employee for the purpose of service as a bone marrow or organ donor if the employee provides his or her employer with written verification that the employee is to serve as a bone marrow or organ donor. An employee is eligible for leave if he or she has been employed by the District for more than 52 consecutive weeks and worked at least 1,000 hours during the preceding 52-week period. Leave may be taken only for the period necessary for the employee to undergo the bone marrow or organ donation procedure and to recover from the procedure, up to a maximum of six weeks in a 12-month period.

If an employee requests bone marrow and organ donation leave, the employer may require the employee to provide certification issued by the health care provider of the bone marrow or organ recipient or the employee, whichever is appropriate, of any of the following: that the recipient has a serious health condition that necessitates a bone marrow or organ transplant; that the employee is eligible and has agreed to serve as a bone marrow or organ donor for the recipient; and the amount of time expected to be necessary for the employee to recover from the bone marrow or organ donation procedure. The employee shall make a reasonable effort to schedule the bone marrow or organ donation procedure so that it does not unduly disrupt the District's operations, subject to the approval of the health care provider of the bone marrow or organ recipient, and give the District advance notice in a reasonable and practicable manner. An employee may substitute, for portions of bone marrow and organ donation leave, paid or unpaid leave of any other type provided by the District.

Legal Ref.: 29 USC Chapter 28 Sections 2601-2654 (Family and Medical Leave Act)

29 C.F.R. Part 825

Wisconsin Statute Section 103.10 (Family or Medical Leave)

Wis. Admin. Code Ch. DWD 225

Wisconsin Statute Section 103.11 (Bone Marrow and organ donation leave)

Cross Ref: Board Policy 4280

Board Policy, Rule and Administrative Regulation 4323.1

MATERNITY/PATERNITY LEAVE

Employees will be allowed up to 12 weeks of unpaid leave during a calendar year as a result of a birth or placement of a child for adoption or foster care. This leave will run concurrently with any other leave which is

available to the employee under other District leave and absence policies, or state and federal family and medical leave laws. All or a portion of this period may be paid in certain instances. The taking of leave under this policy and its accompanying guidelines (FMLA) will not be used against an employee in any employment decision, including the determination of raises or discipline.

CHILDREARING LEAVE

Once maternity/paternity and/or FMLA have/has been exhausted, an employee may request up to one year leave for the birth or adoption of a child. This one-year period includes the time off for maternity/paternity leave and/or FMLA, will not exceed 12 months total, must be taken immediately following the exhaustion of maternity/paternity or FMLA and may not be taken on an intermittent basis. Childrearing leave will be unpaid, and no benefits will be provided during this time. Requests may be granted at the discretion of the superintendent and/or his or her designee and may not be requested in consecutive years. An employee returning from childrearing leave will be placed in an assignment for which the employee qualifies at the pay rate that is commensurate with his or her assignment.

UNPAID MEDICAL LEAVE

Benefit-eligible employees who have exhausted FMLA or did not originally qualify for FMLA and are still unable to perform their regular duties due to their need to continue to care for the individual who was the subject of the original FMLA request will be placed on an unpaid medical leave. Such leave shall not extend more than 12 months. Such leave shall not be taken on an intermittent basis.

In order to receive an unpaid medical leave of absence, the employee must submit a "Request for an Unpaid Medical Leave" form. In addition, the employee will be required to provide the Office of Human Resources with medical documentation supporting the need for the requested leave. The unpaid medical leave will be granted at the discretion of the superintendent or his/her designee.

During the medical leave, the employee will receive no compensation from the District. The District reserves the right to determine if the position is vacant and the position will be permanently filled after one year. When the employee is able to return, the District may assign the employee to a vacant position for which he/she is qualified or the employee may apply for an open position through the application process. Participation in the District's insurance coverage will be available as outlined in the health insurance summary plan description.

Unpaid medical leave cannot be taken on an intermittent basis. Subsequent medical leave will not be granted unless the employee has returned to normal work duties for a minimum of six months.

MILITARY LEAVE

Employees who serve in the armed forces will be granted leaves of absence if called to duty, and will be reinstated in accordance with the applicable state and federal laws and regulations. Employees will be paid the difference between their military pay and District pay only for the employee's annual two week military training.

Reference: Wisconsin Statutes

Sections 321.63 – 321.66

Uniformed Services Employment and Reemployment Rights Act (USERRA)

29 C.F.R. Part 1002, et seq.

RETIREMENT IN WISCONSIN RETIREMENT SYSTEM

For eligible staff, the District will pay one-half of the actual contribution rate (employer required share), which is determined by the Employee Trust Fund board. The employee will be responsible for the other half (employee required share).

EMPLOYEE ASSISTANCE PROGRAM

The District recognizes that a wide range of problems not directly associated with job functions can have an effect on job performance. Employee problems can stem from emotional disorders, alcohol or other drug dependency, family or marital problems, financial problems, or societal pressures and changes. The District is concerned with job performance, including attendance, conduct and productivity during employment hours.

It is recognized that many personal problems can be successfully treated or resolved if assistance is offered at an early stage and referral is made to an appropriate form of assistance.

The District will offer an Employee Assistance Program (EAP), which will serve as a practical and constructive mechanism for dealing with employees' personal problems that may affect the work situation or as an aid to those employees and their family members who voluntarily wish to use the program as a means of resolving personal problems.

The purpose of the EAP is to improve the quality of human life. It has the potential to help marriages, families and possibly even save lives. Other benefits include: increased productivity, improved work quality, decreased turnover, more favorable public opinion, greater employee identification with the District, improved morale and cost savings to the District.

The program will operate within the following guidelines:

- 1. The decision to request or accept assistance through the EAP is the voluntary and personal choice of the individual employee.
- 2. Voluntary self-referred employees or family members seeking assistance will be able to do so with anonymity and confidentiality.
- 3. Job security will not be jeopardized by a request for or acceptance of help through the EAP.
- 4. Referrals to the EAP agency can be by self-referral, family referral or supervisory referral.
- 5. The EAP will function through a District EAP resource person and a contracted community agency that will provide services under the EAP concept. The superintendent of schools shall appoint the EAP resource person.
- 6. The EAP does not alter existing contractual provisions, work rules or disciplinary procedures. It serves as a supplementary program to offer appropriate assistance to those who need or desire it.
- 7. Where necessary, sick leave shall be granted for treatment or rehabilitation on the same basis as other health problems. Leave without pay shall also be considered when determined to be necessary.

Reference: Board Policy 4233

TRAVEL PAY POLICY

It is Board policy to ensure that employees are properly compensated for all hours worked, including compensable travel time as required by law. Non-exempt employees are entitled to have compensable travel time counted as hours worked so long as the travel occurs during the employees normal work hours.

