



**REGULAR MONTHLY BOARD MEETING**

**May 22, 2018**

**7:00 PM**

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

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Regular School Board Meeting  
May 22, 2018  
Educational Support Center  
7:00 PM

- I. Pledge of Allegiance
- II. Roll Call of Members
- III. Awards/Recognition
  - A. Herb Kohl Education Foundation Award Winners
  - B. SkillsUSA Competition Award Winners
  - C. 2017-2018 Wisconsin PTA Reflections Award Winners
  - D. Cast and Crew of KUSD Theatre Arts' Production of "Mama Mia!" - International Thespian Festival Performance Selection
- IV. Administrative and Supervisory Appointments
- V. Introduction and Welcome of Student Ambassador
- VI. Legislative Report
- VII. Views and Comments by the Public
- VIII. Response and Comments by Board Members (Three Minute Limit)
- IX. Remarks by the President
- X. Superintendent's Report
- XI. Consent Agenda
  - A. Consent/Approve 4  
Recommendations Concerning Appointments, Leaves of Absence, Retirements, Resignations and Separations
  - B. Consent/Approve 5  
Minutes of 4/23/18 Organizational Meeting, 4/23/18 Regular Meeting and 4/23/18 Special Meeting and Executive Session
  - C. Consent/Approve 11  
Summary of Receipts, Wire Transfers and Check Registers
  - D. Consent/Approve 18  
2018-19 Employee Handbook - Revised Edition (Second Reading)
- XII. Old Business

XIII. New Business	
A. Discussion/Action Resolution No. 346 - Resolution of Appreciation to Mike Falkofske	63
B. Discussion/Action Reports of Contracts in Aggregate of \$25,000	64
C. Discussion/Action Kenosha School of Technology Enhanced Curriculum (KTEC) Charter Contract Renewal	68
D. Discussion/Action Kenosha eSchool Charter Contract Renewal	78
E. Discussion/Action The Brompton School, Dimensions of Learning Academy and Harborside Academy Charter Revisions	108
F. Discussion/Action Board Approved Student User Fees and Recreation Department Fees for the 2018-2019 School Year	150
G. Discussion/Action Open Enrollment Applications for School Year 2018-2019	153
H. Discussion/Action Policy and Rule 3643 - Emergency School Closings (Inclement Weather) - First Reading	157
I. Discussion/Action Head Start State Supplemental Grant - 2018-2019 School Year	162
J. Discussion/Action Request to Submit the School Based Mental Health Services Grant to The Wisconsin Department of Public Instruction	167
K. Discussion/Action School Safety Grant Application	172
L. Discussion/Action Donations to the District	177
XIV. Other Business as Permitted by Law Tentative Schedule of Reports, Events and Legal Deadlines For School Board (May/June)	178
XV. Predetermined Time and Date of Adjourned Meeting, If Necessary	
XVI. Adjournment	

## Kenosha Unified School District

Kenosha, WI

May 22, 2018

The Office of Human Resources recommends the following actions:

ACTION	LAST NAME	FIRST NAME	SCHOOL/DEPT	POSITION	STAFF	DATE	FTE	SALARY
Appointment	Bilik	Christopher	Information Services	Programmer Analyst 2	AST	05/07/2018	1	\$62,673.00
Appointment	Loewen	Jake	Information Services	Technology Support Technician	AST	04/30/2018	1	\$42,629.00
Appointment	Rhey	Emma	Grant Elementary	Classroom	ESP	05/01/2018	0.49	\$15.53
Appointment	Thomas	Mitchell	Frank Elementary	Classroom	ESP	05/07/2018	1	\$15.53
Early Retirement	Ewens	Kimberly	Special Education	Occupational Therapy	Instructional	06/14/2018	0.8	\$52,823.00
Early, Early Retirement	Blise	Renee	Educational Accoutability	Research Coordinator	AST	09/04/2018	1	\$95,170.00
Early, Early Retirement	Hartschuh	Linda	Tremper High School	Business	Instructional	06/14/2018	1	\$78,983.00
Early, Early Retirement	Miller	Judy	Indian Trail High School & Academy	Earth/Space Science	Instructional	06/14/2018	1	\$58,765.00
Resignation	Anderson	Barbara	Forest Park Elementary School	Social Worker	Instructional	06/14/2018	0.8	\$48,884.00
Resignation	Anderson	Samantha	Roosevelt Elementary School	Grade 3	Instructional	06/14/2018	1	\$41,517.00
Resignation	Beere	Vanessa	Mahone Middle School	Science	Instructional	06/14/2018	1	\$46,580.00
Resignation	Bentel	Katie	Jefferson Elementary School	E.C.	Instructional	06/14/2018	1	\$41,517.00
Resignation	Boston	Erin	Southport Elementary School	Cross Categorical	Instructional	06/14/2018	1	\$54,401.00
Resignation	Cibrario	William	Facility Services	Night Custodian - Second Shift	Service	07/07/2018	1	\$21.62
Resignation	Delgadillo	Fernando	Brass Community School	ESL Other Language	Instructional	05/21/2018	1	\$81,008.00
Resignation	Ford	Shawn	Tremper High School	Special Education	ESP	05/08/2018	1	\$15.53
Resignation	Graf	Leo	Facility Services	Night Custodian - Second Shift	Service	07/31/2018	1	\$21.62
Resignation	Heimstead	Bridget	Bradford High School	Instructional Coach	Instructional	06/14/2018	1	\$43,332.00
Resignation	Horton	Gail	EBSOLA-CA	Grade 2	Instructional	06/14/2018	1	\$66,029.00
Resignation	Houghton	Nicole	KTEC East	Math	Instructional	06/14/2018	1	\$64,213.00
Resignation	Meltz	Joan	Wilson Elementary School	ESL Other Language	Instructional	06/14/2018	0.5	\$39,491.50
Resignation	Schultz	Jacqueline	Indian Trail High School & Academy	English	Instructional	06/14/2018	1	\$42,425.00
Resignation	Siok	Abigail	4K Program	4K Program	Instructional	06/14/2018	1	\$41,517.00
Resignation	Sullivan	Emily	Brompton	Art	Instructional	06/14/2018	0.5	\$20,758.50
Resignation	Young	Heather	Teaching and Learning	Secretary III (12 month)	Secretarial	04/25/2018	1	\$19.36
Retirement	Cardinali	Karen	Tremper High School	Special Education	ESP	06/13/2018	1	\$17.88
Retirement	Kastelic	Diane	Lance Middle School	Library Media Specialist	Instructional	06/14/2018	1	\$79,891.00
Retirement	Krautkramer	Julie	Lance Middle School	English	Instructional	06/14/2018	1	\$79,891.00
Retirement	Scheviak	Stefanie	Somers Elementary School	Head Secretary	Secretarial	06/26/2018	1	\$22.08
Retirement	Strash	Julie	Bose Elementary School	Information/Health Services	ESP	06/13/2018	1	\$17.88
Retirement	Tetzlaff	Patricia	Facility Services	Operational Relief Worker	Service	04/04/2018	1	\$24.11
Separation	Anguiano	Oswaldo	EBSOLA-CA	Classroom	ESP	06/13/2018	0.49	\$15.64
Separation	McKenzie	Clifton	EBSOLA-CA	Student Support Specialist	ESP	06/13/2018	1	\$16.49
Separation	Palmer	Melinda	KTEC East	Grade 2	Instructional	04/09/2018	1	\$62,222.00
Separation	Redmond	Titus	EBSOLA-CA	Student Support Specialist	ESP	06/13/2018	1	\$16.49
Separation	Smith	Isis	EBSOLA-CA	Classroom	ESP	06/13/2018	0.49	\$14.64
Separation	Williams	Cynthia	EBSOLA-CA	Classroom	ESP	06/13/2018	0.49	\$15.64

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ORGANIZATIONAL MEETING OF THE  
KENOSHA UNIFIED SCHOOL BOARD  
HELD APRIL 23, 2018

An organizational meeting of the Kenosha Unified School Board was held on Monday, April 23, 2018, at 6:30 P.M. in the ESC Board Meeting Room. Mr. Wade, Clerk, presided.

Mr. Wade called the meeting to order at 6:30 P.M. with the following members present: Ms. Stevens, Mr. Kunich, Mr. Garcia, Mr. Battle, Mr. Duncan, Mrs. Modder, and Mr. Wade. Dr. Savaglio-Jarvis and Attorney Shana Lewis were also present.

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

Mr. Wade asked Mr. Battle, Mr. Duncan, and Mrs. Modder to individually step forward and repeat the Oath of Office. Mr. Wade formally swore in Mr. Battle, Mr. Duncan, and Mrs. Modder who were elected to three-year terms at the April 3, 2018, election.

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

Ms. Stevens nominated Mr. Wade for President. Mr. Kunich seconded the motion.

Roll call vote for Mr. Wade for President. Ayes: Ms. Stevens, Mr. Kunich, Mr. Garcia, Mr. Battle, Mr. Duncan, Mrs. Modder, and Mr. Wade. Noes: None. Unanimously approved.

Mr. Kunich nominated Mr. Garcia as Vice-President. Mrs. Modder seconded the motion.

Roll call vote for Mr. Garcia as Vice-President. Ayes: Ms. Stevens, Mr. Kunich, Mr. Garcia, Mr. Battle, Mr. Duncan, Mrs. Modder, and Mr. Wade. Noes: None. Unanimously approved.

Mr. Battle nominated Mr. Kunich for Treasurer. Mr. Garcia seconded the motion.

Roll call vote for Treasurer. Ayes: Ms. Stevens, Mr. Kunich, Mr. Garcia, Mr. Battle, Mr. Duncan, Mrs. Modder, and Mr. Wade. Noes: None. Unanimously approved.

Ms. Stevens nominated Mrs. Modder for Clerk. Mrs. Modder declined the nomination.

Mr. Kunich nominated Mr. Battle for Clerk. Mrs. Modder seconded the motion.

Roll call vote for Clerk. Ayes: Ms. Stevens, Mr. Kunich, Mr. Garcia, Mr. Battle, Mr. Duncan, Mrs. Modder, and Mr. Wade. Noes: None. Unanimously approved.

Mr. Wade nominated Ms. Busby for Board Secretary. Ms. Stevens seconded the motion.

Roll call vote for Board Secretary. Ayes: Ms. Stevens, Mr. Kunich, Mr. Garcia, Mr. Battle, Mr. Duncan, Mrs. Modder, and Mr. Wade. Noes: None. Unanimously approved.

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

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

Mr. Wade noted that per School Board Policy 8850 – School Board Committees, the Board president appoints Board members to standing committees following the School Board's annual organizational meeting. He requested that board members submit their committees of interest to him by April 30. Notification of appointments will follow after the deadline date.

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

Mr. Kunich moved that the School Board approve the list of legal firms as contained in the agenda. Ms. Stevens seconded the motion. Unanimously approved.

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

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

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

Meeting adjourned at 6:49 P.M.

Stacy Schroeder Busby  
School Board Secretary



REGULAR MEETING OF  
THE KENOSHA UNIFIED SCHOOL BOARD  
HELD APRIL 23, 2018

A regular meeting of the Kenosha Unified School Board was held on Monday, April 23, 2018, at 7:00 P.M. in the Board Room of the Educational Support Center. Mr. Wade, President, presided.

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

Mr. Wade, 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 Wisconsin Scholastic 3D State Archery Tournament Winners and the Tremper Girls Varsity Bowling-State Champions Award.

There were no Administrative and/or Supervisory Appointments.

Ms. Stevens introduced the student ambassador, Jacob Hoening from Bradford High School, and he made his comments.

There was no legislative report.

Views and/or comments were made by the public.

Board members made their responses/comments.

There were remarks by the Board President.

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 3/21/18 Special Meeting, 3/27/18 Special Meeting and Executive Session, and 3/27/18 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 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."

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

Mrs. Annie Petering, Chief Human Resources Officer, presented the 2018-2019 Employee Handbook – Revised Edition submitted by herself 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 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."

Ms. Stevens moved to approve the 2018-2019 Employee Handbook (Revised Edition) as a first reading. Mr. Kunich seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis presented the Report of Contracts in Aggregate of \$25,000 presented by Mr. Robert Hofer, Purchasing Agent; Ms. Susan Valeri, Chief of School Leadership; Mr. Hamdan; and Dr. Savaglio-Jarvis, excerpts follow:

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

The contracts/agreements in aggregate of \$25,000 that have been added to the Contract Management Database subsequent to March 27, 2018 with approval of the purchasing agent are shown in the database in coral color.

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

- Franklin Covey Client Sales, Inc. in the amount of \$60,913.15.”

Ms. Stevens moved to approve the contract with Franklin Covey Client Sales, Inc. in the amount of \$60,913.15. Mr. Duncan seconded the motion. Unanimously approved.

Mr. Kunich presented the Donations to the District.

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

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

Meeting adjourned at 7:43 P.M.

Stacy Schroeder Busby  
School Board Secretary

SPECIAL MEETING & EXECUTIVE SESSION  
OF THE KENOSHA UNIFIED SCHOOL BOARD  
HELD APRIL 23, 2018

A special meeting of the Kenosha Unified School Board was held on Monday, April 23, 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 7:49 P.M. with the following members present: Ms. Stevens, Mr. Garcia, Mr. Battle, Mr. Duncan, Mr. Kunich, Mrs. Modder, and Mr. Wade. Dr. Savaglio-Jarvis was also present.

Mr. Wade, 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.

Mr. Wade 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. Battle moved that the executive session be held. Ms. Stevens seconded the motion.

Roll call vote. Ayes: Ms. Stevens, Mr. Garcia, Mr. Battle, Mr. Duncan, Mr. Kunich, Mrs. Modder, and Mr. Wade. Noes: None. Unanimously approved.

1. Review of Findings/Orders by Independent Hearing Officer

Mr. Brian Geiger, Regional Coordinator of Leadership and Learning – Secondary, arrived at 7:51 P.M. and presented Board members with information relating to two expulsions.

Dr. Savaglio-Jarvis and Mr. Geiger were excused at 8:08 P.M.

Mr. Duncan moved to approve the hearing officer's recommendation in regards to the first expulsion. Ms. Stevens seconded the motion. Unanimously approved.

Mr. Kunich moved to approve the hearing officer's recommendation in regards to the second expulsion. Mrs. Modder seconded the motion. Unanimously approved.

Meeting adjourned at 8:21 P.M.

Stacy Schroeder Busby  
School Board Secretary

Kenosha Unified School District  
Kenosha, Wisconsin  
Summary of Cash Receipts and Disbursements  
May 22, 2018

<b>CASH RECEIPTS</b>	reference	total
<b>April 2018 Wire Transfers-In, to Johnson Bank from:</b>		
WI Department of Public Instruction	state aids register receipts	\$ 2,048,976.20
District Municipalities	tax settlement - April payment	1,223,310.59
Johnson Bank	account interest	383.56
Bankcard Services (MyLunchMoney.com)	food services credit card receipts (net of fees)	126,955.70
Bankcard Services (Purple Pass)	fine arts ticket sales receipts (net of fees)	7,847.10
Bank (RevTrak)	district web store receipts (net of fees)	7,562.52
Retired & Active Leave Benefit Participants	premium reimbursements	37,922.97
HHS	head start grant	174,055.40
Various Sources	small miscellaneous grants / refunds / rebates	12,234.08
Total Incoming Wire Transfers		3,639,248.12

**April 2018 Deposits to Johnson Bank - All Funds:**

General operating and food services receipts	(excluding credit cards)	441,785.47
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**TOTAL APRIL CASH RECEIPTS**

**\$ 4,081,033.59**

<b>CASH DISBURSEMENTS</b>	reference	total
<b>April 2018 Wire Transfers-Out, from Johnson Bank to:</b>		
<i>Payroll &amp; Benefit wires</i>		
Individual Employee Bank Accounts	net payrolls by EFT (net of reversals)	\$ 7,212,572.50
WI Department of Revenue	state payroll taxes	482,598.43
WI Department of Revenue	state wage attachments	4,941.73
IRS	federal payroll taxes	2,482,386.74
Delta Dental	dental insurance premiums	250,813.38
Diversified Benefits Services	flexible spending account claims	28,262.37
Employee Trust Funds	wisconsin retirement system	1,505,204.92
NVA	vision insurance premiums	15,420.67
Various	TSA payments	361,122.63
<i>Subtotal</i>		12,343,323.37
<i>General Operating Wires</i>		
US Bank	purchasing card payment-individuals	220,839.59 *
Kenosha Area Business Alliance	LakeView lease payment	16,666.67
Various	returned checks	50.00
<i>Subtotal</i>		237,556.26

Total Outgoing Wire Transfers **\$ 12,580,879.63**

**April 2018 Check Registers - All Funds:**

Net payrolls by paper check	Register# 01008DP, 01009DP	\$ 3,641.72
General operating and food services	Check# 563806 thru Check# 564997 (net of void batches)	8,817,450.43
Total Check Registers		<b>\$ 8,821,092.15</b>

**TOTAL APRIL CASH DISBURSEMENTS**

**\$ 21,401,971.78**

\*See attached supplemental report for purchasing card transaction information

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

Billing Cycle Ending April 16, 2018

Merchant Name	Total
HOTEL	\$ 21,918.00
3654 INTERSTATE	\$ 10,914.69
ASG GLOBAL INC	\$ 10,243.70
AIRLINE	\$ 7,484.25
IN *A BEEP, LLC	\$ 5,395.50
JOANN STORES*JOANN.COM	\$ 4,999.75
MENARDS KENOSHA WI	\$ 4,807.58
VEHICLE MAINT. & FUEL	\$ 4,169.64
WW GRAINGER	\$ 4,140.20
ICLE *EVENTS	\$ 3,870.00
RESTAURANTS & CATERING	\$ 3,839.20
HAJOCA KENOSHA PC354	\$ 3,749.29
BOSCH PACKAGING SERVICE	\$ 3,634.03
AIRGASS NORTH	\$ 2,893.55
DISCOUNTMUGS.COM	\$ 2,835.16
AMAZON.COM AMZN.COM/BILL	\$ 2,810.02
CHESTER ELECTRONIC SUPPLY	\$ 2,809.30
THE RON CLARK ACADEMY	\$ 2,700.00
TEACHERS COLLEGE WEB COL	\$ 2,550.00
HALLMAN LINDSAY PAINTS	\$ 2,484.61
MARK S PLUMBING PARTS	\$ 2,394.14
PAYPAL *SAFETYPATRO	\$ 2,368.00
TESOL INTERNATIONAL ASSOC	\$ 2,366.55
BUILDERS HARDWARE	\$ 2,366.00
MILWAUKEE BREWERS BOX OFF	\$ 2,365.00
AMAZON MKTPLACE PMTS	\$ 2,267.52
4IMPRINT	\$ 2,200.34
SHERWIN WILLIAMS 703180	\$ 2,068.98
THE WEBSTAURANT STORE	\$ 2,006.34
HIGHWAY C SVC	\$ 1,974.64
CLASS 1 AIR INC	\$ 1,965.86
TRINITY INTERNATIONAL UN	\$ 1,945.00
TUNSTALL CORPORATION	\$ 1,745.32
SAIC-CONT STUDIES	\$ 1,700.00
DOLLAR TREE ECOMM	\$ 1,692.00
KIMBALL MIDWEST	\$ 1,675.04
JOHNSTONE SUPPLY	\$ 1,625.78
WEBCONNEX, LLC	\$ 1,609.74
FLUENCY MATTERS	\$ 1,516.00
JONES SCHOOL SUPPLY CO.,	\$ 1,501.50
SQ *DROPRITE TREE & LANDS	\$ 1,500.00
ULINE *SHIP SUPPLIES	\$ 1,456.87
THE TRANE COMPANY	\$ 1,449.00
NASSP PRODUCT & SERVICE	\$ 1,429.65
ENTRUST DATACARD	\$ 1,389.77
SOUTHWEST AIRLINES VCTNS	\$ 1,370.12
AMAZON MKTPLACE PMTS WWW.	\$ 1,357.10

WASBO FOUNDATION INC	\$	1,315.00
INDUSTRIAL CONTROLS	\$	1,313.81
MAYFAIR RENT A CAR KENO	\$	1,285.61
SHEDD AQUARIUM	\$	1,284.85
FIRST SUPPLY LLC #2033	\$	1,271.37
LUCID8 LLC	\$	1,263.42
HERITAGE FOOD SERVICE GRO	\$	1,236.76
VIKING ELECTRIC-CREDIT DE	\$	1,124.44
MCCOTTER ENERGY SERVICE L	\$	1,093.86
FLAG CENTER	\$	1,055.00
VIKING ELECTRIC-MILWAUKEE	\$	1,030.01
JANITORS WORLD	\$	1,017.86
CPO COMMERCE, LLC	\$	989.98
KENOSHA HISTORICAL	\$	960.00
DIRECT ATHLETICS INC.	\$	937.87
FARM & FLEET STURTEVANT	\$	928.27
HOTELS.COM146422442168	\$	928.00
HEAT & POWER PRODUCTS INC	\$	917.16
DEMCO INC	\$	916.43
PLAINFIELDCOMMUNITYSCHOOL	\$	900.00
ANTHEM SPRT	\$	836.79
HOTELS.COM146528990221	\$	807.84
GETTY IMAGES	\$	799.00
CNK*CINEMARK HQ 001	\$	786.25
HOBBY LOBBY #350	\$	778.86
CONNEY SAFETY	\$	757.38
EDU OUTREACH PARTNERSHIPS	\$	750.00
WISMATH	\$	750.00
MEDICALESHP	\$	750.00
ADAFRUIT INDUSTRIES	\$	747.50
DOZ TRADING LLC	\$	721.50
ADOBE SYSTEMS, INC.	\$	696.02
FASTENAL COMPANY01	\$	684.97
SPORTS FACILITIES GROUP I	\$	645.00
WI SHS OFFSITE SALES	\$	631.00
HISPANIC FEDERATION	\$	599.00
STU*STUMPS	\$	595.67
LOWES #02560*	\$	579.45
BATTERIES PLUS #0561	\$	568.60
AUER STEEL - MILWAULKEE	\$	561.62
STERICYCLE	\$	525.71
US CARGO CONTROL	\$	521.40
SQ *LAKELANDCOM.COM	\$	511.93
EB WISCNET CONNECTION	\$	510.00
MF ATHLETIC & PERFORM BE	\$	500.63
MYSTERY SCIENCE	\$	499.00
SAMS CLUB #6331	\$	482.74
CONSERV FS INC	\$	451.05
ARC*SERVICES/TRAINING	\$	448.00
TRANE SUPPLY-116407	\$	445.53
REV.COM	\$	442.50
CLEANING STUFF	\$	434.70
VYNE LLC	\$	419.98
BAUDVILLE INC.	\$	408.31
HYDRO-FLO PRODUCTS INC	\$	408.02