Written authorization for travel on District business must be obtained prior to travel departure. The written authorization should be included with the expense report for travel expense reimbursement. Although required travel time undertaken at the District's direction is treated as work hours, voluntary travel undertaken at the employees own option for his or her sole convenience is not compensable travel time.

Under ordinary circumstances, it is the policy of the District to reimburse travel expenses on the basis of actual expenses incurred. Persons traveling on District business are entitled to transportation, hotel

accommodation, meals, and limited incidentals (for example, taxis and telephone calls) that meet reasonable and adequate standards for convenience, safety, and comfort.

Reference: Board Policy 3412

Wisconsin Statutes Sections 118.24

Fair Labor Standards Act 29 C.F.R. Part 541, et seq.

TUITION REIMBURSEMENT

Non-instructional staff

The District shall provide a payment of \$50 per credit up to six credits maximum per semester. Prior approval by the Office of Human Resources is required. Employees must:

- 1. Submit their request in writing to the Office of Human Resources no later than 30 days before the start of the course.
- 2. Choose a course related to the improvement of their ability to perform his/her present job expectations or to advance their career within the District.
- 3. Take courses on his/her own time.
- 4. Take courses offered by a regionally accredited school.
- 5. Have a completion grade of "B" or higher, or pass for non-graded courses.
- 6. Provide the official transcript and/or certificate of completion to the Office of Human Resources within 30 days of completion.
- 7. Provide proof of tuition payment.
- 8. Continue employment within the District for three years after the completion of the coursework or must repay the prorated amount
 - a. Less than one year = 100 percent
 - b. One to less than two years = 50 percent
 - c. Two to less than three years = 25 percent
- 9. (Facilities employees only) All costs to maintain employment certifications and/or licenses will be paid by the District.

Teachers and interpreters

The District shall provide a payment of \$50 per credit up to six credits maximum per semester. Employees must:

- 1. Choose a course related to the improvement of their ability to perform his/her present job expectations or to advance their career within the District.
- 2. Take courses on his/her own time.
- 3. Take courses offered by a regionally accredited school.
- 4. Have a completion grade of "B" or higher.
- 5. Provide the official transcript and/or certificate of completion to the Office of Human Resources within 30 days of completion.
- 6. Provide proof of tuition payment.
- 7. (Interpreters only) Educational interpreters who successfully pass the Educational Interpreter Performance Assessment (EIPA) will be reimbursed every five years by the District once they submit a copy of their test results to the Office of Human Resources. This skills test is required for all five-year licensed educational interpreters by the Department of Public Instruction (DPI) and is therefore an expense that will be covered by the District.

Administrative, Supervisory and Technical employees (AST)

See AST Policy

WORKER'S COMPENSATION

Worker's compensation was established to provide a basic safety net of benefits for employees who are injured on the job. While working for the District, employees are automatically covered by worker's compensation insurance, which is paid by the District. This insurance coverage provides benefits to any employee who meets the following requirements: 1) the injury or illness occurs while engaged in performing work activities; and 2) the injury or illness arises out of working conditions, not personal medical conditions.

Under the rights and benefits of Worker's Compensation Act: It is essential that an employee promptly report to his/her supervisor any injury or illness, no matter how minor it may appear at the time. Employees who are injured or become ill on the job must immediately report such injury or illness to their supervisor(s) along with the Employee Accident Report form and turned into the Office of Human Resources within 24 hours.

Employees are also required to report all work related injuries or illnesses that may need medical attention to the Care Line (1-855-650-6580). If it is unknown whether or not medical attention is needed, call the Care Line. This is the mandatory procedure for these injuries, and they must be reported as soon as possible.

Failure to follow this procedure may result in the failure to file the appropriate Worker's Compensation Report in accordance with the law, which may in turn jeopardize the employee's right to benefits in connection with the injury or illness.

Any leave taken under worker's compensation will run concurrently with the employee's family medical and leave act (FMLA) allowance.

LIGHT DUTY

If lost time occurs, a written report from the treating physician must be completed within 24 hours of the incident. If the employee is able to return to work, any pertinent work restrictions must be indicated on the Workers' Compensation Work Status Report Form. Forms are available at each site office. If work restrictions exist, attempts will be made to place the employee in the Transitional Return to Work Program, if a reasonable placement is available. If the District makes any restricted work available, this may trigger a cessation or reduction of worker's compensation benefit payments. If the employee is unable to work, the anticipated return to work date and expected duration of the injury or illness must be indicated by the treating physician on the Workers' Compensation Work Status Report Form. Upon return to work following a work-related injury or illness, an employee will be required to provide certification from the employee's treating physician verifying that the employee is able to safely perform job functions.

Reference: Worker's Compensation Act

EMPLOYEE PROPERTY

Employees may be offered lockers or other secured areas on District premises in which to temporarily leave their personal belongings. These lockers are, and remain, District property. The privilege of a locker may be revoked at any time. The locker may be inspected at any time. It is your responsibility to maintain the security of a locker provided for your use.

The District provides a parking lot for employees' automobiles. The District does not accept responsibility nor assume liability for any loss, theft, fire or damage whatsoever. For employee protection, each employee must observe all parking rules, drive safely, lock cars, and leave no valuables exposed.

The District will assist individuals seeking redress by providing any available information that will help to

facilitate reimbursement from others for any loss or damage of personal property on District premises, but assumes no responsibility for such loss as a District.

Any exception to this policy requires the approval of the superintendent of schools, upon recommendation by the Office of Human Resources.

Reference: Policy 3623

SECTION 5: CONDITIONS OF EMPLOYMENT

REQUIRED MEDICAL DOCUMENTATION: NON-CERTIFIED POSITIONS

All non-certified employees must adhere to the following conditions of employment:

- 1. Employee must furnish the District with proof of a completed physical examination prior to employment start date.
- 2. Employee must furnish the District with a completed tuberculin skin test prior to employment start date.
- 3. Employee must agree that the appointment is contingent upon board of education approval regardless of whether the employee has been placed on the District's payroll.
- 4. Employee must furnish the District with a completed employment drug test within 72 hours of the offer of employment.
- 5. Employee must pass the criminal background check during the application process.

Non-compliance in any of these areas will result in immediate revocation of the offer and/or termination of employment.

REQUIRED TRANSCRIPTS, CERTIFICATION AND MEDICAL DOCUMENTATION FOR CERTIFIED STAFF

The following conditions of employment apply for all certified staff:

- 1. Official college transcripts should reflect a 2.75 grade point average (GPA) in overall undergraduate coursework or 3.0 in major or 3.0 in a master's program (all GPA's based on a 4.0 scale). If the position is at the secondary level, employee should have a major or minor in the subject area(s) being taught.
- 2. Employee must provide the District with an official transcript(s) denoting graduation, or if a graduating senior, a letter from the dean or advisor verifying the anticipated graduation date prior to employment with Kenosha Unified School District. If a graduating senior, employee must provide an official transcript denoting graduation within 30 days of graduation.
- 3. Employee must furnish the District a copy of his/her instructional certification or proof of Wisconsin Department of Public Instruction application (e.g. copy of application and proof of payment) prior to employment with Kenosha Unified School District.
- 4. Employee must furnish the District with proof of a completed physical examination prior to employment start date.
- 5. Employee must furnish the District a completed tuberculin skin test prior to employment start date.
- 6. Employee must furnish the District with a completed employment drug test within 72 hours of the offer of employment.