WI SHS OWW STORE SALES	\$	396.00
WALMART.COM	\$	392.94
POSITIVE PROMOTIONS INC	\$	385.65
FESTIVAL FOODS	\$	378.86
PARTSWAREHOUSE.COM	\$	372.60
MCMASTER-CARR	\$	369.86
J W PEPPER AND SON INC	\$	365.67
LINKEDIN-371*7206634	\$	350.00
JMAC SUPPLY	\$	349.50
GFS STORE #1919	\$	345.63
HALOGEN SUPPLY COMPANY IN	\$	341.44
CONCRETE SOLUTIONS	\$	338.40
A-LIST LIMOUSINE	\$	336.00
HOTELS.COM147036301545	\$	332.90
PAT S SERVICES INC	\$	325.00
BUYFIREALARMPARTS	\$	322.62
WM SUPERCENTER #1167	\$	315.12
PRAIRIE NURSERY INC	\$	313.02
HOTELS.COM146529056152	\$	303.63
CYT CHICAGO, INC.	\$	300.00
WISCONSIN CENTER FO	\$	294.00
RECREATION SUPPLY COMPANY	\$	281.39
PP*UNITEDWAYKE	\$	275.00
PAYPAL *USDC	\$	273.00
VIKING ELECTRIC - KENOSHA	\$	262.86
AED SUPERSTORE	\$	257.40
TOWN & COUNTRY GLASS INC	\$	257.32
USPS.COM POSTAL STORE	\$	253.50
BLAINE WINDOW HARDWARE IN	\$	248.62
RESOURCES FOR EDUCATORS	\$	248.50
AMAZONPRIME MEMBERSHIP	\$	248.22
MMK ENTERPRISES INC.	\$	247.72
SAN-A-CARE	\$	246.75
FACEBK 66ZCMD6882	\$	245.85
NSG*GALETON GLOVES	\$	244.73
RENAISSANCE CINEMA-2116	\$	235.00
SPIRAL BINDING LLC	\$	229.37
SUZUKI MUSIC USA LLC	\$	227.32
GIH*GLOBALINDUSTRIALEQ	\$	226.39
AT&T*BILL PAYMENT	\$	225.41
BETTYMILLS	\$	223.61
DICKOW CYZAK TILE CARP	\$	220.30
GUTTORMSEN RECREATION CEN	\$	212.50
OFFICE DEPOT #3260	\$	210.19
PRINTGLOBE INC	\$	204.97
RVT*AUSTIN PUBLIC SCHOOLS	\$	200.00
THE KEMPER CENTER, INC.	\$	198.00
COSTCO WHSE #1198	\$	184.25
GREEN LAKE CONFERENCE	\$	184.00
HOLLAND SUPPLY INC	\$	177.63
PBBS EQUIPMENT CORP	\$	177.11
V BELT GLOBAL SUPPLY	\$	174.50
USPS PO 5666100158	\$	165.00
POSITIVE PROMOTIONS INC	\$	160.45
GREATLAKESP	\$	157.05



SMARTSIGN	\$	155.70
MENARDS RACINE WI	\$	154.39
FORD'S THEATRE SOCIETY	\$	150.00
#SOCIALSCHOOL4EDU	\$	147.00
WGD*ARAMARK CORP NORWL	\$	145.85
SCHOLASTIC EDUCATION	\$	143.32
ELITEFTS.COM	\$	142.61
GOOGLE *ADWS3520437870	\$	142.12
MONSTER JANITORIAL LLC	\$	138.86
SCHOLASTIC READING CLUB	\$	135.00
ACADEMIC THERAPY PUBLI	\$	132.00
HOMEDEPOT.COM	\$	130.17
NIC INDUSTRIES, INC	\$	129.43
SQ *TECHNIMEDIA MARKETING	\$	128.70
FACEBK PJQ5QD6882	\$	125.22
OTC BRANDS, INC.	\$	124.96
WISCONSIN SCHOOL MUSIC AS	\$	117.40
MOTION INDUSTRIES WI04	\$	115.44
IN *IMAGINE U, LLC	\$	114.50
PURPLEPASS	\$	110.30
KRANZ INC	\$	110.00
SUPERSHUTTLE/EXECUCARMCO	\$	108.56
AMAZON.COM	\$	103.96
ARK THERAPEUTIC	\$	103.89
PICK N SAVE #871	\$	103.87
4 MOST INNOVATIONS	\$	103.49
FIVE BELOW 734	\$	102.98
HOTELS.COM146529273952	\$	101.21
KENOSHA COUNTY PARKS	\$	100.00
PP*RACINECURLINGCLUB	\$	100.00
DOLLAR TREE	\$	99.89
DROPBOX*FJM6FPP15MQB	\$	99.00
NBA*MILWAUKEE BUCK	\$	99.00
EDUCATION WEEK	\$	97.00
WAL-MART #1167	\$	94.37
ACOUSTIMAC	\$	92.00
KITCHEN CUBES LLC	\$	92.00
TCT*ANDERSON'S	\$	91.97
MILE HIGH CAB 25370016	\$	88.50
JOHNSON PLASTICS PLUS	\$	85.99
PARTY CITY	\$	85.88
USPS PO 5642800260	\$	80.00
FASTSIGNS 301101	\$	78.70
CHAMPIONSHIP PRODUCTIONS	\$	77.97
OFFICEMAX/DEPOT 6358	\$	77.57
GAIAM.COM/SPRI.COM	\$	74.26
PRAIRIE SIDE TRUE VALUE	\$	66.63
AVNGATE*WONDERSHARE.CO	\$	64.94
FLIPSIDE PRODUCTS INC	\$	64.66
U-HAUL OF FOREST PARK	\$	63.90
BLUE ROBOTICS	\$	63.00
REINDERS - BRISTOL	\$	62.78
PRICELINE*AIR TICKETS	\$	62.05
INTERSTATE SURPLUS	\$	62.00
ANIXTER/CLARK/TRI-ED	\$	60.07

KENOSHA AREA BUSINESS	\$	60.00
TRAVELOCITY*7339442185	\$	59.96
SAMSClub #6331	\$	59.67
SPARKFUN ELECTRONICS	\$	57.38
SEI*Soccer.COM	\$	52.98
BARNES&NOBLE.COM-BN	\$	52.86
BB *CHILDREN'S HOSP FN	\$	50.00
WALMART.COM 8009666546	\$	49.99
DOORLOCKSDI	\$	49.72
AMTRAK .COM 0790714555568	\$	48.00
IVIE ENTERPRISES INC	\$	42.95
WM SUPERCENTER #1551	\$	42.52
MAGLINE INC	\$	40.50
US COMPOSITES	\$	39.85
ONLINEMETALS.COM	\$	39.79
MEIJER STORE #284	\$	38.65
WAL-MART #2668	\$	37.66
SICKBIKEPARTS.COM	\$	36.99
LESSONPIX INC	\$	36.00
SMK*WUFOO.COM CHARGE	\$	34.00
EPLASTICS	\$	32.39
CASTERDEPOT	\$	30.64
REC PLEX SITE	\$	30.00
RTD DUS COM RAIL	\$	27.00
RTD EAST DIA	\$	27.00
BILINGUAL DICTIONARIES	\$	26.90
MAGNET SALES AND MANUFACT	\$	26.72
DOA GAMING	\$	25.50
SOUTHPORT VACUUM	\$	24.70
TEACHERSPAYTEACHERS.COM	\$	23.75
FULL SOURCE LLC	\$	22.98
BEST BUY 00000299	\$	22.06
PICK N SAVE #874	\$	20.34
HARBOR FREIGHT TOOLS 358	\$	19.96
MSC	\$	19.28
AMAZON SERVICES-KINDLE 86	\$	16.22
ZOOM.US	\$	14.99
PIGGLY WIGGLY #203	\$	11.97
WALGREENS #7965	\$	11.94
JACKS SMALL ENGINES & GEN	\$	11.62
LYFT *RIDE WED 2PM	\$	10.77
LYFT *RIDE WED 5PM	\$	10.71
FACEBK RJQ5QD6882	\$	5.62
FACEBK A6ZCMD6882	\$	4.15
WI SCHOOL COUNSELOR	\$	(70.00)
HOTELS.COM146269699433	\$	(184.46)
HOTELS.COM145205084086	\$	(280.30)
HERTZ RENT-A-CAR	\$	(930.52)
US Bank Purchasing Card Payment - Individuals	\$	220,839.59

KENOSHA UNIFIED SCHOOL DISTRICT  
Kenosha, Wisconsin

May 22, 2018

**Administrative Recommendation**

It is recommended that the April 2018 cash receipt deposits totaling \$441,785.47, and cash receipt wire transfers-in totaling \$3,639,248.12, be approved.

Check numbers 563806 through 564997 totaling \$8,817,450.43, and general operating wire transfers-out totaling \$237,556.26, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the April 2018 net payroll and benefit EFT batches totaling \$12,343,323.37, and net payroll check batches totaling \$3,641.72, 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

May 22, 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, and the document was approved as presented as a first reading on April 23, 2018. Administration recommends that the School Board approve the 2018-2019 employee handbook (revised edition) as 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

# TABLE OF CONTENTS

Introduction	3
Disclaimer Statement, 3	
Common Terms and Definitions, 3	
Management Responsibilities and Employee Expectations, 4	
Section 1: Employment	5
Equal Opportunity Employer, 5	
Anti-Harassment, 5	
Use of Telephones/Mobile Phones/Pagers, 6	
Use of Cameras, Video and Audio Recording Devices, 7	
Staff Acceptable Use, 7	
Conflict of Interest, 9	
School Year/Hours of the Day/Workday, 10	
Lunch Periods, 10	
Break Time for Nursing Mothers, 10	
Emergency Closings, 11	
Inclement Weather, 11	
Job Postings, 11	
Employment ID, 11	
Facility Visitors, 11	
Section 2: Compensation	12
Base Pay, 12	
Job Classifications, 12	
Payroll, 12	
Direct Deposit, 12	
Employee Online Portal, 12	
Overtime/Compensatory Time Off for Hourly Employees, 12	
Time and Attendance, 13	
Payroll Deduction, 13	
Garnishments and Wage Assignments, 13	
Tax Deferred Investments, 13	
Section 3: Employment Records	14
Personnel Data Changes, 14	
Personnel Records, 14	
Employee Evaluations, 15	
Section 4: Employee Benefits and General Leaves	16
Benefits, 16	
Vacation Days, 16	
Carry-Over Vacation Days, 17	
Personal Days, 17	
Illness on a Holiday or Vacation Day, 17	
Holidays, 17	
Sick Days, 18	
Bereavement, 18	
Jury Duty, 19	



- Family and Medical Leave Act (FMLA), 19
- Maternity/Paternity Leave, 22
- Childrearing Leave, 23
- Unpaid Medical Leave, 23
- Military Leave, 23
- Retirement in Wisconsin Retirement System, 23
- Employee Assistance Program, 24
- Travel Pay Policy, 24
- Tuition Reimbursement, 25
- Worker's Compensation, 26
- Light Duty, 26
- Employee Property, 26

## Section 5: Conditions of Employment\_\_\_\_\_28

- Required medical Documentation: Non-certified Positions, 28
- Required Transcripts, Certification and Medical Documentation for Certified Staff, 28
- Licensure, 29
- Staff Physical Examinations, 29
- Employee Attendance and Punctuality, 29
- Absence Reporting/Procedures, 30
- Accident Reports, 30
- Employee Dress and Grooming, 30
- Alcohol and Drug-Free Workplace, 31
- Drug Testing: Reasonable Suspicion, 31
- Tobacco on School Premises, 32
- Employee Right to Know: Toxic Substances and Infectious Agents, 32
- Employee Training and Professional Learning, 32
- New Employee Introductory Period, 33

## Section 6: Employee Separation\_\_\_\_\_34

- Termination of Employment by the District, 34
- Reduction in Force, 34
- Employee Resignation/Retirement, 34
- Teacher Resignation Forfeiture, 34

## Section 7: Employee Conduct, Code of Ethics and Disciplinary Action\_\_\_\_\_35

- General Rules of Conduct, 35
- Employee Code of Ethics, 36
- Employee Discipline, 36
- Progressive Discipline/Termination Procedures, 37
- Employee Complaint (Grievance) Procedure, 37
- Staff Gifts, 40
- Staff Misconduct Reporting, 40
- Leadership Called Meetings, 40
- Teacher Planning and Collaboration Time, 40
- Violence in the Workplace, 40
- Employee Information Boards, 41
- Anti-Graffiti, 41
- Searches, 42
- Employee Acknowledgement, 42

# 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. **Use of District technology equipment off District premises:** 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. **Electronic communication with students:** 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 media (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](http://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.

*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.*

# 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](http://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 rationale 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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## **RESOLUTION OF APPRECIATION TO MIKE FALKOFSKE**

*WHEREAS*, Mike Falkofske was elected to the Board of Education of the Kenosha Unified School District in April 2015, and served one, three-year term on the Board; and

*WHEREAS*, he held the position of board member and served as treasurer this past year; and

*WHEREAS*, during his tenure on the Board he served on the Audit/Budget/Finance and Personnel/Policy Committees and chaired the Planning/Facilities/Equipment Committee; and

*WHEREAS*, during his term the Board approved \$1.5 million for school security improvements, approved the expansion of the Kenosha School of Technology Enhanced Curriculum, 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*, he has been an advocate of providing exceptional learning opportunities to all students while being accountable to the stakeholders of the Kenosha community;

*NOW, THEREFORE, BE IT RESOLVED*, that the Kenosha Unified School District formally acknowledges and extends profound appreciation to Mike Falkofske for his many years of service to the critical 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 Mike Falkofske in recognition of his service to the Kenosha Unified School District.

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

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

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

*Members of the Board:*

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*Resolution 346  
May 22, 2018*

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Kenosha Unified School District  
Kenosha, Wisconsin

May 22, 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 April 23, 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
ClassLink	<p>The purchase of ClassLink will provide a method to allow students to sign on to all web-based resources. The platform will allow users to move between services securely and uninterrupted without specifying their credentials each time.</p> <p>Three-year subscription including set-up and professional learning \$171,245.</p> <ul style="list-style-type: none"><li>o \$59,745 (year one licensing plus one-time set-up and training)</li><li>o \$55,750 (year two licensing)</li><li>o \$55,750 (year three licensing)</li><li>o Total: \$171,245</li></ul> <p>Instructional Technology will be funding the acquisition.</p>	\$171,245 total for three years

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Mr. Tarik Hamdan  
Chief Financial Officer

Julie Housaman  
Chief Academic Officer

Mr. Robert Hofer  
Purchasing Agent

## PURCHASE/CONTRACT RATIONALE

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

Vendor: ClassLink

Purchased Good/Program: Single SignOn

Start Date/Date Needed: September 2018

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

#### Background

The KUSD departments of Teaching and Learning and Special Education and Student Support have been working in tandem with Information Services to create a single method of universal digital login for students to access their web-based curriculum and digital resources. Over the past several years, the amount and frequency of the use of KUSD digital resources has grown dramatically. As a result of these increases of online curriculum, students are given numerous types of username/password login methods to access their digital resources on a daily basis. Unfortunately, not all of the online resources used in the district have the same method of login.

#### Proposal

KUSD will purchase this streamlined process for students to sign on to all web-based resources. ClassLink is a One Click Single Sign On (SSO) for all web-based textbooks, applications, and other digital resources for students.

#### Product Features

- Easy Single Sign-on with any electronic device
  - All apps and files available on any device and any web browser with one login
  - Can custom design Login screen
  - Can add custom apps
  - No new login required – can use existing accounts from Google or Microsoft
  - Quick QR card sign-on for primary students and other students that may have difficulty remembering login information for easy access
- Improves effectiveness, efficiency, and security of managing and accessing online learning content
  - One place for all files – connects with Google Drive, School Network, and online instructional resources
  - Can search for a file within ALL linked storage locations



- Analytics
  - Custom dashboard for all connected educational apps, showing a summary of logins, users, and apps
  - Quick access to data usage of apps most frequently used (by student, teacher, building, course and class section)
  - Can search for underutilized products to inform teams of training and communication needs
  - Can identify trends between patterns of usage and learning outcomes (peak hours, days, buildings),
  - Analytics Mobile app available for administrators of the program
  - Automated reporting and distribution of stats
- Roster Server
  - Class Roster uploads handled quickly and easily through the roster server and Infinite Campus
  - Eliminates manual input, custom csv templates for publishers and schools
  - Uses open standards and is certified by IMS Global Learning Consortium

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

Three-year subscription including set-up and professional learning \$171,245.

- \$59,745 (year one licensing plus one-time set-up and training)
- \$55,750 (year two licensing)
- \$55,750 (year three licensing)
- Total: \$171,245

Instructional Technology will be funding the acquisition.

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

YES X      NO      If no, please request an RFP packet

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

**Increase Instructional time**

According to EdTech magazine (May, 2018), a survey of elementary and middle school teachers showed that about 25 percent of class time is usually spent on troubleshooting student logins and getting educational software programs up and running in the classroom.

**Universal access**

The most apparent benefit is that users can move between services securely and uninterrupted without specifying their credentials each time. Single Sign On (SSO) effectively removes the barriers when switching from one application to the next without additional logins. Universal access to digital curriculum materials will benefit all students, and make logins much easier for students with disabilities. Single Sign Ons make it easier and faster for educators and students to connect online and to access resources quickly. Single Sign On also supports anytime, anywhere access and mobile learning.

## **Security**

The use of a Single Sign On solution will enhance account security for student and staff by reducing the number of credentials that must be remembered and providing a secure logon location for access to applications and files. Security is also improved because the credentials will now be stored on district servers and not at multiple locations outside of the district.

**Cost savings in managing identities and access to online content:** ClassLink provides specific analytic data on any application that would be used within the district. This detailed data will identify the frequency of use for individuals students, buildings, and grade levels.

**Analytic Data:** Principals and district administration would be able to:

- View reports by building, grade level, classroom, and individual.
- See which apps are your strongest, most frequently used.
- Search for underutilized products to inform training and communications.
- Identify trends between patterns of usage and learning outcomes.

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

September 2018

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

Appropriate Leadership Signature



Date

4/25/18



KENOSHA UNIFIED SCHOOL DISTRICT  
Kenosha, Wisconsin

May 22, 2018

**Kenosha School of Technology Enhanced Curriculum (KTEC) Charter Contract  
Renewal**

On March 27, 2007, the initial Kenosha School of Technology Enhanced Curriculum (KTEC) charter contract was presented to the Board of Education. At that time, the Board approved a five-year charter contract with KTEC. In 2008, the KTEC charter was updated for another five years to align with the lease from the City of Kenosha of the building currently housing the East campus. In April of 2013, the School Board approved a five-year renewal charter contract. In December of 2013, the charter was updated to reflect the addition of the West Campus. The KTEC Governance Board requests that the Kenosha Unified School District Board of Education approve a charter agreement for the five year period of 2018-2023.

This current charter renewal has identified needed changes in the following areas:

1. Replacement of individual names and positions
2. Updated practices of the Governance Board
3. Note: Wisconsin DPI has made changes to requirements of charter agreements. This draft meets all the benchmarks currently required.

On March 19, 2018, The KTEC Governance Board voted on and approved the recommended changes to the contract.

**Recommendation**

The KTEC Governance Board requests that the Kenosha Unified School District Board of Education approve Kenosha School of Technology Enhanced charter agreement for the five year period of 2018-2023.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Tarik Hamdan  
Chief Financial Officer

Susan Valeri  
Chief of School Leadership

Dr. Angela Andersson  
Principal, KTEC

Kenosha Unified School District  
Kenosha, WI

**Kenosha School of Technology Enhanced Curriculum Contract**

**This agreement is made as of the ~~17<sup>th</sup> day of December, 2013~~ 22<sup>nd</sup> day of May, 2018 by and between the Board of Education for the Kenosha Unified School District No. 1 (“Board”) and the Kenosha School of Technology Enhanced Curriculum (“KTEC”).**

**Terms of the Contract**

The term of the Kenosha School of Technology Enhanced Charter Contract shall be a period of ~~four (4)~~ **five (5) years** commencing of the 1<sup>st</sup> day of July ~~2014~~ **2018**.

It is understood and agreed that the Kenosha School of Technology Enhanced Curriculum will **be an instrumentality of the school district and will** follow all of the established district policies and procedures unless stipulated differently in other provisions in this contract or provided by law.

**Sponsors**

The sponsors of this contract are the KTEC Governance Board and founding members. The Governance Board is composed of parent and community members. The founding members are Dr. Angela Andersson, Lynette Powers and Sarah McMillian.

**Person in Charge and Administrative Services**

The person responsible for administrative leadership of the Kenosha School of Technology Enhanced Curriculum is Dr. Angela Andersson. She serves as the full-time principal/director of the school. She is responsible to the Board of Education for meeting the terms of the contract, maintaining financial accountability, serving as an instructional leader, overseeing student achievement, managing the building, hiring all personnel, and handling student discipline. Dr. Andersson will also be responsible for overseeing secretarial-clerical procedures such as attendance and health records. She oversees the administration of assessment and evaluation programs. If the Principal should leave her position, central office personnel, in consultation with the KTEC Governance Board, will choose a replacement. The KUSD Superintendent will make the recommendation of a replacement to the KUSD Board of Education for approval.

**Governance**

Dr. Andersson will work closely with the KTEC Governance Board to ensure that this charter contract and the mission of the school are fulfilled. The KTEC Governance Board is made up of seven members. In order to protect the autonomy of the Governance Board, none of the members may be KTEC employees and only one position can be held by an employee of Kenosha Unified School District.

**Nonsectarian**

Kenosha School of Technology Enhanced Curriculum is nonsectarian in its programs, admission policies, employment practices, and all other operations. The KTEC faculty, staff, equipment,

supplies, curriculum, and teaching content shall be free of all religious or other sectarian symbols or influences.

### **Educational Program**

Grades Served: KTEC will serve the educational needs of students from 4-year-old kindergarten through eighth grade.

Mission: ~~The mission of Kenosha School of Technology Enhanced Curriculum is to develop lifelong learners who achieve academic excellence by integrating technology with 21<sup>st</sup> Century Skills and innovative curriculum.~~ **Engages learners of all types in an innovative and continually evolving learning environment, to prepare students for success through academic excellence by the use of 21<sup>st</sup> century skills, strategic partnerships, and technology integration to prepare for a global society.**

Curriculum: The staff of Kenosha School of Technology Enhanced Curriculum will design a program that aligns with Common Core State Standards. Curriculum materials will be chosen by the staff in conjunction with the mission/educational program of the school and aligned with the mission of Kenosha Unified School District.

### **Methods of Attaining Educational Goals**

Instructional Framework: As the mission states, the instructional framework at KTEC focuses on academic excellence, technology integration, 21<sup>st</sup> Century skills, and innovation.

All students at KTEC are expected to achieve academic excellence and are held to rigorous standards. **Through the use of a workshop approach,** students are expected to be readers and writers of literature and informational texts. Information literacy strategies are also integrated into each grade level in many ways including research projects each year.

~~Students use computerized programs and assessments in literacy and numeracy to ensure that each student is getting practice on the appropriate level of skills daily to promote the greatest level of academic growth.~~

At KTEC, STEM is more than an acronym for science, technology, engineering, and math. STEM education removes the traditional barriers erected between the four disciplines by integrating the subjects into one cohesive means of teaching and learning. An effective STEM program is important because increasing student opportunities for STEM learning can improve the chances of post-secondary success for all students. Equipping students with STEM skills will also prepare them for the high-demand jobs of the future and improve student learning in other subjects.

STEM education results in the development of skills in critical thinking, problem solving, innovation and creativity. As a school KTEC will use students' natural disposition toward technology to engage in learning that requires higher-order thinking skills.

Instructional Practice: Technology integration is achieved when technology tools support the curriculum and help students reach their goals. These tools provide students and teachers with the following:

- Access to up-to-date, primary source material
- Methods of collecting and recording data
- Ways to collaborate with students, teachers, and experts around the world
- Opportunities for expressing understanding via images, sound, and text
- Learning that is relevant and assessment that is authentic
- Training for publishing and presenting their new knowledge
- Access to performance data about student learning

**As a part of a systematic approach in response to intervention, students use computerized programs and assessments in literacy and numeracy. The data from these assessments are used to determine the level of intervention (universal, select, intensive) a student receives. Each student gets instruction and practice on identified skills daily to promote the greatest level of academic growth.**

The school will use instructional materials consistent with Common Core State Standards. The curriculum will include literacy, science, engineering, and math. Social science concepts will be taught through literacy instruction. ~~Technology will be integrated into the curricular program to provide practice, to assess learning, provide information, as a tool to complete advanced problems, and provide high-quality presentations.~~

Students often engage in cooperative learning experiences to enhance higher-order thinking skills within the curriculum. Through working in collaborative teams, students develop communication, leadership, and teamwork. The school has high expectations for student academic progress and behavior.