Non-compliance in any of these areas will result in immediate revocation of the offer and/or termination of employment.

LICENSURE

Certificated staff is required to maintain proper licensure. Failure to maintain proper licensure may result in pay reduction until the license can be obtained.

Teachers failing to maintain proper licensure, as defined by the Department of Public Instruction, may be non-renewed or receive a pay reduction until the license can be obtained.

STAFF PHYSICAL EXAMINATIONS

Upon initial employment, all employees of the District shall have a physical examination, including a tuberculin skin test and/or chest x-ray, in accordance with state law.

Upon initial employment, each employee shall furnish a certification of freedom from tuberculosis. Food service employees shall furnish such certification annually. Food service employees shall have other periodic health exams as required by the school board. The board may also require other employee health exams consistent with state and federal laws.

An employee may be exempt from the health examination requirements listed in this policy if an affidavit has been filed with the board claiming such exemption in accordance with state law. No employee shall be discriminated against by reason of his/her filing of an affidavit.

Reference: Board Policy 4231

EMPLOYEE ATTENDANCE AND PUNCTUALITY

Regular attendance is an essential job function. In the event of illness or other absence, the employee shall notify the automated substitute assignment system and/or his/her immediate supervisor prior to the employee's work starting time in accordance with District procedures.

An employee who is absent from work without notifying the District as required will be subject to disciplinary action up to and including discharge.

- 1. An employee is responsible for notifying the automated substitute assignment system and/or his/her supervisor of his/her absence no later than 60 minutes prior to the employee's work starting time.
 - a. The employee must indicate the reason for the absence and advise when he/she will report back to work.
 - b. If the length of time of the absence is unknown, the employee shall provide this notification each day of the absence.
 - c. Employees absent from work due to an illness or injury may be required to submit a doctor's certificate or other appropriate medical authorization as deemed appropriate by the employee's supervisor.
 - d. Employees must follow additional department guidelines where appropriate.
- 2. Tardiness, unexcused absences, patterns of absenteeism (same days over a period of time) and excessive excused absences (other than FMLA) are cause for progressive corrective action. Any disciplinary action taken shall be consistent with District policies and rules.
 - a. An employee is considered absent if he/she is not present for work as scheduled, regardless of the cause.
 - b. An employee is considered tardy if he/ she reports to work after the scheduled start time (unexcused).

- 3. Department managers and principals will develop and communicate work schedules to reflect a start and end time.
- 4. Supervisors are to give special attention to absence patterns such as:
 - a. Absences before or after the weekend;
 - b. Absences the day before and/or the day after a scheduled holiday or day off;
 - c. Calling in sick as rapidly as sick time is accrued;
 - d. Calling in sick or tardy after the scheduled start time; and
 - e. Absences the day before or the day of "hunting" season.

Reference: Board Policy 4280

ABSENCE REPORTING/PROCEDURES

All employees are responsible for reporting absences to the District absence reporting system in place. The District's absence reporting system will be available 24 hours a day, seven days a week, and can be accessed via internet and phone. Login instructions and access codes will be provided to employees after start of employment.

Employees will be able to enter absences, check absence schedules, update personal information and exercise other features such as uploading lesson plans for substitutes to view online.

ACCIDENT REPORTS

It is essential that all accidents occurring on school property concerning students, employees or members of the public, and casualty losses be reported promptly to the Office of Human Resources. Accidents shall be reported in accordance with established District procedures.

Reference: Board Policy 3631

EMPLOYEE DRESS AND GROOMING

The school board believes that all employees of the District represent the District and set an example in their dress and grooming. Therefore, professional and support staff are expected at all times during scheduled working hours to wear attire that defines a professional atmosphere to students, parents and the public.

All District employees must comply with the following personal appearance standards at all times during scheduled working hours:

- 1. Employees are expected to dress in a manner that is normally acceptable in a professional environment. Employees should not wear suggestive or revealing attire, spaghetti straps, backless clothing, shirts or tops that reveal an exposed midriff; clothes printed with slogans, inappropriate or offensive comments; blue jeans, athletic clothing, shorts, T-shirts, baseball hats, flip-flop sandals and similar attire that do not present a professional appearance.
- 2. Certain employees may be required to wear special attire, depending on the nature of their job.
- 3. At the discretion of the superintendent and his/her designee, an employee may be allowed to dress in a more casual fashion than normally required. On these occasions, employees are still expected to present a neat appearance and are not permitted to wear ripped or disheveled clothing, athletic wear or similarly inappropriate clothing.

Employees shall be informed of these personal appearance standards at the time of hiring.

Any employee who does not meet the personal appearance standards outlined above will be required to take corrective action, which may include leaving work to change into appropriate clothing. Violations may also result in disciplinary action.

Reference: Board Policy 4229

ALCOHOL AND DRUG-FREE WORKPLACE

The District recognizes alcohol and other drug abuse as a potential health, safety and security problem, and it is the District's intent and obligation to provide a drug-free, healthful, safe and secure work environment. Therefore, the unlawful manufacture, distribution, dispensation, possession or use of alcohol or a controlled substance on District premises or while conducting District business off premises is absolutely prohibited by the District. Employees are prohibited from reporting to work with alcohol or non-prescription controlled substances in their system.

Employees must, as a condition of employment, abide by the terms of this policy and notify the District of any criminal drug statute conviction for a violation occurring on District premises or while conducting District business off premises. Anyone violating this policy shall be subject to disciplinary action in accordance with established procedures.

- 1. Employees are expected and required to report to work on time and in an alcohol and other drug-free condition and to remain that way while at work.
- 2. The District recognizes alcohol and other drug dependency as an illness and a major health problem. Employees needing help in dealing with controlled substances are encouraged to use the District's Employee Assistance Program. Conscientious efforts to seek such help will not jeopardize an employee's job, and self-referrals will not be noted in any personnel record. Supervisory referrals will be noted in the employee's personnel record.
- 3. Violations of the District's alcohol and other drug-free workplace policy will result in disciplinary action up to and including termination, and may have legal consequences.
- 4. Employees must report any conviction under a criminal drug statute for policy violations occurring on or off District premises while conducting District business. A report of a conviction must be made within five days after the conviction to the Office of the Superintendent/designee. The superintendent or designee shall notify the appropriate federal agency within 10 days after receiving a report of a drug conviction involving an employee engaged in the performance of a federal grant.