All teachers at KTEC attend professional development sessions to build an understanding of the curricular program and culture of KTEC. This training includes information on teaching 21<sup>st</sup> Century Skills and character education, as well as KTEC's literacy, **numeracy**, and STEM programs.

Co-curricular Courses: Technology will be used in each co-curricular area to enhance student learning and engagement.

**Art:** Each KTEC student will receive a comprehensive art education that includes art making, aesthetics, art history and culture, as well as art criticism. To promote learning in the six Wisconsin Standards categories of knowledge, skills, communication, thinking, understanding, and innovation, students will participate in a variety of artistic activities and projects. Technology will be integrated in art through projects related to graphic design. Cross-curricular connections will be made when appropriate.

**Health:** KTEC requires each middle-school student to participate in health lessons each year. The lessons focus on the standards set by the Wisconsin Department of Public Instruction and

strives to present material with a personalized and individualized approach. Topics include personal wellness, fitness, hygiene, nutrition, stress management and life stages.

**Physical Education:** A quality physical education program is offered to students as part of the KTEC curriculum. Embracing the Standards and Benchmarks set forth by the Wisconsin Department of Public Instruction and the National Association of Sports and Physical Education, lessons are designed to provide activities that are inclusive, highly active, and challenging. KTEC employs current best practices and technology to integrate physical, academic and wellness concepts. Students participate in instructional units designed to develop motor, cognitive, and social skills through sports, recreation, dance and fitness, in order to build a strong foundation for lifelong health and wellness. Recess is an extension of the KTEC physical education program.

**Music:** Each student at KTEC receives musical instruction through a variety of programs. Students in Kindergarten through fifth grade receive general music instruction twice per week while students in grades 6-8 participate **in instrumental music, choir, or art appreciation**. Students in grades 5–8 have the option of participating in band; the option for orchestra instruction is open to students beginning in grade 4. Collaboration across subject areas promotes innovative learning and academic excellence. These music classes are taught in alignment with the Wisconsin State Music Standards for Performance, Creativity, Literacy, Response, and Connections.

**Spanish:** Students in ~~Kindergarten~~ **sixth** through eighth grade have instruction in Spanish language and culture. Intercultural understanding is a critical 21<sup>st</sup> century skill both for life and the workplace. Globalization, with its accompanying free trade agreements, is shrinking the business world and those who know more than one language will definitely have the edge over a monolingual counterpart. The world language teacher will focus on grammar skills and cultural components in order to enrich the understanding of the language.

KTEC will infuse technology into the instructional process to enhance students' speaking, listening, reading, and writing skills in the target language, as well as their knowledge and appreciation for cultural diversity. This technology will also be utilized in the regular education classroom and available for home use as well.

**School Calendar:** KTEC will generally follow the KUSD calendar. However, the unique educational program of the charter school may necessitate flexibility when scheduling the school day and calendar.

### **Methods of Measuring Student Progress**

**Student Evaluation:** Students will be assessed on their mastery of Common Core State Standards. **Each grade level will use common measures of student success of the standards in each subject.**

**Annual Testing:** Students at KTEC will participate in annual state standardized assessments as well as district assessments such as Measures of Academic Progress (MAPs).

Report Cards: Report cards will be completed quarterly in grades ~~Kindergarten~~ **two** through eight. Progress reports will be completed three times per year for students in ~~preschool~~ **four-year-old kindergarten through first grade**. Students in ~~preschool~~ **four-year-old kindergarten** through second grade will not receive letter grades, but will receive rubric scores. Students in grades 3 through 8 will receive **some** letter grades **while developing practices of standards based grading**. The staff of KTEC will continue to use reporting systems that reflect assessment of mastery of Common Core State Standards as well as 21<sup>st</sup> Century Skills.

### **Governance Structure/Methods to Insure Parental involvement**

Governance Method: The Kenosha School of Technology Enhanced Curriculum Governance Board oversees the attainment of the educational outcomes of the charter school and ensures that the school is in compliance with this Contract and the mission of KTEC. The Governance Board will also assist in securing grant monies and other sources of revenue to deepen the capabilities of the school, approve the annual budget for KTEC, build community relations, and make policies that govern the operations of the school.

The KTEC Governance Board will consist of 7 voting members. The Governance Board will include an ex-officio member which will be the principal of the school. Members shall serve 3 year terms which will begin on ~~May 1<sup>st</sup>~~ **July 1<sup>st</sup>** and conclude ~~April 30<sup>th</sup>~~ **June 30<sup>th</sup>**. There will be no term limit. The Board will reorganize ~~on April 30<sup>th</sup>~~ **at their July meeting** of each year which will include swearing in of new Governance Board members and electing new positions. Governance Board members must let the President know by the ~~2<sup>nd</sup> Tuesday~~ in January **31<sup>st</sup>** if they will be serving an additional term.

Methods to Ensure Parental Involvement: Parents are important partners in the educational program at KTEC. The governance structure of the school addresses parent involvement. Parents ~~are involved~~ **may be selected to serve in** on the school's Governance Board making them a critical part of the decision making process. Parents are also involved through an active Parent, Teacher, and Student Organization. Parents volunteer in many ways at KTEC. ~~The Governance Board conducts surveys parents about satisfaction with the educational program of their students.~~

Discrimination: Kenosha Unified School District and by extension Kenosha School of Technology Enhanced Curriculum is an Equal Opportunity Educator/Employer with established policies prohibiting discrimination on the basis of age, race, creed, religion, color, sex, national origin, disability or handicap, sexual orientation, or political affiliation in any educational program, activity, or employment in the District.

### **Staff Qualifications**

**Every teacher, administrator, or professional staff member** Teachers at KTEC must meet all KUSD qualifications for employment as well as the requirements established by the Wisconsin Department of Public Instruction **including holding a certificate, permit, or license before entering duties of their position**. In addition, teachers must demonstrate technical competency and an understanding of 21<sup>st</sup> century skills and science, technology, engineering, and math integration. Some positions require additional, specialized training such as Project Lead the Way.

Employee Status: Employees are considered KUSD employees and therefore are entitled to the same salary and benefits as other KUSD teachers.

### **Student Health and Safety**

All health and safety policies will be adhered to including fire and ~~safety~~ **ALICE** drills. OSHA safety procedures will be in place.

### **Racial/Ethnic Balance Goals and Methods**

KTEC will not deny access to any student based on race, religion, gender, national origin, ancestry, pregnancy, marital or parental status, sexual orientation, or disability status.

**Recruitment efforts will include general community wide outreaches such as newspaper ads and community meetings at the school. Recruitment will also include participation in recruitment events focused on raising awareness with underrepresented students.**

Admission decisions are based on a random lottery. ~~Siblings and children of staff members may be exempted from the lottery.~~

### **Admission Requirements**

Application Required: In order to join the KTEC lottery, a preliminary, short ~~enrollment form~~ **application** must be submitted **online** during the month of January each year. Applicants may indicate a preferred campus on the enrollment form. If that campus is full when the student is selected, the student will be offered placement at the other campus. Whenever possible every effort will be made to keep siblings at one campus. Upon accepting placement for a student, families must complete an official KUSD enrollment form ~~and questionnaire.~~

**Students enrolled in KTEC in the previous year do not reenter the lottery. Siblings of current students are given preference in the lottery.**

**Children of the school's founders, governing board members, and full-time employees may be given preference as long as this group is no larger than ten (10) percent of KTEC's total enrollment.**

Discontinuance of Student Enrollment: Non-compliance with KUSD policies and Code of Conduct may result in the discontinuance of student enrollment.

### **Financial and Programmatic Operations**

Tuition: No tuition will be charged. ~~Charter schools choose whether to collect student fees to defray costs of instructional materials, field trips/activities or consumable materials.~~ **KTEC will collect activity and other fees (ex. Field trip) of the type charged to other KUSD students following the District Student Fee Schedule. KTEC will collect and expend student fees at the building level for the purpose of defraying the cost of consumable materials.**

Budgeted Items: Salaries, benefits, ~~facilities fee~~ **facility rent, capital improvements**, equipment, supplies, and similar items will be included in the school budget. Budgeting practices will adhere to district and state requirements. The building principal will approve all purchases. **The building principal will approve all budget expenses.**

Financial Records: All operational and personnel funds will flow through the district. ~~And~~ **KTEC will follow all KUSD policies and procedures required of other district schools. A record of all transactions will therefore be available as financial records of the district. Financial records, including an activity account, will be maintained at KTEC and will be available for review. All of the financial operations of KTEC will be available for review by District staff or any outside auditor commissioned by the district.**

Payment by KUSD: ~~Eighty (80) percent of the per member cost, as determined the state will go to the local charter school site.~~ **Based on the official third Friday attendance count, KUSD will credit KTEC eighty (80) percent of the current year maximum revenue per member as determined by the state revenue limit formula. Starting in the Fall of 2017 and for subsequent years, KTEC will be credited with eighty (80) percent of the increases in per pupil categorical aide. Similarly, a decrease in future funding would negatively impact the funding credited to KTEC.**

Carryover funds are permitted.

**The remaining twenty percent of the maximum revenue per member and the per pupil categorical aide will be retained by KUSD as reimbursement for administrative or other services furnished to KTEC.**

**KTEC will be included in any federal or state programs on the same basis as other eligible district schools, based on the requirements and stipulations outlined by the applicable program.**

Offsets: KUSD may offset part or all of any amount the charter exceeds the Direct Cost Budget that it is liable for. (No charter is authorized to expend any amounts in excess of the Direct Cost Budget.)

Purchasing: All supplies and equipment shall be requisitioned and purchased following standard financial procedures and KUSD purchasing procedures.

Student Records: Copies of standardized testing results and all records required by KUSD policy or law will be maintained in the school office. Administrative and student records will be maintained and available for review as permitted by Board policy and law.

Transportation: Transportation is not provided by Kenosha School of Technology Enhanced Curriculum; it is the responsibility of the parents / guardians of students.

Other Services: KUSD Services: As part of the 20 percent of per member cost, KUSD will provide agreed upon services. These services include district-wide services such as textbook and software adoption, professional development, instructional consultation, federal and district breakfast / lunch program, minor facility repairs, and inclusion in all federal and state grant programs at the school's discretion.



**Student Discipline**

All KUSD student behavior policies and the Code of Conduct will be followed. In addition, other rules and regulations may be developed. All students and families will receive notification of unique rules and regulations.

Students who have excessive expectation violations of the behavior plan will go before the KTEC Governance Board for behavior monitoring, action plan, and case file review.

**Public School Alternatives**

No student is required to attend KTEC. Students who do not attend will attend their attendance area school or other choice schools.

**Description of Facilities/Liability Insurance**

Description of School Facility: The Kenosha School of Technology Enhanced Curriculum is made up of two campuses. One campus is the former Lincoln Elementary School, 6811 18<sup>th</sup> Avenue, and is leased from the City of Kenosha. The other campus is the former McKinley Middle School, 5710 32<sup>nd</sup> Avenue. The facility is owned by Kenosha Unified School District.

Liability Insurance: Liability coverage is provided by KUSD and is the same that is provided for all district schools **which is a \$10,000,000 limit.**

**Effect on the Liability of the School District**

Kenosha School of Technology Enhanced Curriculum will adhere to all federal, state, and local regulations (pertaining to liability) and to the Board's insurance and risk management requirements. All charter schools will adhere to the KUSD Code of Ethics.

**Termination of Contract**

This contract may be terminated if any of the following conditions are met:

Mutual Agreement: Both parties (KUSD and KTEC) agree in writing to termination.

Contract Violation: If the KUSD Board determines that the school is in violation of this charter contract.

Educational Goals: If the KUSD Board determines that the charter students have failed to make sufficient progress towards educational goals. If an extension of time to attain such goals is requested in writing, such requests shall include a written plan (which is acceptable to the district) that sets out the additional steps that the school will take to attain such educational goals within a reasonable time. The determination of the Board as to the acceptability of the school's written plan for attaining educational goals shall be final.

Fiscal Management: If the KUSD Board determines that the charter school has failed to comply with generally accepted accounting standards and Board policy.

Violation of WI Stat 118.40: If the KUSD Board determines that the charter is in violation of Wisconsin Statute 118.40.

Insolvency: If the KUSD Board determines that the charter's revenues are insufficient to pay its expenses.

**Notice**

Whenever under this contract notice must or may be given to the other party, (KUSD or Charter) or whenever information may or must be provided to the other party, the party who may or must give notice or provide information shall fulfill any such responsibility under this contract if notice is given or information is provided:

To: the Board

To: Kenosha School of Technology Enhanced Curriculum

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools  
Kenosha Unified School District  
3600 – 52<sup>nd</sup> Street  
Kenosha, WI 53144  
Telephone: 262-359-6320  
Facsimile: 262-359-7672

Dr. Angela Andersson  
Principal  
Kenosha School of Technology Enhanced Curriculum  
6811 18<sup>th</sup> Ave  
Kenosha, WI 53143  
Telephone: 262-359-3800  
Facsimile: 262-359-2194

In witness whereof, the parties have caused this contract to be executed by their duly authorized representatives as of the date first above written.

**The Board of Education for the  
Kenosha Unified School District**

**Kenosha School of Technology  
Enhanced Curriculum**

**By:**\_\_\_\_\_

**Board President:**\_\_\_\_\_

**Title:** \_\_\_\_\_

**Administrator:** \_\_\_\_\_

**Date:**\_\_\_\_\_

**Date:**\_\_\_\_\_

## KENOSHA UNIFIED SCHOOL DISTRICT

Kenosha, Wisconsin

May 22, 2018

### Kenosha Unified School District Board Meeting

#### **Kenosha eSchool Charter Contract Renewal**

On July 1, 2006, the Board of Education first approved the request for charter school approval for the Kenosha eSchool, initially for a five (5) year period. Another renewal for three (3) years was granted on August 24, 2010. The charter was also updated on September 27, 2011, mainly due to the expansion to grades 6-8. On May 22, 2012, the Kenosha eSchool Charter was brought to the Board and a three (3) year extension agreement was approved. The May 22, 2012, approval was supported for various reasons. The KUSD transformational design goal (#1) addressed expansion of online learning opportunities for all students. Due to the growing need and interest of online learning at all grade levels, the eSchool requested to expand and offer an elementary online option, which resulted in the expansion of the Kenosha eSchool to include grades K-5. The District also needed to provide necessary educational options for secondary school students during the second year of dramatic budget cuts. In addition, the KUSD school board had requested that all of the existing charter schools align their charter contract language to a communal layout, presentation, and understanding. At the same time, the Wisconsin Department of Public Instruction utilized the Charter School Contract Reviewer Benchmarks instrument, and identified key areas that needed to be present in a charter school contract. Some of the changes were the result of the reviewers' suggestions and recommendations. On May 25, 2015, the Kenosha eSchool Charter was brought to the Board and a three (3) year extension agreement was approved. This charter renewal had identified changes based upon new state law and updated practices and procedures that reflected the current operation of the school. It also allowed the authorizing body (the Kenosha Unified School Board) flexibility to address funding of the school on an annual basis. The most recent, May 22, 2018, charter renewal has identified needed changes/additions in the following areas.

1. Replacing individual names with the position titles.
2. Updating names of organizations and groups that have changed or been eliminated.
3. Eliminating language for practices that are no longer implemented.
4. Reflecting changes in state law and charter school contract benchmark requirements.
5. Updating new programming, practices and procedures that reflect the current operation of the school.

On March 28, 2018, the Kenosha eSchool Governance Board voted on and approved the recommended changes to the contract.

#### RECOMMENDATION

The Kenosha eSchool Governance Board requests that the Kenosha Unified School District Board of Education approve the Kenosha eSchool Charter agreement for the five (5) year period of 2018-2023.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Susan Valeri  
Chief of School Leadership

Tarik Hamdan  
Chief Financial Officer

Daniel Tenuta  
Principal, Kenosha eSchool

## General Information

This agreement is made as of the ~~26th day of May 2015~~ **22<sup>nd</sup> day of May 2018** between the Board of Education for the Kenosha Unified School District No. 1 (“Board”) and the Kenosha eSchool.

### Mission and Vision

The Kenosha eSchool, in partnership with the Wisconsin Digital Learning Collaborative, exists to utilize new and emerging technologies providing students access to high-quality standards-driven curriculum in an environment that is self-paced and accommodating to students’ varying physical locations and individualized plans.

### Administrative Services

#### Sponsors

The sponsors will be Daniel Tenuta, Kenosha eSchool Principal, the ~~Assistant Superintendent of Secondary School Leadership, and Assistant Superintendent of Elementary School Leadership.~~ **and the Chief of School Leadership.**

#### Person(s) in Charge

The person responsible for administrative leadership of the Kenosha eSchool will be Daniel Tenuta, the Kenosha eSchool Principal/Director. He will serve as full-time Principal/Director of the school. Daniel Tenuta, the Kenosha eSchool Principal/Director will work closely with the Governance Board to ensure that the educational goals of the Kenosha eSchool are carried out. He will be responsible to the Board of Education for meeting the terms of the contract, financial accountability, serving as an instructional leader, overseeing instruction and staff development, managing the building, hiring of all personnel, and handling student discipline. Daniel Tenuta, the Kenosha eSchool Principal/Director will also be responsible for overseeing **the staff carrying out the duties of** secretarial/clerical procedures such as attendance, **student records management** and health records. He will also oversee the administration of assessment and evaluation of programs and all staff. If the Principal/ Director should leave his position, central office personnel in consultation with the Kenosha eSchool Governance Board will choose a replacement. Any administrative appointments will be approved by the KUSD Board of Education based on the recommendation of a replacement from the KUSD superintendent.

#### Status

**Kenosha eSchool will function as an instrumentality charter school authorized by the Kenosha Unified School District (KUSD).**

## Charter School Program Descriptions

Curriculum. In order to provide high-quality, standards-driven, proven curriculum, courses will be provided through shared resources with other online school providers or organizations that have developed and aligned these courses. Kenosha eSchool will be doing this in conjunction with the Wisconsin Digital Learning Collaborative, by using its research and present course list to provide the best online product for our students. Courses will only be considered that have the ability to be modified to comply with the existing KUSD curriculum, KUSD standards and benchmarks, and allow for local teacher flexibility in the course delivery. Courses must also be ADA (Americans with Disabilities Act) and SCORM (Shareable Content Object Reference Model) compliant.

As the skill level and experience of online teachers develops, additionally locally developed courses may become available. Using the adoption process for new courses, and for major updates of existing courses, the eSchool curriculum will be reviewed as outlined by **the KUSD Policy 6800, Course Adoption. Course Adoption Policy 6300.** Online curriculum reviews would also include the following: obtaining test accounts for instructional review, comparison of existing district standards, and consultation with the district content coordinators.

Students will be expected to have a home computer and Internet access. Students may also use community computer facilities (i.e. local libraries). District support would not be available for hardware and software on their personal computer. Students will be liable for any improper use of the Internet and/or email. If using district Internet access, the email and Internet will be tracked. Any improper use will result in loss of use of district equipment and services and possible dismissal from the eSchool program.

The curriculum is designed to address the educational goals as described in Wisconsin Statutes 118.01(2). ~~The curriculum course requirements and instructional programs with the previously mentioned goals.~~ Administrators, teachers, parent/guardians, and mentors share responsibilities for students meeting the goals and expectations as described in **State Statute 118.01(2).**

Community Need. ~~The Kenosha community, through work on the Board approved Strategic Plan, has determined that there is a need for choice schools in the district. Kenosha eSchool provides seats in numerous online courses. Students can access their courses from anywhere there is Internet access. Some students could utilize computers on campus or other public locations.~~

~~The Kenosha eSchool offers students in the district additional choices to take ownership of their education and schedule. For a significant number of students the traditional curriculum, calendar, and school day do not meet their needs. For some students, various obstacles may interfere with the normal progression of educational experiences. For others, the eSchool can provide unique opportunities to enrich or expand their educational experiences.~~

~~Any students involved in the eSchool would benefit from the individualization and flexibility that can exist in an online school environment. Although it is expected that a majority of the students would complete courses within a traditional course time frame, the eSchool makes it possible to compress or expand the time to best meet their educationally defined needs.~~

The eSchool has established a minimum time frame for any accredited course. No credit will be awarded for any student enrolled in a course for less than 15 school days. This has been established to validate the understanding and progression of the student in the course, as well as to address NCAA endorsement of online courses. Online schedules may be modified to best fit the particular need of a student.

Grades. The eSchool will service Kenosha Unified students in grades K-12, with options for full time (grades K-12) and part time enrollment (grades 6-12 only), as identified by their individual interest and need. Elementary (grade K-5) students are expected to be enrolled as full time eSchool students. Multiple school or part time enrollments for grades K-5 students will not be a standard practice. Exceptions to the part time elementary enrollment restrictions will be on a case-by-case basis, with special consideration for student with IEPs, **GaTEs** ~~DEPs~~, or 504s.

Community Relations. ~~The Kenosha eSchool will identify one or more community organizations and/or businesses that would be interested in providing an on-going relationship with the Kenosha eSchool. These relationships may provide any of the following: mentors, assistance in securing needed resources, and opportunities for community experiences for Kenosha eSchool students.~~

Information regarding Kenosha eSchool will be provided on a link from the district website. This site will be updated on a regular basis. ~~Articles will be provided to the district newsletter and other appropriate district wide publications. The eSchool will create promotional videos, and hold periodic informational sessions. All promotional and advertising material will first go through the KUSD Office of Communications.~~ The Kenosha eSchool website will publish and/or provide links to the names and contact information of the Kenosha Unified School

Board, ~~eSchool~~ **the members of the virtual charter school's parent advisory council,** Governance Board, and eSchool Staff.

~~Marketing.~~ ~~The Kenosha eSchool will actively participate in marketing the school program and offerings to the greater Kenosha area through a variety of means. These would include:~~

- ~~Website link from the KUSD home page with application forms and contact information~~
- ~~Informational brochures distributed to district schools and other community agencies~~
- ~~Community Meetings~~
- ~~Informational presentations for prospective students/ parents~~
- ~~Articles in high school and district newsletters~~
- ~~Articles in the Kenosha News~~
- ~~News releases to area radio stations~~
- ~~Personal contacts with key individuals such as Cluster Leaders, Guidance staff, School Board Members, etc.~~
- ~~School Choice Presentations~~

## **Educational Program**

The Kenosha eSchool will use new and emerging technologies that expand the boundaries of location and time to provide high quality standards-driven curriculum.

The staff, in collaboration with parents/guardians, will endeavor to empower all students to develop their potential to the fullest, while taking ownership of their individual academic progress. Kenosha eSchool will create a learning environment that is able to accommodate students' varying physical locations. The eSchool allows parents/guardians one more option to consider when determining their child's individual educational needs.

School Day Structure. There is the potential for enrolling full time in Kenosha eSchool. Schedules for students enrolled part time and students enrolled full time will be different. Whether high school students are enrolled full or part time, they may take a maximum of four courses at a time, unless approval is granted through mitigating circumstances, such as credit deficiency. The continuous enrollment gives students numerous options for a flexible schedule. Middle school students who are enrolled full or part time may take a maximum of 6 courses at a time, unless approval is granted through mitigating circumstances.

The flexibility of online learning allows students and their families the opportunity to determine what type of schedule is most feasible ~~in~~ **for** their particular situation. Although the time and place where students work may be very different, their coursework and expectations will have significant structure. Students with extenuating circumstances might need to have an extension beyond the traditional time frame in order to complete their work. Online students have a great deal of flexibility in this fashion. Students would access their assignments on-line, communicating regularly with the teacher for clarification, explanation, or revisions in their



work. Students would be able to work on their assignments at any time that is convenient for them. **Kenosha eSchool has its own computer lab to provide a workspace for online teachers to meet face-to-face with students during office hours, a place for students to take final exams, and a secure setting to administer required standardized testing. Students may schedule a time in the computer lab to work with their teacher during their teacher's designated office hours. Independent work time in the computer lab may only occur when direct supervision is provided from the instructor of record during assigned teacher office hours.**

For example:

**100% Virtual Option** Kenosha eSchool offers a 100% virtual option for a student when circumstances dictate that the student is not allowed to be in contact with other students and/or on school property. Face-to-face support and final exam proctoring will be provided by a web conference application (exceptions may be made for the administration of required state and District standardized testing). This option will be unilaterally determined by the Kenosha eSchool principal and is not available to regular part-time or full-time students.

- ~~Teen parents might do their coursework while their child or children are napping or in bed for the night.~~
- ~~Self-supporting students might work full time and do their coursework in the evening or on weekends.~~
- ~~Voluntarily withdrawn or homebound students might work 6 hours one day and 3 hours the next.~~
- ~~Students in a treatment program, or who are incarcerated, may be told when they will be working on their assignments.~~
- ~~Other students might work on their course(s) at the same time every day from the LMC or another location in their local building where they might be multi-school enrolled.~~
- ~~Students who are not effective at 7:30 a.m. might take one online course and begin school at 9:15 a.m.~~

**Blended Learning** Kenosha eSchool is a virtual charter school. In addition to the fully virtual courses, Kenosha eSchool will also offer Blended Learning options for specific programs. Blended learning is the fusion of online learning and in-person school. Teachers and students are able to design personalized learning pathways that result in improved academic achievement for all learners. There are four primary models of blended learning: the Rotation model, the Flex model, the A La Carte model, and the Enriched Virtual model. Kenosha eSchool offers an Enriched Virtual model for 6<sup>th</sup> grade gifted and talented students in Math and English. In this Enriched Virtual model, online learning is used as the backbone for student learning. Students primarily

complete their coursework online with required, weekly face-to-face learning sessions with their teacher. The online teacher is both the teacher of record and the face-to-face teacher for these weekly sessions with students.

Any Blended Learning program that utilizes Kenosha eSchool courses and requires consistent, face-to-face instruction for students must be approved prior to implementation. No individual teacher or administrator will be allowed to implement this type of blended program without prior approval. The approval process for blended learning programming will be as follows:

1. The blended learning program must meet the standards of a recognized research based blended learning program. The Kenosha eSchool principal will be responsible for this determination.
2. The program must be approved by the Kenosha eSchool Governance Board.
3. The program must be approved by the Kenosha Unified School Board.

**Temporary Asynchronous Enrollment** Students in grades 6 – 12 may be temporarily, multiple school enrolled into Kenosha eSchool. This enrollment time period may be used to finish work previously assigned to them at their boundary area school and will not require a student to start a new, virtual eSchool course. When their work is completed, a student may begin the required Kenosha eSchool Orientation course in order to start online classes, or return to their boundary school. Temporary placement cannot be longer than one quarter (45 days).

**The Medically Necessary Virtual Instruction Program (MEDVI)** MEDVI provides instruction for KUSD students who are unable to attend school for at least one marking period (or more than 14 consecutive school days) in a face-to-face school environment due to a medically documented physical injury, medical condition, or severe emotional problem. The program is designed to provide support for core academic courses on a short-term basis. MEDVI is only offered in middle and ~~secondary~~ high school grades, and enrollment is always subject to the availability of courses.

The following steps are required prior to enrollment in MEDVI Instruction:

--A meeting between the student's parent/guardian and the eSchool counselor.

-A review of the student's academic records.

-A completed medical verification form, which may include Psychologist/Psychiatrist, MD, DO, NP, PA, and/or LCSW (Licensed Clinical Social Worker) recommendation for severe emotional issues. This form must include the reason that participation expectations need to

**be waived, a plan for therapeutic services, and an estimate of the length of time services will be required.**

**-A signed consent form giving permission to appropriate eSchool staff to discuss progress with the student's health care provider, including a Psychologist/Psychiatrist and/or other healthcare providers listed above, for issues related to emotional or mental health.**

**Once these steps are completed, placement determination is made by the principal of Kenosha eSchool. All placement decisions by the Kenosha eSchool principal are final. If placement is granted, the following will occur:**

**--The student will be multiple school enrolled into Kenosha eSchool, with primary placement remaining at the student's KUSD boundary or full time school of record.**

**--Attendance will include a medical leave designation (MED) at Kenosha eSchool during the enrollment.**

**--After one semester in the program, a review of student progress will be made, and a new medical verification form must be filled out. Students who are not in compliance with the therapeutic service outlined in the plan will be dropped from the program and will return to their boundary area school.**

### **Instructional Practices**

**As a charter school, Kenosha eSchool will maintain autonomy and academic latitude over instructional method, assessment, pace and order.** Online research based/innovative instructional and grading practices will be used by all instructional staff. The students will communicate with their teacher in several ways, though mostly electronically. The most typical method will be through emails. Some projects may have 3-dimensional components. Students can take pictures and send them electronically. Simple questions or clarifications on assignments would most often occur using this method. Additionally, secondary forms of communication are used: web conferencing, white boards, telephones, and face-to-face contact. Online instructional guidelines and standards as identified by iNACOL **and Quality Matters** will be promoted.

Teachers will post office hours each week, at which time they would be available to students via a discussion group where several students could participate in a discussion or tutoring session synchronously. This option includes a white board that would be visible to all in the discussion group at that time. Teachers can call on individual students to solve a math problem or demonstrate an idea using a mapping or graphing technique. The teachers would be able to make changes or suggestions as the students are working on the white board and at the end of the session the students could print out all of the notes that would have been created on the white board during that session. Several students might work on a group project in this manner.

Course discussions could also occur asynchronously. The teachers might start a discussion stream and students would be expected to participate over a week or two and be graded on the quality of their responses. Assignments might be submitted directly online, as email attachments, via the postal service, or some projects might actually be hand delivered to the eSchool office. Students would be expected to demonstrate regular progress with their work.

Student/teacher contacts would be expected at a minimum of 2-3 times per week. Contacts include feedback on assignments, responding to questions, clarifying assignments, or other grade reports. These contacts would typically be in the form of emails or phone calls. Minimally, twice each month, the students, as well as the designated adult (parent/mentor/coach) for the students would receive a written report of the students' progress as compared to the benchmarks showing whether or not their progress was on track to meet their course completion goals. If the teacher has not been able to contact students or see any signs of progress in their work, the designated adult would be contacted. This adult would also have online access to an individual student's current grade and progress. Students may forfeit their online opportunities if regular progress does not occur and they are not communicating any special needs to the teacher.

## **Special Education**

The Kenosha eSchool will do everything within its power to recruit and maintain a student demographic that is similar to other schools within the community. All ADA (**Americans with Disabilities Act**) requirements will be met. Successful online students have specific characteristics defining how they operate. These skills are: time management, organization, ownership for learning, self-advocacy, problem solving, computer literacy, read and follow detailed directions, and have effective writing skills. The students in conjunction with their instructor and mentor/coach must work on any weaknesses in these skills. Since students will have an Individual Learning Plan based on their needs and goals, the learning team can determine whatever accommodations are needed for individual students, and the planning can occur to best provide for those needs.

Students with special needs are also eligible for Kenosha eSchool. They must have an updated IEP (Individualized Education Program) for full time enrollment. A special face-to-face meeting with the course instructor, special education teacher, student, and mentor/coach will occur to determine if the eSchool is the student's LRE (Least Restrictive Environment). The eSchool has found online learning to be successful for **many** students with special needs. The following is a list of accommodations for students with special needs.

As defined by an IEP/ 504, some accommodations may include:

- Extended time on lessons and tests
- Flexibility in start and end dates
- Prepared notes and reviews of lessons
- Non-threatening means of communication with the instructor
- ~~Clear rubrics for assessments~~
- Regular communication with parents on course progress
- Opportunity to revise and resubmit assignments
- ~~No lost assignments~~

**A policy pertaining to the enrollment of students with disabilities can be found on the Kenosha eSchool website.**

### **Electives**

The eSchool will offer a selection of elective options based on availability of curriculum and instructional staff. Examples could include Art, World Languages, and Business courses.

### **Honors Program**

“Weighted” honors credits will be offered at the Kenosha eSchool. However, these courses will be limited to courses that fall within the areas of Math, Science, English, Social Studies, and World Languages. Elective area courses, outside of these academic areas, will not be offered at the honors level. ~~AP courses will also be offered at the Kenosha eSchool in areas where certified staff and enough interested students are available. Similar to other district high school students, eSchool students will be allowed to travel to another school to take an AP course that is not offered at the eSchool.~~

### **Academic Plan and Course of Study**

**The following guidelines shall be followed when determining the optimal Academic Course of Study for students with non-traditional or alternative graduation plans, such as returning seniors or Competency Graduation (ITED) students.**

- **The eSchool Principal shall establish the criteria by which students are assigned to their Academic Course of Study.**
- **Placement in an Academic Course of Study will be based on several factors including: age, academic performance, previous standardized testing scores, and credits earned.**
- **Returning seniors (students whose Cohort year has graduated) will have the option of being placed into remaining graduation requirements as long as there are 4 or fewer credits remaining, or being assigned to the ITED Course of Study.**

- **Returning seniors with a deficiency of more than 4 credits will be assigned to the ITED Course of Study.**
- **Seniors (current Cohort year) with a deficiency of 8 or more credits must earn at least 4 credits during the first semester of their senior year to remain in the traditional Academic Course of Study. Seniors who do not earn 4 credits by the end of Semester 1 will be assigned to the ITED Course of Study.**
- **Requests to be assigned to or removed from an Academic Course of Study must be approved by the eSchool Principal.**

## **AP Courses**

**Kenosha eSchool will offer AP Courses in areas where certified staff is available. Kenosha eSchool students like other KUSD students will be allowed to travel to their home boundary area school to take AP courses.**

## **School Calendar**

The Kenosha eSchool will generally follow the Kenosha Unified School District calendar. However, some flexibility in scheduling the school day may be necessary to accomplish the mission of the school. The eSchool will provide educational services to its pupils for at least 150 school days each year per state requirements.

## **Method of Measuring Student Success**

**Instructional Framework.** Students, parents/guardians, and mentor/coaches will have access to their student's electronic grade book 24 hours a day, 7 days a week. Other individual testing and assessments will be available on an as needed basis. Some of the assessments included in the Kenosha eSchool will be: auto-graded quizzes, threaded discussions, worksheets, research papers, oral exams, presentations, letters and brochures created as part of a project. A proctor will administer all course finals and a passing grade on the final exam must be achieved to receive credit for the course.

~~An Online Perceiver Instrument will be used to review the components of quality online schools and programs. Information will be gathered from the Governance Board, students,~~

~~mentor/coach/parent, and online teachers to identify the strengths and effectiveness of the school and assist in future planning and goals.~~

Student Evaluations. The Kenosha eSchool assessment and graduation process prepares students to gain experience in the emerging realm of online instruction and individualization. Students graduate, and receive a diploma from the Kenosha eSchool by successfully meeting course standards that demonstrate essential skills and knowledge. Students will be regularly assessed, both formally and informally. The form of student assessment will vary depending on instructional goals but will include tests, quizzes, papers, projects, labs, oral exams, and presentations.

Academic Grading Scale. The existing KUSD grading scale will be used to establish the earned mark for each eSchool course.

Annual Testing. Full Time eSchool Students will participate in the statewide assessment program. Using the same standardized norm referenced tests that are used throughout the District will assist the Board in assessing the academic progress of eSchool students.

Report Cards/ Student Transcripts. Report cards will be completed quarterly. Transcripts are available upon request as they are at other district high schools. Class ranking information will be made available to students applying for scholarships, but will not generally be included as a statistical category. The existing practice aimed at reporting progress for elementary students and holding parent meetings will also be utilized.

## **Governance and Structure**

Governance Method. The Kenosha eSchool will be governed by the **Kenosha eSchool** Governance Board in conjunction with two nonvoting advisors, the Principal/Director and administrative assistant. The Governance Board will consist of at least five (5) to seven (7) members. Members may be parents, community organization representatives, or higher education members, and one member may be a KUSD employee but not an employee at the eSchool. A Kenosha eSchool student may serve in a nonvoting advisory capacity to the Governance Board. The Governance Board may be five (5) parents. New members to the Governance Board will adhere to the designated selection process. The eSchool Governance Board will meet on a regular basis to review school policies and maintain awareness of program progress.

Advisory/Governance Board. The Kenosha eSchool Governance Board will be accountable to the District Board of Education in seeing that the District policies, rules, and academic standards are adhered to and maintained. The Governance Board will be independent as it relates to policies, procedures, rules, and programming not required by Board of Education policies, rules, and/or directives. The Governance Board and Board of Education may jointly meet periodically to discuss student achievement, student activities, parental involvement, reporting, and autonomy issues. The Governance Board will have participation relative to the eSchool policy, budget development, staffing, and program evaluation.

~~The Kenosha School Board will be the chartering agent, thus the eSchool will be considered an instrumentality charter. State exemptions for charter schools which Kenosha eSchool will take advantage of are as follows: flexible school day, flexible calendar, or inclement weather days, student created personal schedule, the definition of habitual truancy, teacher workload description, maximum age of student, and disciplinary process for removal. No Charter policies or procedures will be in conflict with existing School Board policies and rules, unless stipulated in this contract, or State and Federal laws and regulations. Where any of the above are silent the eSchool's Governance Boards policies, rules, and regulations will prevail.~~

The Kenosha eSchool will be an instrumentality charter that assumes authorization by the Kenosha Unified School District Board of Education and all personnel involved in the Kenosha eSchool will be employees of the Kenosha Unified School District. Kenosha Unified School District as well as Kenosha eSchool are not connected or affiliated with any religious denomination or organization and thus our practices, programs, admission policies, employment practices, and all other operations and practices are not directed or influenced by any religious denomination or organization.

### **Method of Ensuring Parent Involvement**

Since all students and parents will have email connections to the school, this will be a primary source of disseminating general information. Information will also be provided via the Kenosha eSchool website and other media. Opportunities for parent interaction with staff are planned in an online discussion format similar to that which students in the same course might have with their instructor. Formal and informal face-to-face meetings such as an orientation session may be planned as deemed appropriate.



## **Parent Advisory Council**

**Kenosha eSchool will establish a Parent Advisory Council that will meet on a regular basis. Meetings will occur online or face to face. Parents/Guardians of all full time Kenosha eSchool students will be considered members of the Parent Advisory Council. Meetings may include such topics as (1) Best Practices of Online Learners, (2) Tips and Strategies to be Successful in Online Learning, (3) Standardized Testing Expectations, (4) College and Career Readiness, (5) Course orientation, (6) Parent Survey and feedback sessions.**

## **Employee Status**

All Kenosha eSchool staff members will be employees of KUSD and are entitled to all of the rights and benefits of other similar employees of KUSD following already established salary schedules and benefit programs. A consistent and agreed upon contract for extended day assignments will be used when necessary. Kenosha eSchool staff members are employed teaching staff of the Kenosha Unified School District.

The eSchool Teacher Consultant will be responsible for the day-to-day operations of the eSchool dealing with coordination of activities and teaching support. The Consultant will also be responsible to help promote and communicate information about Kenosha eSchool to the community, School Board, Guidance Counselors, and any other educational staff. The eSchool Teacher Consultant should have at least 5 years of teaching experience. A background in alternative education is extremely useful. Other positions will be needed based on the growth of the eSchool.

All district policies and procedures will be followed to the greatest extent possible. When the unique nature of an online school brings forth situations that do not fit the existing protocols, the Kenosha eSchool Principal will work through the issues in good faith with the district.

## **Teacher Qualifications**

Qualified and certified staff will be employed for the Kenosha eSchool. Due to the need to evaluate, modify, and develop coursework, as well as performing teaching tasks, staff will be sought with a preferred 5 or more years of experience. Successful completion of an approved online training requirement is mandatory for instructional employment in the Kenosha eSchool. All eSchool staff will be required to participate in the assigned eSchool and district staff development programs.

## **eSchool Teacher Requirements**

- 1. Demonstrate knowledge of and skills in setting goals and objectives based on student development, content, assessment, and standards and benchmarks. Challenge and motivate all learners. Provide coherent instructions, curriculum development, and evaluations. Use school and district provided resources and materials and incorporate staff/community resources when possible.**
- 2. Demonstrate knowledge of and skills in using a variety of instructional methods, including face-to-face, online, and blended learning instruction.**
- 3. Communicate clearly and accurately.**
- 4. Must be able to evaluate student learning, respond to individual learner's needs and accurately report student progress.**
- 5. Must be available for staff development opportunities and team meetings that are sponsored by KUSD and/or the Wisconsin eSchool Network/Wisconsin Digital Learning Collaborative.**
- 6. Must be willing to collaborate with others, share information and resources, and help foster an active professional learning community to carry out the vision of the of the Kenosha eSchool Charter.**
- 7. Teachers will be available for any face-to-face meetings for which their presence is required (examples include: IEPs, parent meetings, etc.) during the hours of the school week, unless it conflicts with regularly scheduled instructional time within a face-to-face or blended learning program.**
- 8. Perform other duties as assigned by the Principal.**

eSchool Teachers will provide direct pupil instruction for at least the applicable number of hours specified in Wisconsin **State Statutes** 121.02 (1)(f) 2 each year, and no more than 10 hours in a 24-hour period may count towards those requirements. The eSchool Principal will also ensure that all instructors and support staff respond to inquiries from pupils and parents/guardians of pupils by the end of the first school day following the day on which the inquiry was received.

Selection of Personnel. The posting of positions will follow the established format for Kenosha Unified School District. The Kenosha eSchool will adhere to all Human Resource posting and hiring policies. Instructional staff for the eSchool will be employed by the eSchool either by extended day contracts for existing teachers or full-time or part-time instructors. The selection of

these instructors will be governed and decided by the existing KUSD hiring practices. The Kenosha eSchool Principal will conduct interviews in accordance with existing district guidelines. eSchool staff, students, and Governance Board members may participate on the interview team. All Hiring decisions will be finalized by the eSchool Principal.

## **Student Health and Safety**

All local and state health and safety regulations and building code standards will be followed, including but not limited to, safety drills, fire drills and tornado safety practice. OSHA safety procedures will be in place.

## **Racial/Ethnic Balance Goals and Methods**

Diversity Every effort will be made to provide information to diverse populations about the opportunities that the Kenosha eSchool may have that could meet their individual needs.

**Enrollment at Kenosha eSchool is open to all students in Kenosha Unified School District in grades kindergarten through twelve. The traditional geographic boundaries that exist in KUSD schools do not affect Kenosha eSchool. Kenosha eSchool will not deny access to any student based on gender, gender expression, race, religion, national origin, ancestry, pregnancy, marital or parental status, sexual orientation, color, or physical, mental, emotional or learning disability. Equitable access for all students is a priority. Steps taken include: On the eSchool Course Request form, students are not asked to identify their gender, gender expression, race, religion, national origin, ancestry, pregnancy, marital or parental status, sexual orientation, color, or physical, mental, emotional or learning disability. Students simply list their name and contact information. From that point, the student names are placed on a waiting list after completing the student Orientation course. Selection of students is based upon the order they were placed upon the list. In order to promote equal student representation, Kenosha eSchool will hold parent information meetings with the other secondary school choice and charter schools as arranged by the district. Additional efforts will be made to market Kenosha eSchool to low income students and their families. It will also be marketed to homeschooled students and at risk students. The eSchool will collaborate with the Director of Title I and the Coordinator of Diversity and Student/Family Engagement regarding enrollment and awareness. Personal contacts will be made with the KUSD, community, and home site guidance counselors to be sure that they are familiar with the Kenosha eSchool options. The Coordinator of Diversity and Student/Family Engagement will be consulted regarding minority enrollments and awareness.**

~~Enrollment is open to all students in grades K-12 throughout the District. No student will be denied admission to the eSchool based on race or ethnic heritage. The eSchool seeks a student community that reflects the greater KUSD area in racial/ethnic, and gender balance. That~~

~~continues to be a guideline for placement procedures. To accomplish this, information regarding the school will be disseminated throughout the community through various mediums to all public schools and through community agencies. Enrollment information meetings will be publicized through the eSchool website, newspaper articles, cable television, and local community service agencies.~~

**Target Population** Although the Kenosha eSchool opportunities will be available to any Kenosha Unified student, particular efforts will be made to recruit students who are not currently being served or are being served on a minimal basis. The population could include, but not be limited to, any of the following categories:

- Students who are attracted to an online experience.
- Students who are voluntarily withdrawn, are on a long- term suspension, expulsion, or are seen as a safety risk to the traditional school site
- Students who feel uncomfortable or unsafe in a traditional setting due to school phobia, anxiety disorders, or other mental **health** or emotional health issues
- Homebound students with extended medical issues
- Incarcerated students who will be confined for an extended period of time
- Transient students who may be residing in a group home or other residence particularly if they are entering the district at other than the beginning of a new semester
- Students in treatment programs for an extended period of time
- School age parents, married students, and self-supporting students
- Students who left school without completing their diploma requirements, but are within 6 credits of graduation
- Students with extraordinary needs for acceleration or remediation
- Homeschooled students
- Economically disadvantaged students
- Students whose personal or family activities preclude traditional daily attendance such as temporary job relocations, involvement in professional level athletics, or other endeavors
- ~~Students not on target to graduate with her/his cohort group~~

## **Student Acceptance**

Enrollments for each course will be filled on a first come first served basis and a waiting list will be kept for any additional requests for that course. Students from the waiting list would be allowed to begin the course whenever an opening became available. In the future if more students enroll who meet the criteria than openings would allow, the Kenosha eSchool may activate additional course offerings. **For terms outside of the regular school year with limited enrollment capacity (i.e. summer school)** ~~If the enrollments during the open enrollment period exceed the slots allocated a lottery will be held. If a lottery is required, the ESEA guidelines under Title I will be followed and a “weight” will be given to low income and credit deficient students.~~ The Kenosha Unified School District may prioritize **multiple school enrolled** placement of expelled, abeyance, or students with special circumstances into eSchool as long as

full funding is provided by the District. **Preference will be given to students who were enrolled full-time in the previous year and to siblings of students who are enrolled full-time in the school.**

~~The lottery will be conducted by a sitting Judge from Kenosha County and a Police Officer, following the state mandated procedures for lottery selection regarding charter school enrollment.~~

Students must be Kenosha Unified School District students, reside in the Kenosha Unified School District, or have completed an Open Enrollment application within the state window of opportunity and received KUSD approval. Students must complete the application process and Orientation, which include a self-evaluation of the initiative, motivation, and self-discipline needed to have a reasonable expectation for success in this online environment. Students are required to identify, on their enrollment form, a learning coach/mentor who will be the liaison between the students and the teacher in the monitoring process and an essential part of the communication process. The mentor/coach should be someone that has influence with the students and their learning. The students, parent/guardian, and the learning coach/mentor (if other than the parent) would participate in a mandatory orientation session held to ensure that the students' goals fit with the opportunities available at that time in the eSchool. At this time the processes, procedures, and expectations for all parties would be explained and discussed.

Participation: When possible, KUSD students may participate (part time enrollment) in eSchool. ~~This arrangement will not interfere with any requests for full time enrollment with the eSchool program.~~ Part time students will work with their managing counselor and the eSchool regarding appropriate course enrollments that follow district expectations and guidelines.