Reference: Board Policy/Rule 4221

DRUG TESTING: REASONABLE SUSPICION

Kenosha Unified School District is a drug-free workplace. As such, we prohibit the use of non-prescribed drugs or alcohol and/or the abuse of prescribed drugs during work hours. If the employee comes to work under the influence of drugs or alcohol or uses drugs or alcohol during work time, the employee will be disciplined in accordance to the policy up to and including termination.

The District's policy is intended to comply with all state laws governing drug testing and is designed to safeguard employee privacy rights to the fullest extent of the law.

If there is reason to suspect that an employee is working while under the influence of drugs or alcohol, the employee will be asked to submit to a drug test. Any work place injury or accident will constitute reasonable suspicion. The employee will be suspended with pay until the results of a drug and alcohol test are made available to the District by the testing laboratory.

A laboratory licensed by the state will conduct any drug testing required or requested by the District. Before

being asked to submit to a drug test, the employee will receive written notice of the request or requirements from the lab. The employee must also sign a testing authorization and acknowledgement form confirming that he or she is aware of Policy 4221 and employee's rights. The District will incur all expenses related to the test.

If the employee receives notice that the employee's test results were confirmed positive, the employee will be given the opportunity to explain the positive result. In addition, the employee may have the same sample retested at a laboratory of the employee's choice.

All testing results will remain confidential. Employee must sign a consent form prior to the release of results. Test results may be used in administrative hearings and court cases arising as a result of the employee's drug testing. Results will be sent to federal agencies as required by federal law. If the employee is to be referred to a treatment facility for evaluation, the employee's test results will also be made available to the employee's counselor.

TOBACCO USE ON SCHOOL PREMISES

Smoking and the use of tobacco products in any form, by anyone, is prohibited on District premises. "Premises" is defined as all property owned by, rented by or under the control of the District, including grounds, schools, offices, work areas, school buses and other school vehicles.

Reference: Board Policy 1310

EMPLOYEE RIGHT TO KNOW: TOXIC SUBSTANCES AND INFECTIOUS AGENTS

The District shall strictly carry out state law provisions relating to the rights of employees to obtain information on toxic substances and infectious agents present in the workplace.

In addition to providing such information upon request of an employee or an employee's representative, the superintendent of schools and designees shall provide information concerning toxic substances and infectious agents and provide education and training programs to those employees who may routinely be exposed to toxic substances and infectious agents while at work.

Reference: Board Policy 4235

EMPLOYEE TRAINING AND PROFESSIONAL LEARNING

Kenosha Unified School District values professional learning as a means for staff to acquire new knowledge and skills. As a condition of employment, depending on the type of position, employees may be required to participate in mandatory training or professional learning.

It is understood that career development and job skills acquisition are the joint responsibility of the employee, the supervisor and the employing department. Supervisors are expected to consult annually with employees to develop an appropriate professional development plan.

Participation by employees in development opportunities should be scheduled so that disruptions to the delivery of service and normal work processes are minimized.

Supervisors and employees are responsible for insuring that any requirements specific to a particular position are met.

NEW EMPLOYEE INTRODUCTORY PERIOD

An introductory period is designed to get employees acclimated to the District.

- 1. **Licensed teachers:** The introductory period for a teacher is three years.
- 2. **Support/non-exempt staff:** The introductory period for support staff is 90 working days.
- 3. **Exempt/professional/administrative staff:** The introductory period is one year.

SECTION 6: EMPLOYMENT SEPARATION

TERMINATION OF EMPLOYMENT BY THE DISTRICT

An employee may be non-renewed or terminated for any reason supported by just cause. An employee will be given due process as required by law.

Reference: Wisconsin Statutes

Sections 118.22

66.0509

REDUCTION IN FORCE

When deemed necessary or appropriate, employees will be selected for reduction based on the needs and best interest of the District. Employees have no recall rights. In the event that positions are restored, employees may be rehired based on the needs and best interest of the District.

EMPLOYEE RESIGNATION/RETIREMENT

Employee resignations/retirements shall be made in writing to the superintendent of schools and shall be in accordance with applicable individual contracts. Resignations shall contain a specified effective date and should include a reason for termination. Resignations shall be approved by the Board of Education during a school board meeting.

Reference: Board Policy 4361

TEACHER RESIGNATION FORFEITURE

Teachers under contract are required to provide, in writing, his or her desire to resign by June 15. Teachers who resign after June 15 and prior to the first teacher workday will pay a penalty of \$1,000. Teachers who resign after the first teacher workday will pay a penalty of \$2,500. Consideration may be given for extenuating circumstances.

SECTION 7: EMPLOYEE CONDUCT, CODE OF ETHICS AND DISCIPLINARY ACTION

GENERAL RULES OF CONDUCT

Rules of conduct for employees are not for the purpose of restricting the rights and activities of employees but are intended to help employees by defining and protecting the rights and safety of all persons-employees, students and visitors.

General rules of conduct are essential to the safety and well-being of all employees. Employees are expected to acquaint themselves with additional departmental rules of conduct and regulations and all board policies found on kusd.edu/board-education/school-board-policy.

Disciplinary action or termination, depending on the severity of violation, will be recommended for violation of any, but not limited to, the following listed rules:

- 1. Falsification or unauthorized altering of records, employment applications, time sheets, time cards, student cards, etc.
- 2. Tardiness or absenteeism.
- 3. Failure to report absences from scheduled work shift in accordance with policy.
- 4. Unauthorized disclosure of information contained in communications and in personnel, student or other records of the District.
- 5. Use and/or possession of intoxicating beverages on District property or while supervising students.
- 6. Use and/or possession of narcotics or dangerous drugs.
- 7. Fighting, horseplay, or use of profane, obscene or abusive language toward any manager, employee or student.
- 8. Threatening, intimidating or coercing others on District premises.
- 9. Carrying unauthorized weapons.
- 10. Insubordinate conduct toward a supervisor.
- 11. Refusing to comply with District policies and procedures and/or carry out the instructions of a supervisor.
- 12. Sleeping while on duty.
- 13. Creating unsafe or unsanitary conditions.
- 14. Leaving the job without permission during regularly assigned working hours.
- 15. Theft or unauthorized use of District equipment or possessions.
- 16. Loss, damage, destruction or unauthorized removal or use of property belonging to the District, employees or students.
- 17. Negligence in observing fire prevention or safety regulations, or failure to report on-the-job injuries or unsafe conditions.
- 18. Unwillingness or inability to work in harmony with others, discourtesy or conduct creating discord
- 19. Engaging in acts of sabotage; willfully or with gross negligence causing destruction or damage of District property, or the property of fellow employees, students or visitors, in any manner.
- 20. Violating a confidentiality agreement; giving confidential information to others; breach of confidentiality of student or personnel information.
- 21. Any act of harassment, sexual, racial or other towards anyone; telling sexist or racial-type jokes, making racial or ethnic slurs.