### **Level of Autonomy from School District Policy**

The following KUSD policies are waived for the Kenosha eSchool. Kenosha Unified School District Policy 5310-Student Attendance is waived as it relates to a student's physical presence in a KUSD building at prescribed times of the day. KUSD policy 4280-Employee Attendance and Punctuality is waived as it relates to a teacher's daily attendance for instructional purposes. The waiver does not apply to attendance at an IEP, Intervention/Accommodation Plans, 504, District professional development, curriculum, and/or staff meetings. KUSD policy 4351- Staff Work Schedule is waived and modified to the extent that regular work hours are limited by specific time of the day. **In addition, Kenosha eSchool will have waivers regarding: inclement weather days (policy 3643), disciplinary process of removal (policy 5430), enrollment procedures (policy 5120), student and staff calendars (policy 6210), and grading policy**

**(policy 6452). Kenosha eSchool will also have waivers for the following school district procedures and administrative rules. This includes the definition of habitual truancy, teacher workload description, ~~and~~ maximum age of students, the order that districts standards are taught, staff job description, ~~and~~ budget autonomy (carry over), curriculum options (if purchased by the school) and elective courses. Kenosha eSchool will have a flexible school day, with student created schedules and required number of courses assigned each quarter.**

The Governance Board may request of the KUSD Board a variance from or absolution from additional Board policies. Where any of the above are silent the eSchool Governance Board's policies, rules and regulations will prevail. The discretionary operational budget of the eSchool will be administered by the eSchool Principal/ Director and the Governance Board.

## **Criteria**

### **Student Discipline/Behavior Policy**

All KUSD student behavior policies and Code of Conduct will be followed. In addition, other rules and regulations may be developed. All students and their families will receive a copy of any rules and regulations.

### **Discipline Procedure**

Due process procedures will be followed in reaching any discipline decision including removal from the Kenosha eSchool. All existing KUSD policies regarding student discipline will be followed. Discipline in an eSchool setting would be much different than in a traditional school. Discipline issues and concerns are likely to center on appropriate use of emails and other forms of communication. If students have not completed any work in a week without prior arrangements with the instructor, a communication would be sent to the parent to discuss the situation.

### **Public School Alternative/Volunteer Attendance**

No student shall be compelled to attend the Kenosha eSchool. Students who are not enrolled with the Kenosha eSchool will attend their boundary school, or another choice **school**.

### **Public School Alternatives for Resident Students not attending the eSchool**

Students not admitted to the eSchool or not choosing to attend the eSchool have other options or alternatives. They may apply to enroll in another charter school. They may choose to enroll in one of Kenosha Unified School District's high schools of choice. They may also return to their boundary school. Kenosha eSchool and other schools of choice are schools of voluntary attendance. No student is required to attend these schools.

### **Tuition**

The Kenosha eSchool will not charge any tuition. The school will collect activity and other fees of the type and amount charged to other KUSD students in other District schools following the District Student Fee Schedule. The Kenosha eSchool will collect and expend student fees at the building level for the purpose of defraying the costs of some ~~instructional~~ **consumable** materials.

## **Financial operation**

### **Financial Records**

All operational and personnel funds will flow through the District. The Kenosha eSchool will follow the same financial policies and practices required by the District for all other District schools. A record for all transactions will, therefore, be available as financial records of the district. Financial records, including an activity account, will be maintained at the Kenosha eSchool and will be available for review. All of the financial and programmatic operations of the Kenosha eSchool will be available for review by District staff or any outside auditor ~~employed~~ **commissioned** by the District.

### **Description of School Facilities**

Students will primarily be working from their home. Some of the students may also work in KUSD areas with administrative approval from the respective buildings. The facility used to house the eSchool will be 1808 - 41<sup>st</sup> Place Kenosha, WI 53140. ~~A main classroom, with some side offices and adjoining restrooms, will serve as instructional meeting space and various program resources.~~ In the event of enrollments that require additional space, additional suitable locations will be identified in partnership with the appropriate KUSD facility protocols.

### **Liability of Insurance**

Liability insurance coverage for the Kenosha eSchool is provided by the District and is the same as that which is provided for all District schools.

## Effect of the Liability of the School District

The Kenosha eSchool will adhere to all federal, state, and local laws and regulations and to the Board's insurance and risk management requirements. The Kenosha eSchool and the Governing Board will comply with the KUSD Code of Ethics. When students, staff, and parents/guardians are using district facilities they are covered by KUSD policies. When working from their home, their personal insurance and liability will apply. The eSchool is a named entity of the District's present liability insurance. The instructional staff working from her/his home or off campus site are covered by the District's liability insurance but not for liability of the condition of her/his individual work place.

## Funding

Payment by KUSD. ~~For each full-time student enrolled at the eSchool on the official third Friday in September membership count, KUSD will credit Kenosha eSchool with eighty (80%) percent of the per membership cost determined by the State for the applicable school year ("Direct Cost Budget").~~ **Based on the official third Friday attendance count, KUSD will credit Kenosha eSchool eighty (80) percent of the current year maximum revenue per member as determined by the state revenue limit formula. Starting in the Fall of 2017 and for subsequent years, Kenosha eschool will be credited with eighty (80) percent of the increases in per pupil categorical aide. Similarly, a decrease in future funding would negatively impact the funding credited to Kenosha eSchool.**

In the event of District wide budget reductions, the eighty (80%) percent rate may be adjusted by a proportionate amount as part of the annual budgeting process.

Part-time students will be calculated on a course equivalent basis as the year progresses. The eSchool will work in partnership with the Finance Department on an equitable distribution for potential increases in enrollment throughout the school year. The remaining twenty (20%) percent of ~~the per member cost~~ **maximum revenue per member** will be allocated directly to KUSD ~~as reimbursement for~~ **defray** administrative or other services furnished to the Kenosha eSchool. KUSD will pay the offset against the Direct Cost Budget, all teacher and staff salaries and benefits, rents, equipment and supplies, and other miscellaneous direct expenses of the Kenosha eSchool. Expenses other than established salaries, benefits, and rent shall be paid only upon written requisition to KUSD by the Kenosha eSchool. Any other funds raised by Kenosha eSchool from outside sources shall be delivered to and maintained by KUSD in a separate account subject to sole discretion of the Kenosha eSchool ("Discretionary Account") following established District policies. Unspent discretionary funds can be carried over from one year to the next. Any saved monies will be designated for approved costs related to any short/ long term plans. The annual amount of the Direct Cost Budget shall be ~~periodically~~ allocated by KUSD for use by the Kenosha eSchool. ~~in the operation of the school as follows:~~



- ~~(A) Twenty-five (25%) percent on the first day of July preceding the school year.~~  
~~(B) An additional fifty (50%) percent on the first day of October during the school year.~~  
~~(C) The remaining twenty-five (25%) percent on the first day of January during the year.~~

**Budgeted Items.** The cost of all salaries, benefits, rents, utilities, supplies, equipment, and similar items shall be detailed and included in the approved budget of the school. The Kenosha eSchool budgeting practices will adhere to District and State requirements for budget preparation and administration. The building Principal will approve all budget expenses. A student cost per enrollment—to alleviate the need to purchase and develop our own Course Management System, will be shared at a pro-rated cost with the Wisconsin Digital Learning Collaborative to provide this system to our students. This will be a shared expense with the WDLC based on the eSchool course enrollments.

### **Allocation of Federal Funding**

The eSchool will be included in any federal or state programs on the same basis as other eligible district schools, based on the requirements and stipulations outlined by the applicable program. Kenosha Unified will assist in the allocation of all associated federal funds.

### **Offsets**

KUSD may offset part or all of any amount in the Discretionary Accounts against any amounts by which the Kenosha eSchool exceeds the Direct Cost Budget in any school year and for which KUSD is liable. Notwithstanding the foregoing, the Kenosha eSchool is not authorized to expend or otherwise obligate the District for any amounts in excess of the Direct Cost Budget plus any amounts in the Discretionary Accounts.

### **Purchasing**

All supplies and equipment of the Kenosha eSchool shall be requisitioned and purchased following standard financial procedures and District policy. This would include the periodic audit of the school capital assets in conformance with District policy.

### **KUSD Services**

**KUSD Services.** As part of the District's twenty percent (20%) portion of the per ~~member cost~~, **maximum revenue per member**, KUSD will provide agreed upon services in addition to purchasing and other services described in this contract. These may include, at the District's discretion, services such as inclusion in district wide textbook and software adoption, professional ~~development~~ **learning**, federal and district breakfast/ lunch program, facilities

services, maintenance and repairs, instructional consultation and inclusion in applicable federal or state programs (**as per MOU with school leadership**).

### **Non-Sectarian**

The Kenosha eSchool is nonsectarian in its programs, admissions policies, employment practices, and all other operations. The Kenosha eSchool ~~faculty~~, staff, equipment, supplies, curriculum, and teaching content shall be free of all religious or other sectarian symbols or influences.

### **Nondiscrimination Statement**

The Kenosha Unified School District No. 1 is an Equal Opportunity Educator/Employer with established policies prohibiting discrimination on the basis of age, race, creed, religion, color, sex, national origin, disability or handicap, sexual orientation, or political affiliation in any educational program, activity, or employment in the District. The Superintendent of Schools/designee (262-359-6320) addresses questions regarding student discrimination, and the ~~Executive Director~~ **Chief** of Human Resources (262-359-6333) ~~answers~~ **addresses** questions concerning staff discrimination.

### **Termination of Contract**

The Kenosha eSchool charter contract may be terminated by the Board of Education at any time upon the happening of any of the following circumstances:

#### **Mutual Agreement**

Both parties agree in writing to termination.

#### **Contract Violation**

The Board determines that the Kenosha eSchool has violated this **Charter** contract.

### **Education Goals**

The Board determines that students enrolled in the Kenosha eSchool have failed to make sufficient progress toward attaining the educational goals under Wisconsin **State** Statute 118.01. If an extension of time to attain such goals is requested in writing, such request shall include a written plan, acceptable to the District, setting out the additional steps the Kenosha eSchool will take to attain such educational goals within a reasonable time. The determination of the Board as to the acceptability of the Kenosha eSchool's written plan for attaining its educational goals shall be final. If the Board accepts such written plan, or a modified plan, the Kenosha eSchool shall be allowed a reasonable time in which to correct such progress deficiencies.

### **Fiscal Management**

The Board determines that the Kenosha eSchool has failed to comply with generally accepted accounting standards of fiscal management and Board policy.

### **Violation of 118.40**

The Board determines that the Kenosha eSchool has otherwise violated Wisconsin **State** Statute 118.40.

### **Insolvency**

The Board determines that the Kenosha eSchool's revenues are insufficient to pay its expenses as they come due.

### **Fees Paid to Authorizer**

No fees need to be paid to the authorizer.

### **Other**

### **Student Records**

Copies of standardized testing results and all records required by Board policy or law will be maintained in the Kenosha eSchool office. Administrative and student records will be maintained and available for review as permitted by Board policy, **state and federal laws**.

### **Admission Requirements**

Enrollment. The enrollment for the eSchool will be a mixture of both full-time and part-time students. As the staff develops additional skills in this unique environment, more courses are approved for use, and our partnership with the Wisconsin Digital Learning Collaborative grows, the course offerings and students served are expected to increase each year.

The Kenosha eSchool will operate both as a full school program for some students and as a school within a school model for others. **Students may enroll into eSchool as either a full-time or part-time (grades 6-12) student. Most students with a full-time course schedule will have their primary enrollment status listed with Kenosha eSchool. However, there may be special circumstances that warrant some students with a full-time equivalent eSchool**

schedule to have their primary enrollment status listed with another District school. For example, all students placed with eSchool on an abeyance from a possible expulsion will be multiple schooled/enrolled. These students will maintain their primary enrollment status with their boundary school, but they will most likely take the majority of courses online with Kenosha eSchool. In addition, during a period of Academic Probation (which spans the 21-day grace/withdrawal without penalty period), incoming eSchool students may be multiple school enrolled to eSchool to take courses, but maintain their primary enrollment status at their boundary school. Exiting students may also be placed on an Academic Probation while they are in the process of returning to their boundary school. During this probationary period, eSchool schedules may be modified to allow students the opportunity to successfully complete some of their courses by their exit date. For example, students may be dropped to only one or two eSchool courses while they transition to their boundary school for full time enrollment.

Kenosha eSchool will target the following age groups:

- Any school age students living in Kenosha Unified School District.
- Any school age students who have applied for open enrollment during the allowed time
- Home school students
- ~~Drop-out students who have not turned 21, but are within 6 credits of graduation.~~
- Any middle school age student who can be best served from online learning.
- Any elementary (K-5) school age student who can be best served when elementary school curriculum, staff, and resources are available.
- **Students expelled from the Kenosha Unified School District may be offered the option of taking eSchool courses full-time. These students will have their primary enrollment status at Hillcrest School and will be multiple school enrolled into Kenosha eSchool for courses.**

Application Required. Kenosha eSchool will have a continuous enrollment in courses. During enrollment all students will be expected to complete the Kenosha eSchool enrollment form. KUSD students currently attending a district school will also be expected to complete a counselor form, and to acquire a counselor/administrator signature, to ensure that their counselor is aware of the students' interest in eSchool classes. District residents who are not currently attending a KUSD school will complete an enrollment form and submit their course requests directly to the Kenosha eSchool. ~~A transcript should accompany all student enrollment forms.~~ Out of district students must have successfully applied for Open Enrollment during the state's window of opportunity and been accepted by the district before they submit an enrollment form. Once the enrollment form has been received, all students will participate in a mini-course (about 4 hours work) designed specifically for orientation. The Orientation Instructor will monitor progress. ~~Finally, the students' coach/mentor and parent/guardian will participate in a mandatory Parent/ Mentor training session, taking advantage of available technologies and communication.~~

## **Criteria for Granting a High School Diploma**

Students applying for graduation and diploma from the Kenosha eSchool will meet all the requirements as set forth in KUSD Board Policy 6456-Graduation Requirements. ~~The eSchool will not assign a valedictorian/salutatorian, but rather define and practice a “laude” component for graduation recognition.~~ **In order to qualify for and be granted a high school diploma, Kenosha eSchool students must complete the same graduation requirements as other Kenosha Unified School District Students. (These requirements are outlined in Kenosha Unified School Board Policy 6456.)**

## **Discontinuance of Student Enrollment**

Attendance at the Kenosha eSchool is based on student and parent choice. Non-compliance with KUSD policies, participation, and Code of Conduct will serve as a basis for consideration of transfer from the charter school. **Full-time students who are exited from Kenosha eSchool due to non-performance and/or failing grades must return to their boundary school. Students reapplying for full time eSchool enrollment must meet the following requirements:**

- **The student must successfully complete and pass an eSchool course as a part time student, while attending full time at their boundary school.**
- **Upon successful completion of a course, the student would be considered for full time enrollment when a spot became available.**
- **If a waitlist for full time enrollment is active, the student would be enrolled full time when available spots open according to the waitlist.**

## **Transportation**

Pursuant to Wisconsin **State** Statutes, transportation shall be provided for children with exceptional education needs, regardless of distance, if such request (or such transportation) is approved by district authorities. Approval shall be based on whether or not the child can walk to school with safety and comfort. Students designated as economically disadvantaged will be able to participate in established KUSD transportation support. Any transportation costs will be the responsibility of the Kenosha eSchool.

Resolution of Issues. Issues and concerns involving students, parent/guardians, and staff will be resolved following the same basic procedures as other staff in the district. The parties involved would first seek to resolve the issues amongst themselves. If this does not resolve the issues/concerns, they would be taken to the administrator of record and/or the Governance

Board. If resolution is still not found, the issues/concerns could be referred to the KUSD administration and/or Board of Education (Appendix A).

### **Terms of Contract**

The term of this contract will be for a period of ~~three (3) years commencing on the 26th day of May 2015, with a revised agreement for a successive three (3) year period.~~ **five (5) years commencing on the 1st day of July 2018, for a successive five (5) year period.**

It is understood and agreed that the Kenosha eSchool will follow all of the established District Policies and Procedures, unless stipulated differently in other provisions in this contract or provided by law.

### **Notice**

The Governance Board for the Kenosha eSchool notifies the Board that it desires to terminate this contract at the end of any school year. In the event of termination of this contract, written notice by certified or registered mail, return receipt requested, shall be provided and shall list the reason(s) for termination and the effective date of the termination. In the event of **Charter** contract termination, the Board of Education shall recover all funds advanced to the Kenosha eSchool under the contract to which the Kenosha eSchool is not entitled. The decision of the **KUSD** Board shall be final.

Whenever under this **Charter** contract notice must or may be given to the other party, or whenever information must or may be provided to the other party, the party who must or may give notice or provide information shall fulfill any such responsibility under this contract if notice is given or information is provided:

To the Board: Kenosha eSchool Governance Board  
President

KUSD Board of Education

3600 52<sup>nd</sup> Street

Kenosha, WI 53144

Phone: 262.359.6300

In witness whereof, the parties have caused this **Charter** contract to be executed by their duly authorized representatives on May 22, 2018:

For Kenosha Unified School District:

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~~Tamara Coleman~~  
Board of Education  
President

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Dr. Susan Savaglio-Jarvis,  
Superintendent of Schools

For Kenosha eSchool:

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Mr. Daniel Tenuta,  
eSchool Principal

For Kenosha eSchool Governance Board:

## Appendix A

The Kenosha Unified School District and the Kenosha eSchool are committed to working closely with students, parents and guardians to resolve issues and concerns in a way that is mutually agreeable.

These are the steps to follow if there is a concern, question, or problem that needs attention.

### KUSD Complaint Procedure:

#### Step One

- Contact the teacher. If it is a serious issue, you may wish to schedule a meeting, rather than discuss it on the phone.

#### Step Two

- If no resolution has been reached, or if your concern is broader than a single course issue, contact the Administrator of Record (**Principal/Director**) for KUSD eSchool at 262.359.7715.

#### Step Three

- If resolution is still not reached, please contact the ~~Assistant Superintendent of Secondary School Leadership at 262-359-6008 for middle and high school grade levels, and/or the Assistant Superintendent of Elementary School Leadership at 262.359.6130 for elementary grade levels.~~ **Chief of School Leadership at 262-359-6008.**

#### Step Four

- Unresolved issues may be appealed to the Superintendent of Schools/**Designee** at 262-359-6320 **by following the KUSD Board Policy 1720.**



Kenosha Unified School District  
Kenosha, Wisconsin

May 22, 2018

THE BROMPTON SCHOOL, DIMENSIONS OF LEARNING ACACEMY AND HARBORSIDE  
ACADEMY CHARTER CONTRACT REVISION

The existing Brompton School, Dimensions of Learning Academy, and Harborside Academy charter contracts were approved in April of 2017, with the understanding that the decision on future funding would not be made until the state budget was announced for the 2017-2019 school years.

The attached contracts indicate the revisions to amend the budget language that was previously incomplete due to this decision in 2017 to wait until the State of Wisconsin finalized the biennial budget for the budget cycles for 2017-2019.

The revised wording in each charter contract in the section titled Funding by KUSD is as follows:

*Based on the official third Friday attendance count, KUSD will credit (insert name of school) eighty (80) percent of the current year maximum revenue per member as determined by the state revenue limit formula. Starting in the fall of 2017 and for subsequent years, (insert name of school) be credited with eighty (80) percent of the increases in per pupil categorical aide. Similarly, a decrease in future funding would negatively impact the funding credited to (insert name of school).*

In April of 2018, the respective Governance Boards approved these recommended changes to the existing contract. These changes are in alignment with the language suggested by the KUSD administration.

The respective Governance Boards request that the Kenosha Unified School District Board of Education approve the amended versions of the charter agreements for the already approved five-year period of 2017-2022.

Administration Recommendation

Administration recommends that the school board approve the amended charter contracts for The Brompton School, Dimensions of Learning Academy, and Harborside Academy as presented this evening.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Suzanne Loewen  
Principal, The Brompton School

Susan Valeri  
Chief of School Leadership

Diana Pearson  
Principal, Dimensions of Learning Academy

Tarik Hamdan  
Chief Financial Officer

William Haithcock  
Principal, Harborside Academy

Kenosha Unified School District No.1  
Kenosha, Wisconsin

The Brompton School Charter Contract

This agreement is made as of the ~~23rd day of May 2017~~ **May 22, 2018** by and between the Board of Education for the Kenosha Unified School District No. 1 (“Board” or “KUSD Board”) and The Brompton School (“Brompton”).

Term of the Contract

The term of The Brompton School Charter Contract shall be a period of five (5) years commencing on the 1st day of July ~~2017~~ **2018**.

It is understood and agreed that The Brompton School will follow all of the established District Policies and Procedures, unless stipulated differently in other provisions in this contract or provided by law.

Administrative Services

Sponsors: The sponsors of the Brompton School are Suzanne Loewen and the Chief of School Leadership.

The Persons in Charge: Suzanne Loewen will be responsible for the operation of The Brompton School and will serve as the Principal of the school. She will seek guidance from The Brompton School Governance Board (“Governance Board”) to ensure that the educational goals of the school are met. In collaboration with the Governance Board, Mrs. Loewen will be responsible for implementing the terms of the Charter Contract and for financial accountability to the KUSD Board. Mrs. Loewen will oversee and evaluate the educational program, instruction and staff development, including interviewing, hiring, and evaluating all Brompton staff. Mrs. Loewen will oversee the administration of standardized student assessments. She will manage student discipline and oversee secretarial/clerical procedures including attendance, health records and correspondence. If the Principal should leave this position, ESC central office personnel in consultation with the Brompton School Governance Board will choose a replacement. Any administrative appointments will be approved by the KUSD Board of Education based on the recommendation of a replacement from the KUSD superintendent.

The Governance Board: The Brompton Governance Board will work to support the educational philosophy of The Brompton School and will conduct all activities consistent with its mission to manage, operate, guide, direct and promote The Brompton School. The Brompton Governance Board is incorporated as a Wisconsin nonstock, nonprofit corporation and will establish and maintain compliance with all legal and financial requirements under federal, state and local laws. The Brompton Governance Board oversees the attainment of educational outcomes of The Brompton School and ensures that the school is in compliance with this charter contract and the mission of The Brompton School. The Brompton Governance Board will assist in securing grant monies and other sources of revenue to maintain and expand the capabilities of the school, approve the annual school budget, build community relations and make policies that govern the

operations of the school. The Brompton Governance Board will be accountable to the KUSD Board of Education in seeing that the district policies, rules and academic standards are adhered to and maintained. The Brompton Governance Board will be independent as it relates to policies, rules and programming not required by the KUSD Board of Education policies, rules and/or directives.

The KUSD Board of Education will be the chartering agent, thus Brompton will be considered an instrumentality charter school. State exemptions for charter schools which Brompton will take advantage of are as follows: flexible school day. No charter policies or procedures will be in conflict with existing KUSD School Board policies and rules, unless stipulated in this contract, or state or federal laws or regulations. Where any of the above is silent, the Brompton Governance Board policies, rules and regulations will prevail. The Brompton School calendar will mirror the KUSD middle and high school calendar.

### Academic Program

The Brompton School serves students in Kindergarten through grade 8. The Brompton School offers a challenging, academically focused, innovative curriculum. The Brompton School program is based on the project based learning method with the belief that a solid foundation in reading and math is important for academic success, that students learn best by constructing solutions to real life problems, and that all students should be academically challenged. Project based learning allows students the platform to not only secure core skills but also to apply the skills in their daily lives while enriching and extending their knowledge through differentiated, personalized learning opportunities.

Mission: Our mission is to foster curiosity, cultivate character, encourage independence, develop leadership, and nurture a love of learning. It is the philosophy of The Brompton School that we remain a single track school that holds high expectations for student achievement and a high degree of parental involvement are essential components for student success. We believe success earned through hard work will develop self- worth, confidence, and will ensure future achievement; the success children achieve through their own efforts cultivates a desire to achieve greater success. We believe students learn best when they are challenged to set high goals, are prepared to work hard to achieve their goals and experience success in attaining them. For a positive learning experience, teachers must provide a structured and systematic instruction that builds step by step. When these needs are met, students gain confidence and are motivated to accept the challenges of increasingly demanding goals.