- 22. Soliciting during working hours and/or in working areas; selling merchandise or collection of any kind for charities or other organizations without authorization during business hours or at a time or place that interferes with the work of another employee on District premises.
- 23. Gambling during work hours.

EMPLOYEE CODE OF ETHICS

Employees shall give their support to the education of Kenosha youth and shall faithfully discharge their professional duties to the District in accordance with the official job descriptions pertaining to their individual assignments.

Channels of communication shall be in accordance with the policies, procedures, rules and regulations of the District.

Employees shall use confidential and privileged information appropriately and with respect for the rights of individuals. Confidential and/or privileged information shall not be used for personal gain or to the detriment of the District.

Employees who choose to engage in any remunerative activity other than that of their position shall avoid any activity that interferes with the execution of the responsibilities of their District position.

Employees shall not solicit or receive anything of value that involves an expressed or implied advantage or influence on any District judgment or decision.

Any complaint about the ethical behavior of an employee or a request for an investigation into the conduct of any employee shall be presented to the superintendent of schools and shall bear the signature of the person making the request.

Employees found in violation of this code may be subject to suitable corrective or disciplinary action.

Reference: Board Policy 4224

EMPLOYEE DISCIPLINE

Employees shall abide by District policies and procedures, applicable rules and regulations, local, state and federal laws and regulations, and the expectations set forth in employee position specifications.

It is the responsibility of the District's administrators and supervisors to discipline employees for violations of District policies and procedures, applicable rules and regulations and the expectations set forth in the position specifications.

Discipline will follow the procedures outlined in the progressive discipline/termination procedures when appropriate and will not be imposed without just cause. Discipline may be imposed by oral reprimand, written reprimand, suspension with or without pay or discharge. Dismissal of any personnel shall be in accordance with established procedures and state law. Other forms of discipline may be imposed when appropriate. The concept of progressive discipline will be utilized, if appropriate. Steps in the progressive discipline process may be skipped when warranted by the nature of the infraction. Discipline should be imposed only after a thorough investigation sufficient to determine the facts.

Employees who have been disciplined have access to the general employee complaint procedure in Policy 4270 – General Employee Complaints.

Reference: Board Policy/Rule 4362

PROGRESSIVE DISCIPLINE/TERMINATION PROCEDURES

The District may adhere to the following progressive discipline/termination procedures.

If problems with performance cannot be resolved informally, there is a four-step disciplinary process that may be followed. There may be circumstances when one or more steps are bypassed. Certain types of conduct are serious enough to justify either a suspension or termination of employment without going through progressive discipline steps. The District reserves the right, in its sole discretion, to impose disciplinary action as may be appropriate to the particular circumstances.

Note: In certain situations, administrative approval may be obtained to place an employee (instructional staff) on administrative leave with pay until a decision is made concerning the appropriate response and/or corrective action.

Step 1 - Verbal reminder

The verbal reminder is a conversation between the supervisor and employee. During this meeting, the problem is identified along with performance expectations. At this time, the employee is asked to make a commitment to resolve the problem. A memo summarizing the discussion will be placed in the employee's personnel file and a copy will be given to the employee.

Step 2 - Written reminder

If the employee fails to meet the commitment given in the verbal reminder meeting, the supervisor and employee meet again to discuss why the performance objective has not been met. After the meeting, the supervisor summarizes the conversation in a written memo. A copy is given to the employee and a copy is placed in the employee's personnel file.

Step 3 - Disciplinary

If the employee has failed to correct the performance deficiency, the supervisor should contact human resources for a discussion with the employee. After the conversation, disciplinary action may be imposed, up to and including suspension, at the discretion of the superintendent per the recommendation of human resources.

Step 4 - Involuntary separation (termination of employment)

The employee who does not meet his or her performance expectations may face termination. The supervisor will work with human resources to discuss possible separation. Involuntary separation requires review by the superintendent of schools and the employee is entitled to due process as defined in the employee complaint/grievance procedure.

Human resources will consult with the supervisor regarding the appropriate procedures and documents to be used in the process.

EMPLOYEE COMPLAINT (GRIEVANCE) PROCEDURE

Employees shall use the following procedure for resolving disputes regarding employee termination, employee discipline or workplace safety issues.

1. **DEFINITIONS**

- a. Days as used in this policy is defined as any day that the District is open.
- b. Employee Termination as used in this policy section shall not include the following:
 - Layoffs;

- Workforce reduction activities;
- Voluntary termination including, without limitation, quitting or resignation;
- Job abandonment;
- End of employment due to disability, lack of qualification or licensure or other inability to perform job duties;
- Retirement; or
- Any other cessation of employment not involving involuntary termination.
- c. Employee discipline as used in this policy shall include any employment action that results in disciplinary action, which typically involves any four steps: verbal reprimand, written reprimand, suspension with or without pay, and termination of employment.

Employee discipline as used in this policy shall not include the following:

- Plans of correction or performance improvement;
- Performance evaluations or reviews;
- Documentation of employee acts and/or omissions in an employment file;
- Administrative suspension with pay pending investigation of alleged misconduct or nonperformance;
- Non-disciplinary wage, benefit or salary adjustments;
- Other non-material employment actions;
- Counseling meetings or discussions or other pre-disciplinary action or
- Demotion for reasons other than discipline, transfer or change in assignment.
- d. Workplace safety as used in this section means any alleged violation of any standard established under state law or rule or federal law or regulation relating to workplace safety.

2. TIME LIMITS

Failure of the employee to comply with the timelines will be deemed a waiver of the processing of the grievance and the grievance will be denied. The employee may advance a grievance to the next step of the process if a response is not provided within the designated timeframes. The Office of Human Resources may advance a grievance to the next step at the request of either the employee or the employee's supervisor.

3. PROCEDURE

- a. **Informal grievance resolution**: The employee must discuss any grievance related to discipline or workplace safety with the employee's immediate supervisor prior to filing a formal written grievance in order to informally resolve the issue. This discussion must occur within five days of when the employee knew or should have known of the events leading to the grievance. Grievances related to termination may proceed straight to the Formal Grievance Procedure.
- b. **Formal grievance submission**: The employee must file a written grievance with the superintendent (or designee) within 10 days of termination, discipline or actual or reasonable knowledge of the alleged workplace safety issue. The written grievance must contain:
 - Name of grievant;
 - A statement of the pertinent facts surrounding the nature of the grievance;
 - The date the alleged incident occurred;
 - The work rule or policy allegedly violated including any safety rule alleged to have been violated, if applicable;
 - The steps taken to informally resolve the grievance, the individuals involved in the attempted resolution, and the results of such discussion; and

- The specific requested remedy.
- c. **Administrative response**: The Office of Human Resources (or designee) will meet with the grievant within 10 days of receipt of the written grievance. The administration will provide a written response within 10 days of the meeting. The administration's written response to the grievance must contain:
 - A statement of the date the meeting between the administration and grievant was held;
 - A decision as to whether the grievance is sustained or denied; an
 - In the event the grievance is denied, a statement outlining the timeline to appeal the denial.
- d. **Impartial hearing**: The grievant may file an appeal to the Impartial Hearing Officer (IHO) by giving written notice to the superintendent within five days of the issuance of the Administrative Response. Depending on the issues involved, the hearing officer will determine whether a hearing is necessary unless a hearing is required under the procedures established by the District in a different applicable policy. The administration will work with the IHO and grievant to schedule a mutually agreeable hearing date should one be needed. If it is determined that no hearing is necessary, the matter will be decided based on the submission of written documents.

The administration shall select the IHO. The IHO shall not be an employee of the District. The IHO may be an employee of another district, a retired school administrator, a lawyer, a professional mediator/arbitrator, or other qualified individual. The cost of the IHO will be the responsibility of the District.

Standard of review: The IHO will adhere to specific guidelines set forth by the District regarding hearing procedures. The rules of evidence will not be strictly followed, but no factual findings may be based solely on hearsay evidence. The standard of review for the IHO is whether the decision of the administration was supported by just cause. If the decision was supported by just cause then the IHO is required to find on behalf of the administration.

IHO Response: The IHO shall file a written response within 30 days of the hearing date or the date of the submission of written documents.

The IHO's written response to the grievance must contain:

- A statement of the pertinent facts surrounding the nature of the grievance.
- A decision as to whether the grievance is sustained or denied, with the rational for the decision.
- A statement outlining the timeline to appeal the decision to the school board.
- The IHO must sustain or deny the decision of the administration. The IHO has no authority to modify the administration's decision and may not grant in whole or in part the specific request of the grievant.
- e. **Review by the school board**: The non-prevailing party may file a written request for review of the IHO's decision by the school board within 10 days of receipt of the IHO Response.

The school board shall not take additional testimony or evidence; it may only decide whether the IHO reached decision supported by just cause based on the information presented to the IHO. The school board will review the record and make a decision. A written decision will be made within 30 days of the filing of the appeal.

The school board's written decision regarding the grievance must contain:

• A decision as to whether the grievance is sustained, denied or modified.

The school board shall decide the matter by a majority vote and the decision of the school board is final and binding and is not subject to further review.

f. General requirements:

- Grievance meetings/hearings held during the employee's off-duty hours will not be compensated.
- Granting the requested or agreed upon remedy at any step in the process resolves the grievance.

Reference: Board Policy 4271

STAFF GIFTS

Collection of funds from students and/or their parents through organized solicitation on school property for the purpose of purchasing gifts for teachers or other District employees is prohibited during school hours. Parent or student groups collecting any such funds should do so outside of school hours.

Use of class time for the presentation of gifts to school personnel shall be discouraged.

Reference: Board Policy 4240

STAFF MISCONDUCT REPORTING

Any employee who has engaged in specific misconduct shall be reported to the state superintendent of public instruction. The District's superintendent of schools or designee shall make such reports in accordance with state law and established procedures. If a report concerns the superintendent, the board president shall file the report.

Reference: Board Policy 4223

LEADERSHIP CALLED MEETINGS

Employees are expected to attend all established staff meetings and professional learning opportunities as it relates to District/school mission and goals, unless otherwise notified by your supervisor.

TEACHER PLANNING AND COLLABORATION TIME

The teacher planning and collaboration will be valued and respected as an important component of the instructional process.

VIOLENCE IN THE WORKPLACE

The District is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, the District has adopted the following guidelines to deal with intimidation, harassment or other threats of (or actual) violence that may occur during business hours or on District premises.

All employees are to be treated with courtesy and respect at all times. Employees are prohibited from fighting, "horseplay," spreading rumors, or other conduct that may be dangerous to others. Except to the extent allowed by law, firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises.

Conduct that threatens, intimidates, or coerces another employee, a student, or a member of the public at any time, including off-duty periods, will not be tolerated. All threats of (or actual) violence, both direct and

indirect, must be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by students, vendors, solicitors or other members of the public. When reporting a threat of violence, the employee should be as specific and detailed as possible.

All suspicious individuals or activities must also be reported as soon as possible to a supervisor. No employee should place himself/herself in peril.

The District will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, the District may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment. The District encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Human Resources Department before the situation escalates into potential violence. The District is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

Reference: Board Policy 4112

EMPLOYEE INFORMATION BOARDS

The District maintains bulletin boards for the purpose of posting official District communications. No employee or non-employee may post anything on the official District bulletin boards. No posting may be removed, rearranged, altered, or otherwise obscured except with the express permission of the Office of Human Resources.

ANTI-GRAFFITI

Unauthorized graffiti on District property and equipment degrades the work environment for all employees and students, is costly to remove, and exposes the District to potential liability. Additionally, the unauthorized creation of graffiti may be a criminal offense.

For the purpose of this policy, "graffiti" means any inscription, word, figure, drawing or design which is marked, scratched, etched, drawn or painted with any substance, including, but not limited to, paint, ink, chalk or lead on any District property or the property of any other person or entity located on District premises.

No employee shall create graffiti on, or otherwise deface, any District property or equipment, or the property or equipment of any other person or entity located on District premises, without the District's authorization.

Any employee found to be in violation of this policy may be subject to discipline up to, and including, termination.

Any employee who creates graffiti which is of a sexual or pornographic nature, or which references a person's or group of persons' protected status, such as sex, color, race, ancestry, religion, national origin, age, physical or mental handicap, medical condition, disability, marital status, veteran status, citizenship status, sexual orientation, arrest record, conviction record or other protected group status, shall be subject to discipline of no less than a three day suspension up to discharge.

Employees in violation of this policy may also be subject to prosecution under applicable criminal laws. Any employee who observes, or has knowledge of, anyone violating this policy shall immediately report such information to the Office of Human Resources or their supervisor or shall be subject to discipline.

Any employee who observes graffiti on District property shall immediately report such graffiti to the human resources department or their supervisor so that the graffiti can be promptly removed.

SEARCHES

Consistent with applicable law, searches may be conducted at any time, either with or without notice. The District may inspect both District property and employee property, including but not limited to desks, computers, lockers, file cabinets, storage cabinets, or drawers and closets. District employees should not have any expectations of privacy in these areas. Additionally, consistent with applicable law, employee clothing, purses, brief cases, tote bags, lunch bags or buckets, backpacks, duffel bags, tool boxes and employee vehicles parked on District property may be inspected.