### Methods of Attaining Educational Goals

Curriculum: The primary grade instruction focuses on development of reading skills. The reading program utilizes intensive phonics instruction, guided reading, project, problem and inquiry based instruction. The primary curriculum also includes math, science, social studies, language arts. As students advance to higher skill levels, the primary focus switches from the learning to read emphasis of the primary grades to a reading to learn emphasis.

Students in grade four through eight They are expected to become independent, responsible learners who practice and apply grade level skills. Through collaborative learning experiences,

students will apply the basic skills they have acquired in order to improve their critical thinking, problem solving and analytical skills through problem, project and inquiry based learning.

The focus of the instructional program will be personalized learning. The curriculum focus will utilize the Kenosha Unified Standards, the National Common Core Standards and the 21<sup>st</sup> Century Skills. This program will prepare Brompton students to enter any of the Kenosha Unified School District high schools equipped to enroll in honors courses in all four content areas as freshmen. Students will work in various group and individual structures through a problem, inquiry, and project based approach to learning. Service learning hours will be incorporated in community-based, problem-based learning. Technology will be one instructional tool present in the courses. The instructional and logistical approach to the intermediate program is working to ensure students are well prepared for rigorous, honors level coursework in high school.

Brompton will attain its educational goals through:

- Use of curriculum materials and teaching strategies that support its philosophy
- Involving parents in all aspects of their child's educational experience at Brompton.
- Employing qualified staff that believe and support the Brompton philosophy.
- Maintaining single track status that allows for effective instruction and learning experiences while providing opportunity for individual student attention as needed.
- Maintaining high expectations for student academic progress and behavior
- Exercising some flexibility in scheduling the school day.
- Alignment of the curriculum with the District's content academic standards as per Board Policy 6300- Curriculum Development and Improvement

### Curriculum Materials

We offer a rigorous, academically focused curriculum that challenges our students and encourages them to put forth their best effort. Curriculum materials which reflect the philosophy of the school are chosen by the Principal and staff to support the mission and academic program of The Brompton School.

- Grammar usage and writing skills are emphasized in the language arts curriculum component.
- We use a solid, sequential presentation of math through the Saxon math program in grades K-8. Students in grade 7 are enrolled in pre-algebra and students in grade 8 are enrolled in Algebra preparing them to take Geometry in their freshmen year. This will allow them to be on track for AP math courses in their junior year of high school, should they so choose.
- The Brompton School offers an integrated arts curriculum in addition to the general art class for K-5 and elective offering to middle school students. The fine arts teachers work collaboratively with the classroom teachers to integrate the arts program into the various classroom projects and units of instruction.
- The science curriculum is standards based and uses hands on learning as appropriate and is integrated into projects.

- Our Social Studies program incorporates a strong geography and history emphasis with study of government, citizenship and cultures. Social studies will also be integrated in projects.
- Formal handwriting instruction takes place in all K-3 grades. We use the Zaner-Bloser modified program.
- Technology at Brompton is an important tool for learning. Technology will be used to support learning activities such as online textbook access and interactive lessons in all content areas. It will be a critical tool for implementing the inquiry process required in many of the projects students will undertake.
- Students in Kindergarten through grade five receive instruction from our music teacher for one 45 minute class period each week. Group band/instrument instruction is offered as an optional program for students in grades four through eight.
- All students grades K-5 receive up to 45 minutes of physical education instruction each week. Middle school students also take physical education as part of their elective schedule.

Electives: Students in grades 6-8 are offered opportunities to take semester long electives. The Brompton middle school staff will work in conjunction with the school principal to evaluate the electives on an annual basis and adjust the offerings to meet the needs of the enrolled students.

Character Education: Infused in the curriculum and in the expectations for student behavior, character education is delivered through use of a school-wide-program. The program is identified by the Principal and staff who select instructional materials and activities that help them develop and nurture character education in an age-appropriate manner. Brompton teaches good character in multiple ways throughout all grade levels. Brompton promotes the character traits all year long by doing school-wide service projects integrated with content projects.

#### Instructional Methods - Project Based Learning:

Instructional methods based on an inquiry based approach to instruction and student learning are used at The Brompton School. At the K-3 grade levels, basic literacy skills will be taught directly and will be reinforced during afternoon project time. Likewise, at the middle school level, content will be taught directly. However, there will be significant efforts to integrate such content into realistic projects. Project-based learning is an approach to education which supports the belief that students learn best when they're interested in a real-world problem and then, with a teacher's skilled guidance, take ownership of the challenges involved in solving it. Solving a real world problem may, in some cases, take the student out of the classroom to observe the outdoors or community, talk with experts, and create such products as service programs, business plans, museum exhibits, or working models. Students who complete projects like these achieve a deep understanding of the standard curriculum, while also developing lifelong learning habits and vital workplace skills. In particular, they develop 21st century skills: critical thinking, communication, collaboration, creativity, and information media literacy.

We believe that each student is unique, and so learning experiences must consider the abilities, interests, learning styles, and preferred ways of expression of each student. At Brompton, teachers use project based instruction to create customized, engaging lessons that encourage students to apply, deepen, and extend their learning. The teachers assign projects that are individualized to the specific student's needs and interests. Using provided online resources, teachers choose critical thinking activities, virtual field trips, independent study activities, and online activities to meet the preferred learning styles and interests of each student. Brompton believes that differentiation addresses the needs of a variety of learners in the classroom through different approaches that change instruction, assignments or assessment. We also believe that learning can be easily personalized by assigning enrichment and/or intervention activities according to the student's needs and interests. Students will have multiple opportunities to showcase their work and will be required to attend school events to present their projects to The Brompton Community.

#### Special Education.

Students with special needs are also eligible for enrollment at The Brompton School. They should have an updated IEP (Individualized Education Program) for enrollment. An IEP review with the parent, the principal, the special education teacher, and the program support teacher will take place to ensure the student will be successful within the charter school parameters set forth in this agreement.

#### Methods of Measuring Student Progress

Annual Testing: Brompton students will participate in the statewide assessment program, as do all students of the District. Using the same standardized norm referenced tests that are used throughout the District will assist the Board in assessing the academic progress of Brompton students.

Student Evaluation: Student progress toward learning goals will be measured through use of both the state standardized test and through local measures. To provide local measures, teachers closely monitor student progress through written and oral quizzes on a regular basis. Brompton students are assessed informally on a daily basis and regularly take curriculum content-based tests. Due to school specific curriculum content/materials and their order of presentation, Brompton does not administer all district Common Assessments.

Report Cards: Students receive report cards at the end of each academic quarter and receive a mid-term report at the middle point of each quarter. Following Board policy, students in Kindergarten through grade five will not receive letter grades. Students in grades ~~three~~ six through eight will receive letter grades. The District grading scale will be followed.

Students are expected to successfully complete grade level work and to demonstrate that successful completion through formal and informal assessment as a condition of promotion.

Academic performance standards generated by the KUSD Office of Educational Accountability have been developed for Brompton as they have for all KUSD schools.

### Governance Structure/Methods to Insure Parental Involvement

Governance Method: Brompton is an instrumentality of the Kenosha Unified School District and, as such, will be governed in accordance with the established policies and procedures of the District, unless stipulated differently in other provisions in this contract or provided by law.

Parental involvement is encouraged on many levels; involvement in the daily academic progress of their child, working in partnership with teachers and school staff, volunteer involvement and support in the classroom and in school-wide activities and programs, participation in the parent organization, and membership on its board. Positive parental support of a child's school has a strong impact upon student achievement. For the benefit of the students, a positive and mutually supportive relationship will be maintained and nurtured at Brompton through frequent parent-teacher communication and involvement. Enrollment at Brompton is completely voluntary. Parents who choose to send their children to the school are expected to support its educational philosophy. Brompton parents are active in monitoring their child's academic progress, invited to volunteer as teacher helpers and tutors, provide classroom activities that support the curriculum and engage in monthly school-wide family social activities. Our parent organization (BCP) is a strong, active, vital part of the school community that fulfills its mission to "...Support educational opportunities, nurture social experiences for students and to foster a sense of community spirit and pride among students, parents and staff of the Brompton School." Parent involvement in all aspects of the school adds a sense of community to the student's educational experience. The Brompton School Governance Board is another opportunity for parents to become involved. Parents may also become active, contributing members of the Governance Board committees and task forces as well as contribute to the Transformational Design process.

The Principal is responsible to the Board for implementing the terms of this contract. The Principal will meet regularly with The Brompton School Governance Board to insure that the school remains compliant with the terms of this contract and the philosophy of the school. The Governance Board will be comprised of members who may be elected as provided by the Governance Board Bylaws. The Governance Board may, from time to time, include other parents, staff or community members as determined by the Principal and/or the Governance Board in accordance with the Governance Board Bylaws. Members of the Governance Board may serve one to three-year terms, and may be reelected or re-appointed for additional terms as provided by the Governance Board Bylaws.

### Teacher Qualifications

All Brompton staff members will meet the requirements for charter school personnel established by the State of Wisconsin and by District policy. The Brompton School Principal will lead an interviewing team made up of Brompton staff, Brompton Governance Board members, Brompton parents and KUSD Coordinators to interview and select teacher candidates. All Brompton staff will be employees of the District and interviewed and recommended for hire by the Principal following the established hiring guidelines of the District and are entitled to all of the rights and benefits of other similar employees of KUSD following already established salary schedules and benefit programs. As a condition for working at Brompton, staff must share the philosophy of the school and work toward fulfilling its goals. Appendix A contains the teacher job description used for hiring. Any teacher wishing to transfer to Brompton must agree to the

philosophy and expectations as outlined in the job description. The Principal must agree that the teacher can and will meet the expectations. Teachers will possess expertise in instructing learners with learning and behavioral disabilities in the general education classroom. Specific competencies will include designing instruction for blended groups of learners, implementing individual accommodations or modifications provided in an Individualized Educational Program (IEP), an Individualized Academic Program (IAP), and implementing effective classroom and behavior management strategies. Teachers will be expected to possess skills for collaborating effectively with parents and related services professionals. Qualified and certified staff will be employed at The Brompton School. Due to the need to evaluate, modify and develop coursework, as well as perform teaching tasks, staff will be sought with a preferred 5 or more years of experience. All Brompton staff will participate in the assigned Brompton and district staff development programs, summer training sessions and attend in-services/workshops in order to be trained in the project based learning methodology. Teachers will be expected to have an aptitude for the project based learning model of teaching. Teachers will be required to attend and support their students during presentations of completed projects at scheduled events.

Professional Development. The Brompton staff and the Brompton Governance Board shall develop a professional development and in-service plan and schedule. These professional development sessions will include training on teaching 21<sup>st</sup> Century Skills, Project Based Learning, Responsive Classroom, and Literacy. The Brompton School staff shall have the autonomy to opt out of professional development offered by KUSD that is not consistent with The Brompton School mission and vision, unless required by state or federal law. The Brompton School reserves the right to opt out of additional state and federal mandates that are allowable under current charter school law.

#### Student Health and Safety

All local and state health and safety regulations will be followed including, but not limited to fire drills, safety drills and tornado safety practice. OSHA safety procedures will be in place.

#### Racial/Ethnic Balance Goals and Methods

In an effort to reach all parents of our community's diverse population, information regarding enrollment will be widely disseminated throughout the community using local media, community agencies, KUSD informational outlets, our web site and through an annual school open house. Enrollment is open to all students in the Kenosha Unified School District in grades kindergarten through grade eight. The Brompton School is nonsectarian in its programs, admission policies, employment practices and all operations.

#### Admission Requirements

Application Required: Parents must apply for admission to The Brompton School. Application requires completion of the current KUSD enrollment form, kindergarten informational form if applicable, Parent Contract, Uniform Policy agreement form for students in all grades, Immunization Card, Emergency Information form, Certificate of age form, birth certificate, proof of Kenosha residency, Permission to retain records form and release of records request if applicable. Students must meet age and residency requirements as established by law.



Enrollment is open to all students of the District with the expectation that the parents/guardians who choose Brompton agree with the philosophy of the school. Students must be Kenosha Unified School District students, reside in the Kenosha Unified School District by May 1 of the registration year or have completed an Open Enrollment application within the state window of opportunity and received KUSD approval. Parents are encouraged to consider the expectations of Brompton for academic commitment when choosing the school.

Student Acceptance: Admission will be by lottery if more students apply during the enrollment period than can be accepted. Siblings of currently enrolled students and children of staff will be admitted prior to open registration. No enrollment preferences will be made for siblings of students who attended the school in the past. A waiting list will be maintained for students who cannot be accommodated. The list will be maintained through the end of the first quarter; the sibling lottery wait list will be carried over to the next school year with students maintaining their position on the list and the open enrollment ~~the~~ waiting list will not be carried over to the next year. Since Brompton is a choice for parents, non-compliance with the contract, district policies and code of conduct will serve as considerations for transfer from Brompton.

School Alternatives: No student will be required to attend Brompton. Students who are not admitted will follow school district attendance policies.

### Disciplining Pupils

All students have a right to receive instruction in a safe and orderly environment. The District Code of Conduct will be followed. School rules and procedures have been developed that reflect the school's high expectations for behavior. Brompton discipline practice is based on the premise that self-discipline rather than external control is the aim of true discipline. A climate of respect and understanding does much to promote discipline. Brompton will strive to maintain such a climate during discipline procedures. Discipline is handled first by the teacher or supervisor. If a child's behavior does not change because of those interventions, the Principal will meet with the teacher and/or child. The parent/guardian will be notified by the teacher/supervisor of discipline problems. Every effort will be made by the staff and Principal to resolve problems in cooperation with the student and family.

### Operations

Tuition: The Brompton School will not charge tuition. Fees collected will be the type and amount charged to similarly situated students in other District schools following the District Student Fee Schedule. Brompton will collect and expend such fees at the building level to help defray costs for instructional materials.

Budgeted Items: The cost of all salaries, benefits, rents, utilities, supplies, equipment and similar items shall be detailed and included in the approved budget of Brompton School. Brompton budgeting practices will adhere to District and state requirements for budget preparation and administration.

Financial Records: All operational and personnel funds will flow through the District. Brompton will follow the same financial policies and practices required by the District for all

other District schools. A record of all transactions will, therefore, be available as financial records of the District. Financial records, including an activity account, will be maintained at the Brompton School and will be available for review. All of the financial and programmatic operations of Brompton will be available for review by District staff or any outside auditor employed by the District.

Funding by KUSD: For each student enrolled at Brompton on the official third Friday in September membership count day, KUSD will credit Brompton with eighty (80%) of the current year maximum revenue per member cost as determined in the state revenue limit formula for KUSD (“Direct Cost Budget”) determined by the State for the applicable school year. **Based on the official third Friday attendance count, KUSD will credit The Brompton School eighty (80) percent of the current year maximum revenue per member as determined by the state revenue limit formula. Starting in the fall of 2017 and for subsequent years, Brompton will be credited with eighty (80) percent of the increases in per pupil categorical aide. Similarly, a decrease in future funding would negatively impact the funding credited to The Brompton School.** In the event of District wide budget reductions, the eighty (80%) percent rate may be adjusted by a proportionate amount as part of the annual budgeting process. Carryover of funds is permitted. The remaining twenty percent (20%) of the per member cost shall be retained by KUSD for administrative and other services furnished to Brompton. In the event of District wide budget reductions, the eighty (80%) percent rate may be adjusted by a proportionate amount as part of the annual budgeting process. Any funds raised by Brompton from outside sources shall be deposited into the school’s Johnson Bank checking account. Unspent allocated and discretionary funds can be carried over from one year to the next. The annual amount of the Direct Cost Budget shall be allocated by KUSD for Brompton use as follows:

Twenty-five (25) percent on the first day of July preceding the school year

Fifty (50) percent on the first day of October during the school year

Twenty-five (25) percent on the first day of January during the school year

Offsets: KUSD may offset part, or all, of the amount in the discretionary accounts against any amounts by which Brompton exceeds the Direct Cost Budget in any one school year for which KUSD is liable. Notwithstanding the foregoing, Brompton is not authorized to expend or otherwise obligate the District for any amounts in excess of the Direct Cost Budget plus any money in the discretionary accounts, without prior approval from CFO.

Purchasing: Supplies and equipment shall be requisitioned and purchased following standard financial procedures and District policy. This would include the periodic audit of the school capital assets in conformance with District policy.

Student Records: Student records will be maintained at Brompton and available for review as permitted by Board policy and law. Copies of all standardized testing results are maintained and available through the District.

Transportation: Transportation is the responsibility of the parent/guardian of the student.

KUSD Services: As part of the District’s twenty percent (20%) portion of the current year maximum revenue per member cost as determined in the state revenue limit formula for KUSD, KUSD will provide agreed upon services in addition to purchasing and other services such as

inclusion in district-wide textbook and software adoption, professional development, federal and district breakfast/lunch program, facilities services, maintenance and repairs, instructional consultation and inclusion in applicable federal or state programs.

#### Description of School Facilities/Liability Insurance

Description of School Facility: The Brompton School shall be located at 8518- 22<sup>nd</sup> Avenue Kenosha, Wisconsin 53143, in Jane Vernon Elementary School. The school pays usage fees for space for 12 rooms, administrative office, cafeteria,/gym, teacher lounge, and occasional use of other building areas.

Liability Insurance: Liability insurance coverage for Brompton is provided by the District and is the same as that which is provided for all District schools.

#### Effect on the Liability of the School District

The Brompton School will adhere to applicable Federal, State and local laws and to the Board's insurance and risk management requirements. The KUSD Code of Ethics will be followed.

#### Termination of Contract

This contract may be terminated by the Board upon happening of any of the following circumstances:

- a). Mutual Agreement: Both parties agree in writing to termination.
- b). Contract Violation: The Board has determined that Brompton has violated its contract.
- c). Educational Goals: The Board has determined that the students enrolled in Brompton School have failed to make sufficient progress toward attaining the educational goals under Wis. Stat. 118.10. If an extension of time to attain such goals is requested in writing, such a request shall include a written plan, acceptable to the District, setting out the additional steps Brompton will take to attain such educational goals within a reasonable time. The determination of the Board as to the acceptability of Brompton's written plan for attaining its educational goals shall be final. If the Board accepts such written or modified plan, Brompton shall be allowed reasonable time in which to correct such progress deficiencies.
- d). Fiscal Management: The Board determines that Brompton School has failed to comply with generally accepted standards of fiscal management and Board policy.
  - e). Violation of Wis. Stat. 118.40: The Board determines that Brompton School has otherwise violated Wis. Stat. 118.40 (Charter School Law).

f). Insolvency: The Board determines that Brompton revenues are insufficient to pay its expenses as they come due. In the event of termination of this contract, the Board will recover all funds advanced to Brompton under this contract to which Brompton School is not entitled. The decision of the Board is final.

Notice

Whenever under this contract notice must or may be given to the other party, or whenever information may or must be provided to the other party, the party who may or must give notice or provide information shall fulfill any such responsibility under this contract if notice is given or information is provided to:

To: the Board

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools  
Kenosha Unified School District  
3600- 52 Street  
Kenosha, WI 53144  
Telephone: 262 359-6320  
Facsimile: 262 359-7672

To: The Brompton School

Suzanne Loewen  
Principal  
The Brompton School  
8518 - 22nd Avenue  
Kenosha, WI 531423  
Telephone: 262 359-2191  
Facsimile: 262 359-2194

In Witness Whereof, the parties have caused this contract to be executed by their duly authorized by the above representatives.

The Board of Education for The Brompton  
School:  
Kenosha Unified School District  
Suzanne Loewen, Principal

By:\_\_\_\_\_

By:\_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

For The Brompton School Governance  
Board:  
Jennifer Nachtigal, Chair

By:\_\_\_\_\_

Date: \_\_\_\_\_

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Kenosha Unified School District  
Kenosha, Wisconsin

**DIMENSIONS OF LEARNING ACADEMY CHARTER CONTRACT RENEWAL**

This agreement is made as of the 27<sup>th</sup> day of June 2017, between the Board of Education for the Kenosha Unified School District No. 1 (“Board”), 3600 52nd Street, Kenosha, Wisconsin 53144 and the Dimensions of Learning Academy.

**Term of the Contract**

The term of the Dimensions of Learning Academy Charter School Contract shall be a period of five (5) years commencing on the 1st day of July, 2017, with a revised agreement for a successive five (5) year period.

**Administrative Services**

1. **Dimensions of Learning Academy Sponsors.** The sponsors will be Diana Pearson and Lori Waters.

2. **Person(s) in Charge: Administrative Services.**

A. **Person(s) in Charge.** The person in charge of the Dimensions of Learning Academy will be Diana Pearson. She will serve as full-time Principal of the school. Ms. Pearson will work closely with the Advisory Council to ensure that the educational goals of the Dimensions of Learning Academy are met. She will be responsible to the Board of Education for meeting the terms of the contract, as well as for financial accountability, serving as an instructional leader overseeing the educational program delivery and staff development necessary to carry out the mission of the school. Other responsibilities will include serving as a building manager overseeing daily operation of the school, handling student discipline, overseeing secretarial and clerical procedures including attendance, correspondence and health records, administering assessment and evaluation programs and employment of staff. Central office personnel in consultation with Dimensions of Learning Academy Advisory Council will be expected to follow the same hiring practice for KUSD administrators in the event of the departure of the Principal. The KUSD Superintendent will make the recommendation of a replacement to the KUSD Board of Education for approval. All records of the Dimensions of Learning Academy shall be made available to and be made part of the records of the Kenosha Unified School District.

B. **Advisory Council.** An Advisory Council appointed by the sponsors will meet monthly to assist in developing, implementing, and effectively using school procedures and resources. The Advisory Council of 9-12 members will be made up of the Principal, 2-3 parents, 2-3 students, 2-3 teachers, and 2-3 community members. The members of the Advisory Council shall serve one (1) year terms and will be eligible for reappointment to the Advisory Council upon expiration of their term.

C. Nonsectarian. The Dimensions of Learning Academy is nonsectarian in its programs, admissions policies, employment practices, and all other operations. The Dimensions of Learning Academy facility, staff, equipment, supplies, curriculum, and teaching content shall be free of all religious or other sectarian symbols or influences.

### **3. Academic Program.**

A. Grades Covered by the Dimensions of Learning Academy. The Dimensions of Learning Academy will educate students through eighth grade. Smaller school size will allow for effective personalized instruction and active learning experiences.

B. Mission. The Dimensions of Learning framework is an extension of a comprehensive research-based framework on cognition and learning. The model is designed to translate research into a practical classroom application to improve teaching and learning in any content area. It will guide and inform decisions and protocols about what will take place within the Dimensions of Learning Academy.

C. Curriculum. The curriculum will be developed based upon, at a minimum, the achievement of the Academic Content Standards as established by Kenosha Unified School District. Curriculum materials and teaching strategies will be chosen by the Dimensions of Learning Academy staff in conjunction with the mission and academic program of the school and aligned with the mission of the Kenosha Unified School District. The curriculum will include reading, language arts, math, science, and social studies as the core subjects. The core subjects will be taught in an integrated manner whenever possible. In addition, music, art, physical education, world language and health will be taught and integrated into the core subjects as appropriate.

### **4. Methods of Attaining Educational Goals.**

A. Dimensions of Learning Academy Instructional Framework. The vision for use of Dimensions of Learning on a school-wide basis can be readily implemented in a school dedicated to communicating and planning through the Dimensions of Learning model. These five “dimensions” will provide a focus for teaching and learning: positive attitudes and perceptions about learning, acquiring and integrating knowledge, extending and refining knowledge, using knowledge meaningfully, and productive habits of mind. The Dimensions of Learning framework helps educators plan instruction that takes into account all five of these critical aspects of learning using appropriate matches of methods with content. Standards-based curriculum, instruction, and assessment are used in conjunction with this framework.