EMPLOYEE ACKNOWLEDGEMENT

Employees must acknowledge receipt and review of the Kenosha Unified School District Employee Handbook by accessing the handbook in the HR portal. The HR portal is accessible on the KUSD website under staff information. Once in the HR portal click on the "E-Signature" tab and then click on the "Employee Handbook" tab to access the employee handbook.

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Kenosha Unified School District Kenosha, Wisconsin

April 23, 2018

REPORT OF CONTRACTS IN AGGREGATE OF \$25,000

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

The contracts/agreements in aggregate of \$25,000 that have been added to the Contract Management Database subsequent to March 27, 2018 with approval of the purchasing agent are shown in the database in coral color. Board members may access this database while on district property.

Link to Contract Management Database

Approval of Contract in Aggregate of \$25,000

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

Vendor Program/Product		Amount	
Franklin Covey Client Sales, Inc.	The purchase of The Leader in Me program will help Brompton School staff and parents instill character skills in their students improving their academic and behavior achievement.	\$60,913.15	

Dr. Sue Savaglio-Jarvis Mr. Tarik Hamdan Superintendent of Schools Chief Financial Officer

Susan Valeri Mr. Robert Hofer Chief of School Leadership Purchasing Agent



Vendor: Franklin Covey Client Sales, Inc.

PURCHASE/CONTRACT RATIONALE

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

Purch	ased Good/Program: Leader In Me
Start I	Date/Date Needed: July 1, 2018 - June 30, 2021
1.	PURPOSE – What is the purpose of the proposed purchase?
	The Leader in Me is a Leadership program that helps The Brompton School meet its Mission and Vision. The staff will use the program to help instill leadership skills in our students. It will help build a leadership culture at school and at home. This is a program that will help our staff and parents instill character skills in our students improving their academic and behavior achievement.
2.	FUNDING – What is the total cost of purchase and the funding source?
	\$60,913.15 divided across the 2018-2019, 2019-2020 and 2020-2021 budgets. The funding source is The Brompton School budget.
3.	REQUEST FOR PROPOSAL (RFP) – indicate if an RFP has been completed YES NO If no, please request an RFP packet
4.	EDUCATIONAL OUTCOME – What is the educational outcome of this purchase?
	Students will improve their academic achievement and behavior as a result of learning the 7 Habits of Highly Effective People, taught in Leader in Me. The students will learn habits that will help them become responsible students who can work well with others, with the goal that they will graduate from high school and be productive citizens.
5.	START DATE – When is the anticipated start date?
	July 1, 2018
our ro	esponse does not establish approval of either a contract or a purchase order. riate Leadership Signature Valent Date 3 - 20-18
KEN	OSHA UNIFIED SCHOOL DISTRICT



Leaderin Me | Investment Proposal

The Brompton School 8518 22nd Avenue Kenosha, WI 53143

Suzanne Loewen Principal 262-359-2192 Sloewen@kusd.edu FranklinCovey Co. 2200 West Parkway Blvd Salt Lake City, UT 84111 1-888-868-1776

Tom Keefe Client Partner 612-669-6884 Thomas.Keefe@franklincovey.com





We Enable Greatness

FranklinCovey is a global, public company (NYSE: FC) specializing in performance improvement. We help organizations and individuals achieve results that require a change in human behavior. Our expertise is in seven primary areas: leadership, execution, productivity, trust, sales performance, customer loyalty, and education.

FranklinCovey clients include, or have included, 90 percent of the Fortune 100, more than 75 percent of the Fortune 500, thousands of small and midsize businesses, as well as numerous governmental entities and thousands of educational institutions. FranklinCovey has more than 100 direct and partner offices providing professional services in over 150 countries and territories.

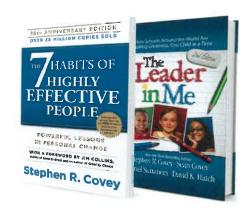
For nearly three decades, FranklinCovey Education, a division of FranklinCovey, has been one of the world's most prominent and trusted providers of educational leadership programs and transformational processes. Our mission is to enable greatness in students, teachers, and schools everywhere.

In an effort to impact as many students as possible, FranklinCovey offers its educational products and services to educators at a discount of more than 50 percent compared to its corporate clients.

World-Class, Principle-Centered Content

FranklinCovey's unique approach to education is anchored in timeless principles. Our award-winning content has been researched for years, beta-tested in the field, and refined through a variety of training solutions. As a result, our content inspires lasting change. It also enables us to continue producing more best-selling books and culture-changing processes in leadership, execution, productivity, trust, and schoolwide transformation.

Over the years, we have produced many best-selling books. Most notably, The 7 Habits of Highly Effective People has sold over 25 million copies and The Leader in Me has helped thousands of schools establish new paradigms, develop new skills, and achieve transformational results.







































What is The Leader in Me?

The Leader in Me is a whole-school transformation model—developed in partnership with educators—that empowers students with the skills they need to thrive in the 21st century. Distinct in several ways, *The Leader in Me*:

- Starts from a powerful premise—that every child possesses unique strengths and has the ability to be a leader—and therefore shapes the views of staff to value and develop the whole child.
- Integrates leadership development into existing school programs, curricula, and traditions in a seamless way. More than a program, The Leader in Me serves as a foundational operating system for the school, improving relationships, transforming culture, and motivating staff members and students.

Impacts all stakeholders starting first with the staff of a school, then moving out to students, their families, and the community at large. This Inside-Out Approach is the key ingredient to successfully creating positive change.

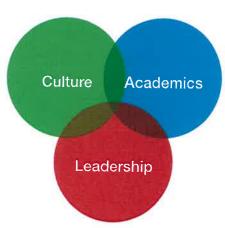
In summary, *The Leader in Me* is based on paradigms, content, and practices that, when implemented with excellence, transform how a school community approaches education and redefine what school greatness means for the 21st century.

This new definition of school greatness is represented with three overlapping circles: leadership, culture, and academics.

Student Leadership Portrait™

What are the ultimate outcomes we would like *The Leader in Me* to produce in a student? Below is a model that outlines the specific skills and competencies student leaders are expected to develop in order to thrive in the 21st century.





Learn More

For more information, visit www.TheLeaderinMe.org



Research

Visit the What is the Impact
page to explore results achieved
by Leader in Me Schools.



Funding

Learn about potential <u>funding</u> <u>solutions</u> to implement *The* <u>Leader in Me.</u>



Videos

Visit the <u>YouTube page</u> to see videos that highlight Leader in Me Schools and students.



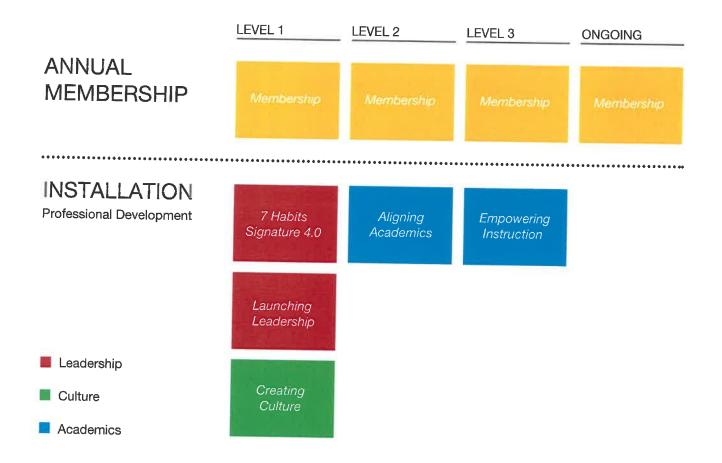
Q&A

Review the <u>questions and</u> answers section to learn more.

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Commission / Space Co. Vol. 19 (19) residence

LeaderinMe | School Implementation



Level 1: Professional Development

The 7 Habits of Highly Effective People® Signature Edition 4.0

Develop and inspire staff both personally and professionally with the leadership principles found in the 7 Habits.



Outcomes

At the end of the workshop, participants will be able to:

- Learn and model principles of personal management.
- Learn and model principles of interpersonal effectiveness.
- Identify ways to stay more balanced and energized.
- Develop a plan for leadership growth and improvement.
- Speak a common language of leadership among staff members.

Two-Day Agenda (All staff invited.)

Time	Content
1 Hour	7 Habits Foundations
5 Hours	Habits 1–3
5 Hours	Habits 4–6
1 Hour	Habit 7
12 Hours	Total

Note: Please consider additional time for lunch and breaks,

Launching Leadership

Equip staff to teach leadership principles to students through modeling, lesson integration, and direct-teach approaches.



Outcomes

At the end of the workshop, participants will be able to:

- Internalize The Leader in Me paradigm of leadership.
- Explain the importance of modeling the 7 Habits.
- Learn ways to teach leadership in direct lessons.
- Integrate the 7 Habits into existing curriculum.
- Launch the Lighthouse Team.

One-Day Agenda (All staff invited.)

Time	Content
1 Hour	Welcome to The Leader in Me
2 Hours	You the Leader
2 Hours	Teaching the 7 Habits
1 Hour	Lighthouse Team Quickstart
6 Hours	Total

Note: Please consider additional time for lunch and breaks.

Creating Culture

Establish an inspiring leadership environment that communicates the worth and potential of every student.



Outcomes

At the end of the workshop, participants will be able to:

- Define three key ways to create a leadership culture.
- Transform the school's physical environment.
- Create an emotional climate of trust and caring.
- Empower students with leadership roles and responsibilities.
- Use events to build culture and practice leadership skills.

One-Day Agenda (All staff invited.)

Time	Content
1 Hour	Creating a Leadership Culture
2 Hours	Leadership Environment
1.5 Hours	Shared Leadership
1.5 Hours	Leadership Events Quickstart
6 Hours	Total

Note: Please consider additional time for lunch and breaks.

Level 2: Professional Development

Aligning Academics

Achieve Wildly Important Goals® (WIGs) with staff and students with the 4 Disciplines of Execution® process.



Outcomes

At the end of the workshop, participants will be able to:

- Reengage with the vision of creating a leadership culture.
- Identify the principles of the 4 Disciplines of Execution.
- Apply the 4 Disciplines to classroom, team, and personal goals.
- Empower students to achieve goals using the 4 Disciplines.
- Implement Leadership Notebooks for all students.

One-Day Agenda (All staff invited.)

Content		
Building Momentum		
Achieving Personal WIGs		
Achieving Team WIGs		
Achieving Student WIGs		
Total		

Note: Please consider additional time for lunch and breaks.

Level 3: Professional Development

Empowering Instruction

Empower students to lead their own learning and engage in higher-order thinking through key Paradigm Shifts and progressive instructional methods.



Outcomes

At the end of the workshop, participants will be able to:

- View the role of the teacher from a different paradigm.
- Understand and meet the needs of the whole child.
- Bolster engagement through effective student collaboration.
- Provide more and better opportunities for student-led learning.
- Enhance the planning-and-reflection system of instruction.

One-Day Agenda (All staff invited.)

Time	Content
2 Hours	Putting It All Together
1.5 Hours	Collaborative Protocols
1.5 Hours	Student-Led Learning
1 Hour	Planning and Reflection
6 Hours	Total

Note: Please consider additional time for lunch and breaks.

The Brompton School

216	STUDENTS 19	STAFF	6 Lighthouse 1	EAM
	YEAR 1	YEAR 2	YEAR 3	ONGOING
Annual Membership*	Membership (Standard System)	Membership (Standard System)	Membership (Standard System)	Membership (Basic System)
	\$10,350.00	\$10,350.00	\$10,350.00	\$7,500.00
Student / New-Staff Materials	\$2,549.53	\$667.74	\$667.74	\$744.02
Installation Professional Development	7 Habits Signature 4.0	Aligning Academics	Empowering Instruction	
	\$8,967.38	\$4,252.69	\$4,252.69	
	Launching Leadership \$4,252.69			
	Creating Culture \$4,252.69			
	\$30,372.29	\$15,270.43	\$15,270.43	\$8,244.02

	YEARS 1-3	ONGOING
TOTAL INVESTMENT	\$60,913.15	\$8,244.02
Average Annual Student Investment	\$94.00	\$38.17
Percentage of Annual State Student Expenditure (\$11,000.00)	0.85%	0.35%



April 23, 2018

DONATIONS TO THE DISTRICT

The District has received the following donations:

- 1. Discovery World donated various lighting and sound equipment to the Bradford High School Theatre Department. The estimated value of this donation is \$102,340.
- 2. Modern Woodman of America donated \$2,500 to Bradford High School Wrestling Program.
- 3. Tormach Inc. donated \$1,000 to the LakeView Technology Academy Supermileage Vehicle Club.
- 4. Finishing & Plating Services donated \$500 to the LakeView Technology Academy Supermileage Vehicle Club.
- 5. Cheese Merchants donated \$500 to the Bradford High School Student Government.
- 6. Frank J. Mauser Sr. donated a Chevy Engine 305 to the Indian Trail High School Automotive Program. The estimated value of this donation is \$500.

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

April 23, 2018

Tentative Schedule of Reports, Events, and Legal Deadlines for School Board <u>April-May</u>

<u>April</u>

- April 10, 2018 Canceled Standing Committee Meetings
- April 23, 2018 Organizational and Regular Board of Education Meetings 6:30 and 7:00 P.M. in ESC Boardroom

<u>May</u>

- May 8, 2018 Standing Committee Meeting 5:30 P.M. in ESC Boardroom
- May 22, 2018 Regular Board of Education Meeting 7:00 P.M. in ESC Boardroom
- May 25, 2018 ½ day for students and instructional staff
- May 28, 2018 Memorial Day District Closed

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