There are assumptions about learning which are implicit in the Dimensions of Learning model. These assumptions describe a valuable set of instructional aims. They are:

- Instruction must reflect the best of what we know about how learning occurs.
- Learning involves a complex system of interactive processes that include five types of thinking which are represented by the five dimensions of learning.
- Teaching should include the nurturing of attitudes, perceptions, and mental habits that facilitate learning.
- There is a need for both teacher-directed and student-directed learning.



In addition to these assumptions, learner-centered principles and developmentally appropriate practices will provide guidelines for increasing student achievement. The Dimensions of Learning Academy will organize the academic program around an aligned, standards-based process for developing curriculum, instruction, and assessment. The foundation for learning is based upon a defined set of knowledge. This knowledge is organized in two categories of standards which will be integrated in a holistic approach to instruction. The curriculum will be organized around the Academic Content Standards established by the Kenosha Unified School District and around Lifelong Learning Standards. This is a rigorous curriculum well-defined by grade level specific standards. The focus is on cumulative and spiraling acquisition of knowledge and skills in each subject. It includes a focus on thinking and communication skills.

B. Instructional Practice. The Dimensions of Learning framework includes fourteen specific thinking processes which students will use in order to apply and refine knowledge. Students will be presented with the following processes with which to reason about the knowledge they acquire:

Comparing	Classifying
Analyzing Perspectives	Error Analysis
Deduction	Induction
Abstracting	Constructing Support
Decision Making	Problem Solving
Invention	Experimental Inquiry
Investigation	Systems Analysis

Consideration of whether standards and benchmarks are declarative or procedural will also be used to inform instructional decisions. Instructional practices with the greatest research-based effect on student achievement will be in use regularly. This instruction will include practices such as the use of graphic organizers, strong vocabulary development, homework, and student feedback about learning. Field trips which support the targeted grade level standards will be incorporated into instruction.

The Dimensions of Learning Academy will use instructional materials based on the district standards. Many materials will be drawn from sources such as non-fiction and fictional works, magazine articles, essays, digital technology, manipulatives, and other materials. The following criteria will be used for selecting materials: 1) alignment with the school's targets for each grade, 2) subject accuracy, 3) clarity, and 4) vocabulary and ideas that build from grade to grade.

The academic program will be implemented utilizing the following additional materials and instructional practices:

- Math manipulatives will emphasize the development of conceptual mathematical understanding as well as a balanced approach to the mastery of math computation skills.
- Hands-on learning will be based upon the complex reasoning process of experimental inquiry within themes of science, technology, engineering, art, and mathematics (STEAM).
- Students' literacy skills will be developed through the ability to apply reading, writing, vocabulary and spelling skills in tasks that involve thinking and reasoning.

- Technology use will be embedded within the learning process, not an end in itself (e.g., to facilitate the writing process). Technology will be used to research specific knowledge and to communicate this knowledge to others.
- Skill in accessing information will be developed through the use of the Kenosha Public Library.
- Flexible grouping and regrouping for instruction will be based upon personalized learner needs.
- Homework will be a consistent expectation for students in all grades.

C. Electives. Electives such as Band, Orchestra, and Choir will be offered. Other subject areas may be incorporated as they fit the topics of instruction and according to available resources.

D. School Calendar. Dimensions of Learning Academy will generally follow the Kenosha Unified School District student calendar. Instructional staff will follow the KUSD instructional staff calendar. However, the unique program of the school may necessitate flexibility in scheduling the school day. Any changes to the school calendar will be endorsed by the Advisory Council with notice sent to parents and the District.

## **5. Methods of Measuring Student Progress.**

A. Student Evaluations. The achievement of students is evaluated in terms of their attainment of the academic standards. Progress reports will provide ongoing evidence of progress in academic and lifelong learning standards over time.

B. Annual Testing. Using the same standardized norm reference tests that are used throughout the District at each respective grade level will assist the Board of Education in assessing the success of the Dimensions of Learning Academy.

C. Progress Reports. A standards based progress report is issued at the end of each quarter. Grades K-5 will use progress reports without letter grades for each subject. Grades 6-8 will use letter grades for each subject. The progress report is developed by the Dimensions of Learning Academy staff to meet the specific educational requirements of the curriculum.

## **6. Governance Method/Parental Involvement.**

A. Governance Method. The Dimensions of Learning Academy is an instrumentality of the Kenosha Unified School District No. 1 and unless otherwise acknowledged is governed in accordance with the standard policies and procedures of the District. The teachers and other staff are subject to the direction and control of the District.

B. Parental Involvement. Parents and the business community of Kenosha will be invited to participate in the process of educating the students, as well as to share ideas with the teachers and the Advisory Council. As needed, other ad hoc advisory and support groups including teachers, students, parents, and community members will be created to assist the

teachers and the Advisory Council with the development of school procedures and programs. Volunteers from parents, business community members, and retirees will be encouraged and their work is recognized as necessary to the support of the Dimensions of Learning Academy mission. Parents will sign the “Responsibility for Learning” parent agreement and by doing so signify their understanding of the expectations for parent involvement.

C. Discrimination Statement. The Dimensions of Learning Academy will not discriminate in admissions or deny participation in any program or activity on the basis of a person’s sex, race, religion, national origin, ancestry, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.

## **7. Teacher Qualifications**

A. Teacher Qualifications. All Dimensions of Learning Academy staff will meet the employment requirements for instructional personnel as set by the State of Wisconsin and by District policy. In addition to instructional staff, all persons employed or working at the Dimensions of Learning Academy will be screened as required by law and by District policy. All Dimensions of Learning Academy staff will be interviewed and hired by the Principal and/or Advisory Committee designee following the established hiring guidelines of the District.

B. Employee Status. All full-time Dimensions of Learning Academy staff shall be employees of KUSD and entitled to all of the rights and benefits of other similarly situated employees of KUSD following already established salary schedules and benefit programs.

## **8. Student Health and Safety**

All local and state health and safety regulations and building code standards will be followed, including but not limited to, fire drills held monthly and tornado procedures reviewed and practiced annually. OSHA safety procedures will be in place.

## **9. Racial/Ethnic Balance Goals and Methods.**

Enrollment is open to all students in the covered grades throughout the District. No student will be denied admission to the Dimensions of Learning Academy based on race or ethnic heritage. The Dimensions of Learning Academy seeks a student community that reflects the greater KUSD area in racial/ethnic, and gender balance.

## **10. Admission Requirements.**

A. Applications Required. Parents and students are required to apply for admission. The completed application requires a Student Enrollment Form completed by a parent/guardian, also a Parent Statement for Admission, and a Responsibility for Learning Parent Agreement. Parents are asked to share information about each student they are registering with regards to personal interests, strengths, and needs. They are also asked about the academic goals for improvement they have for each student. Students must complete a Student Application which allows an opportunity to share personal interests and strengths and a Responsibility for Learning Student Agreement. The application is designed to begin a positive relationship between the school learning community and each learner as well as their parent(s)/guardian(s). Clarity about

expectations regarding responsibility for learning will enhance the learning environment for students.

B. Student Acceptance. Once a student has been admitted to the charter school through the appropriate process, he or she may remain in attendance through subsequent grades. A waiting list will be established for students who can not be accommodated during the enrollment period and will be continued through the third Friday of September. Students will be selected through a lottery system. Lottery exemptions will be made for kindergarten siblings of currently enrolled students. Specifically, the following categories of applicants may be exempted from the lottery: (1) siblings of students already admitted to or attending Dimensions of Learning Academy; and (2) children of the charter school's staff.

C. Discontinuance of Student Enrollment. No student will be required to attend the Dimensions of Learning Academy. Students will be assisted in enrolling in their attendance area school at the request of a parent. Since attendance at the Dimensions of Learning Academy is contingent upon students' and parents' choice, non-compliance with the district policies and Code of Conduct will serve as basis for consideration of transfer from the academy.

## **11. Student Discipline.**

A. Behavior Policies. All KUSD student behavior policies and Code of Conduct will be followed. In addition, other rules and regulations, including the establishment of a dress code, may be developed upon recommendation of the Advisory Council. All students and their families will receive a copy of any rules and regulations. Due process procedures will be followed in reaching any decision for removal.

B. Discipline Procedures. Discipline rules and regulations address behavior necessary to ensure a positive learning environment and the development of lifelong learning habits. Responsibility for Learning Agreements will be provided and must be signed by both parent/guardian and student in order to complete the registration process.

## **12. Financial and Programmatic Operations.**

A. Tuition. The Dimensions of Learning Academy shall not charge any tuition, provided that activity and other fees similar to the type and amount charged by KUSD to similarly situated students in other District schools shall not be considered tuition. Dimensions of Learning Academy will collect and expend student fees at the building level for the purpose of defraying instructional materials such as workbooks, assignment notebooks, field trips, copies, student activities, competitions, subscriptions, and other student expenses.

B. Budgeted Items. The cost of all salaries, benefits, rents, utilities, supplies, equipment, and similar items shall be detailed and included in the approved budget of the academy. The Dimensions of Learning Academy budgeting practices will adhere to District requirements for budget preparation.

C. Financial Records. All operational and personnel funds will flow through the District. A record of all transactions will, therefore, be available as financial records of the District. Financial records, including an activity account, will be maintained at the Dimensions

of Learning Academy and will be available for review by the Board, District staff or any outside auditor engaged by the District.

**D. Funding by KUSD. Based on the official third Friday attendance count, KUSD will credit Dimensions of Learning Academy eighty (80) percent of the current year maximum revenue per member as determined by the state revenue limit formula. Starting in the fall of 2017 and for subsequent years, Dimensions will be credited with eighty (80) percent of the increases in per pupil categorical aide. Similarly, a decrease in future funding would negatively impact the funding credited to Dimensions.**

~~For each kindergarten through 8<sup>th</sup> grade student enrolled at the Dimensions of Learning Academy on the official third Friday in September, KUSD will credit the Dimensions of Learning Academy for eighty percent (80%) of the current year maximum revenue per member, as determined in the State Revenue Limit Formula for KUSD received from the state for the applicable school year (“Direct Cost Budget”). In the event KUSD is facing budget reductions, a planning session will be held between KUSD and Dimensions in order to determine how the charter school can share the burden of the overall financial loss.~~

For Preschool students enrolled at Dimensions of Learning Academy on the official third Friday in September membership count, KUSD will credit Dimensions of Learning Academy with eighty percent (80%) of a prorated per member revenue determined by the State for the applicable school year. The prorated membership revenue is the per member revenue authorized by the State multiplied by the student’s full time equivalency for membership purposes. The remaining twenty percent (20%) of the per member cost per student in the District shall be allocated directly to KUSD as reimbursement for administrative services furnished to the Dimensions of Learning Academy and shall be otherwise unavailable to KUSD. KUSD will pay, and offset against the Direct Cost Budget, all teacher and staff salaries and benefits, rents, equipment and supplies, and other miscellaneous direct expense for the Dimensions of Learning Academy. Expenses other than established salaries, benefits, and rents shall be paid only upon written requisition to KUSD by the Dimensions of Learning Academy. Any other funds raised by the Dimensions of Learning Academy from outside sources shall be delivered to and maintained by KUSD in a separate account subject to the sole discretion of Dimensions of Learning Academy (“Discretionary Account”). Carry over of funds from one year to the next is permitted. The annual amount of the Direct Cost Budget shall be periodically allocated by KUSD for use by the Dimensions of Learning Academy in the operation of the school as follows:

- (1) 25 percent on the 1st day of July immediately preceding the school year;
- (2) an additional 50 percent on the 1st day of October during the school year;
- (3) the remaining 25 percent on the 1st day of January during the school year.

**E. Offsets. KUSD may offset part or all of any amounts in the Discretionary Account against any amounts by which the Dimensions of Learning Academy exceeds the Direct Cost Budget in any school year and for which KUSD is liable. Notwithstanding the foregoing, the Dimensions of Learning Academy is not authorized to expend or otherwise obligate the District for any amounts in excess of the Direct Cost Budget plus any amounts in the Discretionary Account.**

F. Purchasing. All supplies and equipment of the Dimensions of Learning Academy shall be requisitioned and purchased following standard financial procedures and District policy.

G. Student Records. Copies of standardized testing results and all records required by Board policy or law will be maintained in the Dimensions of Learning Academy Office. Administrative and student records will be maintained and available for review as permitted by Board policy and law.

H. Transportation. Transportation is the responsibility of the parent(s) or guardian(s) of the student(s).

I. KUSD Services. As part of the District's twenty percent (20%) portion of the per member cost, KUSD will provide agreed upon services in addition to purchasing and other services described in this contract. These include district-wide services such as inclusion in textbook and software adoption, professional development, instructional consultation, federal and district breakfast/lunch program, facilities services maintenance and repairs and inclusion in all federal or state programs at the school's discretion. Dimensions of Learning Academy, at the District's discretion, may also be included in other programs offered by the District.

### **13. Public School Alternatives.**

No student will be required to attend Dimensions of Learning Academy. Students who are not admitted will attend their regular attendance area school in the district.

### **14. Description of School Facilities/Liability Insurance.**

A. Description of School Facility. The Dimensions of Learning Academy will be located at the corner of 63rd Street and 25th Avenue in the former St. Thomas Aquinas Church/School building.

B. Liability Insurance. Liability insurance coverage for the Dimensions of Learning Academy is provided by the District and is the same as that which is provided for all District schools.

C. Exercise of Purchase Option. The obligation to fully purchase the building has been met as established through the Dimensions of Learning Academy's business plan. The school will have the right to continue using the facility for the duration of the existence of Dimensions of Learning Academy on a rent-free basis.

### **15. Termination of Contract.**

The Dimensions of Learning Academy Contract may be terminated by the Board of Education at any time upon the happening of any of the following circumstances:

A. Mutual Agreement. Both parties agree in writing to the termination.

B. Contract Violation. The Board determines that the Dimensions of Learning Academy has violated this contract.

C. Educational Goals. The Board determines that students enrolled in the Dimensions of Learning Academy have failed to make sufficient progress toward attaining the educational goals under Wis. Stat. 118.01 (the Wisconsin statute defining public school educational goals and expectations). If an extension of time to attain such goals is requested in writing, such request shall include a written plan, acceptable to the District, setting out the additional steps the Dimensions of Learning Academy will take to attain such educational goals within a reasonable time. The determination of the Board as to the acceptability of the Dimensions of Learning Academy's written plan for attaining its educational goals shall be final. If the Board accepts such written plan, or a modified plan, the Dimensions of Learning Academy shall be allowed a reasonable time in which to correct such progress deficiencies.

D. Fiscal Management. The Board determines that the Dimensions of Learning Academy has failed to comply with generally accepted accounting standards of fiscal management and Board policy.

E. Violation of WI Stat. 118.40. The Board determines that the Dimensions of Learning Academy has otherwise violated Wis. Stat. 118.40 (the Wisconsin statute authorizing and governing charter schools).

F. Insolvency. The Board determines that the Dimensions of Learning Academy revenues are insufficient to pay its expenses as they come due. In the event of contract termination, the Board of Education shall recover all funds advanced to the Dimensions of Learning Academy under the contract to which the Dimensions of Learning Academy is not entitled. The decision of the Board shall be final.

### **Notice**

Whenever under this contract notice must or may be given to the other party, or whenever information may or must be provided to the other party, the party who may or must give notice or provide information shall fulfill any such responsibility under this contract if notice is given or information is provided to:

#### **To the Board:**

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools  
Kenosha Unified School District  
Educational Support Center  
3600 52nd St.  
Kenosha, WI 53144  
Telephone: 262 -359-6320  
Facsimile: 262-359-7672

#### **To Dimensions of Learning Academy:**

Diana Pearson  
Principal  
Dimensions of Learning Academy  
6218 25<sup>th</sup> AV  
Kenosha, WI 53143  
Telephone: 262-359-6849  
Facsimile: 262-359-3134

**In Witness Whereof**, the parties have caused this contract to be executed by their duly authorized representatives as of the date first above written.

**THE BOARD OF EDUCATION  
THE KENOSHA UNIFIED  
SCHOOL DISTRICT**

By: \_\_\_\_\_

Amended: \_\_\_\_\_

**DIMENSIONS OF LEARNING FOR  
ACADEMY**

By: \_\_\_\_\_

Amended: \_\_\_\_\_



Kenosha Unified School District  
June 27, 2017  
**Amended 2018**

Harborside Academy

GENERAL INFORMATION

This agreement is made as of the 27<sup>th</sup> day of June 2017 by and between the Board of Education for the Kenosha Unified School District (“KUSD Board”) and Harborside Academy.

The Harborside Academy Governance Board requests that the Kenosha Unified School District Board of Education approve the charter agreement for the five year period of 2017-2022 with the agreement to review the funding portion of the charter after the State of Wisconsin has finalized the biennial budget for the budget cycles 2017-2019 and 2019-2021.

District Policies and Procedures will be followed unless stipulated differently in other provisions in this contract or provided by law.

KUSD/Harborside Academy Mission Provide excellent, challenging learning opportunities and experiences that prepare each student for success.

Vision Harborside Academy, an EL Education Network School, utilizes the best practices of the EL Education model of teaching in a small, personalized setting in order to prepare students for the 21<sup>st</sup> century. Harborside Academy students will have a sense of the larger community that they are part of, and their importance within it.

Administrative Services

Sponsors The sponsors will be William Haithcock, Kim Fischer, and Mia Chmiel.

Person(s) in Charge The person responsible for administrative leadership of the Harborside Academy will be the school principal, Mr. William Haithcock. He will serve as full-time Principal/Director of the school, working closely with the Harborside Academy Governance Board (Harborside Academy Governance Board) to ensure that the educational goals of the school are carried out. He will be responsible to the KUSD Board for meeting the terms of the contract, and financial accountability, serving as an instructional leader, overseeing instruction and staff development, managing the building, hiring and evaluating of personnel, handling student discipline, and overseeing secretarial/clerical procedures such as attendance and health records. He will oversee the administration of assessment and evaluation of programs. If the Principal/Director should leave his position, ESC central office personnel, in consultation with the Harborside Academy Governance Board, will choose a replacement.

Status Harborside Academy will function as an instrumentality charter school authorized by the Kenosha Unified School District (KUSD).

## CHARTER SCHOOL PROGRAM DESCRIPTION

Curriculum Curriculum will be determined by the staff in conjunction with the mission and educational program of the school and aligned with the standards of KUSD. Harborside Academy's instructional program is centered upon a rigorous interdisciplinary, thematic curriculum. Flexible scheduling and team planning throughout the academic program allows for frequent collaboration and coordination between disciplines. Advanced Placement and honors courses are offered based upon student interest and readiness. Teachers at Harborside Academy will use instructional methods that promote deep understanding, higher order thinking, and student independence for all learners. Each semester of work that meets or exceeds all course standards will earn credit.

~~During~~ In grades six through twelve, all students will be expected to successfully complete the following:

### Grades 6 - 8

- 3 credits (3 years) of English
- 3 credits (3 years) of social studies
- 3 credits (3 years) of mathematics
- 3 credits (3 years) of science
- 2 credits (3 years) of foreign language (0.5 in 6<sup>th</sup> grade, 0.5 in 7<sup>th</sup> grade, 1.0 in 8<sup>th</sup> grade)
- 1.5 credits (3 years) of health/physical education
- 3 years of Crew
- 1.5 credits of additional elective credits (e.g. art, music)

### Grades 9 - 12

- 4 credits (4 years) of English
- 3.5 credits (3.5 years) of social studies
- 3 credits (3 years) of mathematics
- 3 credits (3 years) of science
- 2 credits (2 years) of foreign language (unless excused by a parent/guardian)
- 2 credits (2 years) of health/physical education
- 4 years of Crew
- Additional elective credits are added to required courses, to achieve 23.5 minimum credits for graduation. Harborside seniors will be required to take a minimum of five credits plus Crew per semester to be considered full-time students.

Grades Harborside Academy is a grade six through twelve college preparatory school whose graduates will attend post-secondary education. Targeted enrollment will be approximately 50 students per grade level in grades six through eight, and approximately 110 students per grade level in grades nine through twelve. The school, which will enroll approximately 590 students, offers a rigorous academic program within a personalized learning environment, and prepares all students for success in college and beyond. Immersed in an ethos of service and teamwork, Harborside Academy students are challenged to take the reins of community leadership and to understand and meet the demands of the modern workplace.

## Educational Program

Instructional Practice

Innovative teaching methodologies focusing on active participation and student engagement will be used at Harborside Academy. Strategies from the EL Education model will be blended, varied, and memorable to create powerful learning experiences. Strategies used include: (*Socratic*) Seminar, Conceptual Models, Text Rendering, World Café, Gallery Walks, Building Background Knowledge (BBK) Workshops, Didactic Instruction, and student coaching techniques. While this is not an exhaustive list, it represents strategies that characterize Harborside Academy's instructional practice.

Harborside Academy will use its organizational structures and systems to help students attain the-dispositions and skills outlined in Wisconsin Statutes 118.01. Harborside Academy's staff will embrace the school's small size, its commitment to interdisciplinary teaching, and the field-based experiences at the core of EL Education. The structures to foster these skills in a highly effective manner will include the following:

- Learning Expeditions Learning expeditions are the core experience within the academic program which explore content and skills within major disciplines during an in-depth examination of a compelling topic. Often that topic will start with issues or events of local interest that relate to larger areas of study, and conclude in a student-completed product valuable to an external audience.
- Schedules Harborside Academy will organize the master schedule to promote and support deep-understanding, higher order thinking, and student independence. Classes are taught within a flexible schedule, the school calendar organized by semesters. Daily schedules and the school calendar feature opportunities for extended days.
- Heterogeneous Grouping All students will complete their courses and demonstrate academic mastery at a high level. Teachers and school staff will support students who seek additional challenges beyond the shared curriculum. (*Exceptions, where students might be organized into classes based on academic ability and prior skill development, might include a student working towards credit in an honors or AP level course.*)
- College-Bound EL Education Network Schools believe that all of their students should pursue post-secondary education, considering a college or university education as their primary goal upon graduation.
- Student-led Family-Teacher Conferences Harborside Academy insists upon students taking an active role in their education. The family conference is a cornerstone activity within that process. During these conferences, students lead a discussion of their accomplishments, needs, and goals as learners based upon work and feedback they have collected.
- Eighth, Tenth and Twelfth Grade Passage Portfolios The Passage Portfolio is a collection of a student's work in his or her courses accompanied by pieces of self-assessment and reflection. All students must successfully complete before moving on to the next grade level or graduation. During their Passage, students discuss their learning and their readiness for the next level of school with staff and family and community.
- Senior Project A Senior Project will be designed by each student around a particular passion or field of interest. Each project will have service and curriculum connections. Coursework and personal interests will likely inform the specific topic and/or passion that the senior will pursue in more depth. Seniors will be coached through this process during their senior Crew.
- Adventure Education Each year, all students will participate in multi-day off-campus wilderness adventures. Supervised by trained staff and chaperoned by teachers and school staff, these experiences are designed to build community and teach important lessons related to the school's vision? EL Education philosophy?
- Service Harborside Academy high school students are required to complete at least fifteen hours of community service each school year. Middle school students must complete at least ten service hours

per year. This work accounts for ten percent of each student's Crew grade. Student service hours are turned in each year to Crew teachers by the end of the school year. Service hours can be accrued the summer before the school year begins. Service hours beyond the required cannot be rolled over to the next school year. Students who record more than 100 service hours during their high school career will receive a special distinction on their diploma.

- Summer School Harborside Academy will participate in KUSD summer school programming. Harborside Academy's summer school program will continue to run with Reuther and will be a standards-based program designed to re-teach skills that students did not learn throughout the traditional school year. All Harborside Academy students who fail classes throughout the school year will be expected to make up those credits in summer school.
- Special Education Harborside Academy will actively work to recruit and maintain a student demographic that is similar to other schools within the community. Therefore, Harborside Academy will offer special education services to students with an Individualized Education Plan. A full continuum of services may not be provided, but an inclusive model of support will be provided for Harborside Academy in the same manner that is provided for all other students within KUSD. As agreed upon by the Board in 2009, special education costs are included in the District's twenty percent of the budget.

## Electives

Student Partnership- Juniors and seniors may choose to work with a teacher to design and prepare a student partnership. Student partnerships are internship-type experiences. Student partnership experiences may happen off-campus at local businesses.

Enrichment Intensives Enrichment intensives are non-credit, weeklong courses. Students at Harborside Academy can engage in a range of activities, including interest-based topics such as, but not limited to: anthropology, exercise and sports science, or archeology. Enrichment intensive courses will be selected and designed by Harborside Academy staff and will be reflected by specific name on a student's electronic transcript. Enrichment intensive courses will be optional for second semester seniors who are on track to graduate. Harborside Academy has the autonomy to create and add enrichment intensive courses to the course catalog for scheduling.

Academic Intensives Academic intensives are non-credit, weeklong courses designed for remediation that allow for credit recovery depending on students' academic progress. Students are failing any course or Habits of Success (HoS) grade at the time of intensives will take a zero credit academic intensive. Harborside Academy staff will track data relating to academic intensives. Data will be kept identifying the total number of students taking this course per grade level, the total failing grades per grade level, and the total passing grades earned during intensives:-

Crew Harborside Academy Crews are teams of students and an adult advisor who meet regularly to discuss academic issues, share accomplishments, and solve individual or school dilemmas. They also organize student work for conferences, portfolios, exhibitions, or passages. Critical to the school's goal of knowing all students well, Crew both cares for students and gives them opportunities to know themselves and each other better.

Articulated & Transcribed Credit Courses Harborside will participate in articulation agreements between KUSD and Gateway Technical College (GTC). Harborside has worked with the staff at GTC to offer transcribed credit courses. Description of the courses agreed to by Harborside and GTC are contained in the Harborside Governance Board's continuing resolutions as defined by Harborside Governance Board Policies.

Harborside may seek articulated and transcribed credit courses at other accredited institutions of higher education.

Honors Programming Harborside Academy students in grades 6 – 8 will have the option to complete honors level assignments in their core subject classes. Weighted honors credits will be offered at Harborside Academy for grades 9 - 12. With the exception of math, chemistry, physics, and Advanced Placement classes, all honors level classes will be heterogeneously grouped. Select elective courses will be offered for honors credit, including: 9 – 12 music (instrumental and choral), 9 – 12 yearbook, 9 – 10 ceramics, 10 biotech, 11 – 12 drawing, 11 – 12 painting and printmaking, 11 – 12 Principles of Engineering.

AP Courses Harborside Academy will offer AP Courses to juniors and seniors in areas where certified staff is available and enough students are interested. Similar to other KUSD high school students, if their schedule permits, Harborside Academy students will be allowed to travel to another school to take an AP course that is not offered at Harborside Academy.

School Calendar Harborside Academy will generally follow the KUSD calendar. However, the unique educational program at Harborside Academy necessitates flexibility when scheduling the school day and calendar.

Intensive elective classes are one example of how the Harborside Academy calendar is unique. There will be a staff work day before intensives start each semester for final exam grading and grade reporting. *(This is a challenging and long day, but Harborside Academy teachers are required to grade final exams and submit grade results by 11:00 am on the teacher work day so that all students can, therefore, be scheduled into the correct elective, academic or Habits of Success (HoS) intensive which start the following day. Most KUSD teachers are afforded 2-3 weeks to grade final exams and submit grades. However, due to intensives, this timeframe is not possible for Harborside Academy teachers.)*

Parent conferences are another example of how the schedule is different at Harborside Academy. Conferences at Harborside Academy follow the student-led conference format and will, therefore, be individually scheduled for all students in grades 6-12. All staff are required to spend a full 7 seven hours in the evenings to effectively accommodate all students' conferences.

Harborside Academy will also have calendar variations due to passage presentations, celebration of learning/work exhibition nights and student camps. These requirements again impact staff expectations as all staff are expected to stay late seven hours *(spread over two evenings)* to conduct passages; and seven hours to conduct two 3 ½ hour celebrations of learning. All staff are expected to stay overnight to supervise and conduct student activities at all camp experiences. Due to these variations in the student schedules, the Harborside Academy staff calendar will vary accordingly including one day off in the month of January. *(Remember that Harborside students take final exams the week before intensive electives start. Therefore, the three half days in the KUSD calendar established for final exams at the comprehensive schools are not conducive to the Harborside Academy intensive schedule. As a result, the three half days for finals are condensed into one full day and a singular half day. This allows the Harborside Academy Board to move the district work day up one day in the calendar. Friday of exam week is then allocated to reconcile a portion of the extra time that the Harborside Academy staff is required to contribute due to participation in student led conferences, passage presentations, work exhibitions and camps.)*

Harborside Academy, similar to other choice schools in Kenosha, will be dismissed at 2:30 pm every day so that high school students are able to take shuttle busses back to their boundary school to take advantage of

district bussing.

For the remainder of the school calendar, all students and staff at Harborside, grades 6-12, will follow the current KUSD high school calendar, including staff development days.

Harborside Academy's student/teacher contact minutes may not reflect the district or state norms.

### The Design Principles and Core Practices

All EL Education Network Schools adhere to a common set of beliefs and structures for teaching and learning. The design principles express the philosophy of education and core values of EL Education. Drawn from the work of Outward Bound's founder, Kurt Hahn, and other educational leaders, they shape school culture and provide a foundation for the moral purpose of schools.

- The Primacy of Self-Discovery Learning happens best with emotion, challenge, and the requisite support. People discover their abilities, values, passions, and responsibilities in situations that offer adventure and the unexpected. In EL Education Network Schools, students undertake tasks that require perseverance, fitness, craftsmanship, imagination, self-discipline, and significant achievement. A teacher's primary task is to help students overcome their fears and discover they can do more than they think they can.
- The Having of Wonderful Ideas Teaching fosters curiosity about the world by creating learning situations that provide something important to think about, time to experiment, and time to make sense of what is observed.
- The Responsibility for Learning Learning is both a personal process of discovery and a social activity. Everyone learns both individually and as part of a group. Every aspect of an EL Education Network School encourages both children and adults to become increasingly responsible for directing their own personal and collective learning.
- Empathy and Caring Learning is fostered best in communities where students' and teachers' ideas are respected with mutual trust. Learning groups in EL Education Network Schools are small, with a caring adult looking after the progress and acting as an advocate for each child. Older students mentor younger ones, and students feel physically and emotionally safe.
- Success and Failure All students need to be successful if they are to build the confidence and capacity to take risks and meet increasingly difficult challenges. But it is also important for students to learn from their failures, to persevere when things are hard, and to learn to turn challenges into opportunities.
- Collaboration and Competition Individual development and group development are integrated so that the value of friendship, trust, and group action is clear. Students are encouraged to compete not against each other, but with their own personal best and with rigorous standards of excellence.
- Diversity and Inclusion Both diversity and inclusion increase the richness of ideas, creative power, problem-solving ability, and respect for others. In EL Education Network Schools, students investigate and value their different histories and talents as well as those of other communities and cultures. Schools and learning groups are heterogeneous.
- The Natural World A direct and respectful relationship with the natural world refreshes the human spirit and teaches the important ideas of recurring cycles and cause and effect. Students learn to become stewards of the earth and of future generations.
- Solitude and Reflection Students and teachers need time alone to explore their own thoughts, make their own connections, and create their own ideas. They also need time to exchange their reflections with other students and adults.
- Service and Compassion We are Crew, not passengers. Students and teachers are strengthened by acts of consequential service to others. One of an EL Education Network School's primary functions is to prepare students with the attitudes and skills to learn from and be of service.

Core Practice Benchmarks The Core Practice Benchmarks describe EL Education in practice: what teachers, students, school leaders, families, and other partners do in fully implemented EL Education Network Schools. The five core practices: curriculum, instruction, assessment, culture and character, and leadership work in concert and support one another to promote high achievement through active learning, character growth, and teamwork.

The Core Practice Benchmarks serve several purposes. They provide a comprehensive overview of the EL Education practices, a planning guide for school leaders and teachers, a framework for designing professional development, and a tool for evaluating implementation.

Learning expeditions will be implemented throughout the curriculum. Within the expeditions, teachers will design compelling topics and create guiding questions that will drive the instruction. Teachers will link projects to the learning and ask students to design high quality products. Teachers will also connect learning to the real world by incorporating fieldwork, local expertise, and service learning into the classroom. Students at Harborside Academy will be asked to produce and present high quality student work.

Teachers will also use an active pedagogy within their classrooms. Effective instructional practices will be used schoolwide. Teachers will teach reading and writing across the disciplines. They will teach inquiry-based math, science, and social studies. Teachers will also use effective assessment practices like portfolio assessment and standards-based assessment.

Building a positive school culture and fostering character is critical to the success of this school. Staff will ensure equity within the school and uphold high expectations for student behavior by establishing a building-wide plan for discipline and consistent school procedures for the students to follow. The students will also be expected to follow a more stringent dress code where blue jeans, sweats, and t-shirts are not allowed.

Harborside Academy will also emphasize adventure and fitness. Students will participate in yearly Outward Bound Experiences where they will leave campus with the staff. Students will be able to participate in active learning that emphasizes academic excellence and team building. The school staff will also strive to develop a professional community that engages families in the learning process.

The staff at Harborside Academy will provide effective leadership in curriculum, instruction, and school culture. The staff will also create the structures necessary to accomplish these lofty goals. For example, students in good academic standing, with parent permission, will be dismissed early on Friday afternoons so that staff can work with students. (Students who are not in good academic standing will be required to remain for the full length of the day to work in an intervention-type setting. Staff members will also participate in mandatory summer training sessions and attend in-services/workshops in order to be trained in EL Education's methodology.

#### Methods of Measuring Student Progress

Student Evaluations Students will be assessed on their mastery of Learning Targets (which are based on KUSD Standards and Benchmarks) and Habits of Success grades.

The Harborside Academy school assessment and graduation process prepares students to do the kinds of work required in college and the workplace. Students graduate and receive a diploma from Harborside Academy by successfully meeting course standards that demonstrate essential skills and knowledge. Students will be

regularly assessed, both formally and informally. The form of student assessment will vary depending on instructional goals, but will include: tests, quizzes, papers, projects and labs as well as portfolios, presentations, performances, and exhibitions (portfolios and work exhibitions are described in more detail below).

### Portfolios

From EL Education Core Practices, <http://eleducation.org/resources/core-practices>:

1. Students archive and organize their work across subject areas using a system that has been agreed upon schoolwide. Students then select specific work for student-led conferences, presentations of learning, and/or passages. 2. Students' portfolios demonstrate proficiency of content and skills over time. They also show students' growth and proficiency regarding habits of scholarship. 3. Portfolios include rubrics linked to learning targets for major projects and assignments. 4. Students' portfolios include multiple drafts, self-reflections, and feedback from teachers that show how their work has improved and how they have met the learning targets.

Passages 1. Passages (i.e., portfolio presentations, presentations of learning) require students to take part in traditions that confirm their readiness to move forward in all realms of achievement. 2. Passages may include students sharing: their current levels of proficiency in core subjects, exemplary work from different subject areas, artistic, athletic, and technological accomplishments, service learning contributions outside of school-or growth and proficiency with relational and Habits of Success performance. 3. The school schedules specific time for passages (e.g., eighth, tenth, and twelfth grades) for all students. 4. Students, with teacher support, analyze their own portfolios to identify quality evidence that demonstrates progress toward academic learning targets, habits of success, and readiness for passage. 5. Teachers support students in showcasing their progress and demonstrating their readiness for passage. 6. Teachers support students in practicing presentation skills, such as eye contact, clear articulation of ideas, technology use, and presenting evidence to support their statements.

Exhibitions A celebration of learning, or work exhibition, is a public demonstration that lets students show parents, teachers, and community members what they are learning and doing in school. The exhibit may include be: artwork, research, results from an experiment, written work, tests, or other projects. The exhibition demonstrates what has been learned more clearly than just a grade on a report card. It also gives other students ideas that will help them improve their own work and helps to set a standard for excellent work from all students. The exhibition is an important way for us to both celebrate work and hold students and the school accountable to parents and others who care about our school.

Academic Grading Language and Scale Harborside Academy will utilize a standards-based grading model. Each Harborside Academy course will be built around *power standards*. Power standards are based on district standards, which are bundled together, using a commonality of skills and written in student accessible language so they can be used to guide student self-assessment.

Teachers will use short-term, daily learning targets to support power standards. Learning targets take the abstract language of the district standards and place them in a concrete context. For example, "I can write an editorial article about the current plans for reclamation of Rocky Flats that uses evidence to be persuasive." This target makes sense to students and if students meet this target, they have clearly made progress toward the standard.

When teachers provide feedback to students about their progress toward a standard, they will use the following language and scoring system:



<b>How their evidence of understanding relates to the target</b>	<b>Standard – Based Grade</b>	<b>Associated Letter Grade shown on report card at semester</b>
<b>Mastery toward standard</b>	4	A
<b>Proficient toward standard</b>	3	B
<b>Developing toward standard</b>	2	C
<b>Does not meet expected standard</b>	0	F/ INC

For each major assessment, teachers will develop *rubrics* (often with student input) that explain the requirements that students will have to attain in order to meet or exceed the standard.

What specifically do these grades say about student achievement on a particular assessment or standard?

0 = Does Not Meet Expected Standard: A “0” is given when, in the absence of extenuating circumstances (e.g. an excused absence), a student does not demonstrate substantive progress towards meeting the standards or criteria of a given assessment by an established deadline. This may mean that a student has not met the majority of performance indicators or criteria for that assessment, or that they have not genuinely attempted to meet the rubric criteria.

2 = Developing Toward Standard: A “2” is given when a student has demonstrated a substantive attempt to meet the standards of a given assessment, but needs more time to achieve competency. This may mean a student has met the majority of the performance indicators or criteria for that assessment or genuinely attempts to meet the rubric criteria.

3 = Proficient Toward Standard: A "3" is given when the student’s work fundamentally meets the standard being assessed and the assessment requirements. It is competent work that demonstrates the essential skills and knowledge for that grade level or course. *All* of the criteria for Meets the Standard (e.g., in the rubric) are demonstrated in the work.

4 = Mastery Toward Standard: A "4" is given when the student’s work goes substantially above and beyond the course standards in quality. The work may not be perfect, but it includes complexity, sophistication, originality, depth, synthesis and/or application that clearly exceeds what would be expected to meet the standards in this assessment. Sometimes, a student will have to opt to complete a particular task(s) or prompt(s), not required of all, in order to be eligible for Mastery.

Student report cards and transcripts will reflect academic letter grades A, B, C, or F equivalent to other KUSD students. *(As in the past, Harborside Academy will not have a D in the academic grading scale. Scores below a seventy percent will be result in a failing grade.)*

Standardized Testing Harborside Academy students will participate in all district testing including the MAP tests in grades 6-10, the WI Forward exam in grades 6-8 and 10, the ACT Aspire in 9th and 10th grades and the ACT in 11th grade.

Habits of Success Grades As evident in our practices and procedures, Harborside Academy places an important value on students demonstrating high Habits of Success in all they do both at school and in the community. In such, students are not only graded on academic performance, but development of Habits of Success as well. The Habits of Success grading system was built on a set of targets that students at Harborside Academy helped to develop. These targets include:

Learning Target #1: I am a student with INTEGRITY.

Learning Target #2: I am a RESPECTFUL student.

Learning Target #3: I am a COOPERATIVE student

Learning Target #4: I am a student with TENACITY

Learning Target #5: I am a positive LEADER.

Learning Target #6: I use HUMOR appropriately.

Because of the importance of these Habits of Success grades, students receive two grades for each course they are enrolled in at Harborside Academy. They receive an academic grade, which they earn by showing evidence of progress toward the learning targets for the course. They also receive a Habits of Success grade which they earn by demonstrating behavior in the six Habits of Success learning targets. *Students must earn a C- or better, both academically and in Habits of Success to earn credit for that course.* Specifics relating to Habits of Success grades can be found in the Harborside Academy Governance Board's continuing resolutions.

Report Cards - Student Transcripts, Honor Roll- Details regarding honor roll are contained in the Harborside Academy Governance Board's continuing resolutions.

Report cards will be completed on a semester basis. Transcripts are available upon request. Harborside Academy transcripts will not reflect class rank. Parents or students may request class rank to be included on the transcript. Harborside Academy will follow a modified version of the KUSD Cum Laude system that is reflective of the percent of possible AP and honors level courses that are available to students.

## GOVERNANCE AND STRUCTURE

Advisory/Governance The Harborside Governance Board will work to support the educational philosophy of Harborside Academy and will conduct activities consistent with its mission. The Harborside Governance Board will ensure that the Harborside Academy Charter is upheld, monitor, and provide guidance for Harborside Academy, an instrumentality charter school of Kenosha Unified School District. The Harborside Academy Governance Board will oversee the attainment of the instructional outcomes of the school and the compliance with its charter and mission. The Harborside Academy Governance Board will have authority over Harborside Academy's policies as stated in this charter agreement.

Methods to Ensure Parental Involvement Harborside Academy parents are important partners in the educational process. Opportunities for parents to participate in Harborside Academy culture include, but are not limited to: helping with fieldwork, chaperoning camp, student led conferences, passages, celebrations of learning, PTSO, receiving daily announcements via email, and attending Harborside Governance Board meetings.

Employee Status Harborside Academy employees are considered KUSD employees and, therefore, are entitled to the same wages and benefits as other KUSD employees.

Teacher Qualifications All staff members of Harborside Academy will meet the requirements for charter school

personnel set by the State of Wisconsin and by KUSD policy. Teachers will be expected to have an aptitude for the EL Education model of teaching. Appendix A contains the teacher job description used for hiring staff. Harborside Academy staff will be interviewed and hired by the Principal.

Teacher Transfers Any teacher transferring into Harborside Academy must agree with the philosophy and expectations in the job description attached to this document as Appendix A. The teacher and school principal at Harborside Academy must agree that the teacher can and will meet the expectations in order to successfully complete the job requirements as described within the job description. If the principal feels that a transferring teacher is unwilling or is unprepared to perform the duties assigned within the job description, that teacher will not be placed at Harborside Academy.

Student Health and Safety All applicable health and safety policies will be adhered to including fire and safety drills. OSHA safety procedures will be in place.

Racial/Ethnic Balance Goals and Methods Enrollment at Harborside Academy is open to all students in Kenosha Unified School District in grades six through twelve. The traditional geographic boundaries that exist in KUSD schools do not affect Harborside Academy. Harborside Academy will not deny access to any student based on gender, gender expression, race, religion, national origin, ancestry, pregnancy, marital or parental status, sexual orientation, color, or physical, mental, emotional or learning disability. Equitable access for all students has been a priority for this planning team. Steps taken include:

- ❑ On the School Selection form, students are not asked to identify their gender, gender expression, race, religion, national origin, ancestry, pregnancy, marital or parental status, sexual orientation, color, or physical, mental, emotional or learning disability. Students simply list their name and contact information. From that point, the student names are entered into a random lottery process. Selection of students is completely random.
- ❑ In order to promote equal student representation, Harborside Academy will carefully plan all recruitment efforts so that everyone in the community has a chance to learn about the school. Parent information meetings will be held at each of the middle schools in KUSD. Information about the school will also be mailed to all fifth graders, currently not enrolled in KUSD charter schools.

Students selected in the lottery will be given a designated time period to sign and return the Harborside Academy acceptance letter/contract. Students who do not return that form by the designated date will be denied admission and replaced by a student on the waiting list.

Student Acceptance Once a student has been admitted to Harborside Academy, he or she may remain in attendance through subsequent grades. A waiting list will be established for students who cannot be accommodated during the enrollment period. If more students apply than can be placed in the school by the end of the enrollment period, students will be selected through a lottery system. The waiting list will be established for students who are not accepted through the initial lottery process. If the lottery process is not needed and there are more spaces left open after the enrollment period, additional students will be accepted on a first come, first served basis. Siblings of current students will be exempt from the lottery (If a sibling is enrolled at the time of the lottery, interested students who apply will be automatically accepted into grades 6 – 12.). Children of Harborside Academy staff members or Harborside Academy Governance Board members who apply are also exempt from the lottery (However, the number of students in this situation cannot exceed two percent of the total school population.). All transfer students who are interested in attending Harborside Academy must have earned a minimum of five credits by the end their first year of high school, ten credits by the end of their second

year of high school, and seventeen credits by the end of their third year of high school in order to be considered for acceptance. *(Specific credits also matter. Harborside must be able to create a schedule for the student that depends on the availability of the specific courses needed.)* This is necessary to maintain the continuity of the unique educational progression.

Level of Autonomy/Waivers of School District Policy Deviations from the district policy include: student and staff calendars, grading policy--standards-based (including Habits of Success grades and a unique grading scale), the order that district standards are taught, dress code, staff job description and hiring autonomy (as outlined above), budget autonomy (carry over), curriculum options (if purchased by the school) and elective courses/ intensives.

## CRITERIA

Student Discipline/Behavior Policies All KUSD student behavior policies and Code of Conduct will be followed. In addition, other rules and regulations may be developed. All students and their families will receive notification of unique rules and regulations.

Discipline Procedure Due process procedures will be followed in reaching any discipline decision including removal from Harborside Academy.

Public School Alternatives/ Voluntary Attendance No student is required to attend Harborside Academy. Students who do not attend Harborside Academy will attend their attendance area school or another choice school. These schools include: Tremper High School, Indian Trail Academy and High School, Bradford High School, Lakeview Technology Academy, Reuther Central High School and the Kenosha E-School.

Tuition No tuition will be charged. Charter schools choose whether to collect student fees to defray costs of instructional materials, field trips/activities or consumable materials.

## FINANCIAL OPERATIONS

Financial Records All operational and personnel funds will flow through the District and follow all KUSD policies and procedures. A record for all transactions will, therefore, be available as financial records of the district. Financial records, including an activity account, will be maintained at ~~the~~ Harborside Academy and will be available for review. All of the financial operations of Harborside Academy will be available for review by District staff or any outside auditor employed by the District.

Description of School Facility The facility used to house the school is owned and maintained by KUSD located at 913 57<sup>th</sup> Street, Kenosha, WI 53140.

Liability of Insurance Liability insurance coverage for Harborside Academy is provided by KUSD and is the same as that which is provided for all KUSD schools.

Effect on the Liability of the School District The charter school will adhere to all federal, state, and local laws and regulations (pertaining to liability) and to the Board's insurance and risk management requirements. Harborside Academy and the Governing Board will comply with the KUSD Code of Ethics.

## Funding by KUSD

Based on the official third Friday attendance, KUSD will credit Harborside Academy eighty percent of the current year maximum revenue per member as determined by the state revenue limit formula. **Starting in the fall of 2017 and for subsequent years, Harborside will be credited with eighty (80) percent of the increases in per pupil categorical aide. Similarly, a decrease in future funding would negatively impact the funding credited to Harborside.** Carryover of funds is permitted. The remaining twenty percent of the maximum revenue per member for administrative or other services furnished to Harborside Academy. KUSD will pay and offset, against the Direct Cost Budget, all teacher and staff salaries and benefits, rents, equipment and supplies, and other miscellaneous direct expenses of Harborside Academy. Expenses other than established salaries, benefits, and rents shall be paid only upon written requisition to KUSD by Harborside Academy. Any other funds raised by Harborside Academy from outside sources shall be delivered to and maintained by KUSD in a separate account subject to sole discretion of Harborside Academy (“Discretionary Account”) following established District policy. Unspent discretionary funds can be carried over from one year to the next. The annual amount of the Direct Cost Budget shall be periodically allocated by KUSD for the use by the Harborside Academy in the operation of the school. In the event of District-wide budget reductions, a planning session will be held between KUSD and Harborside in order to determine how the charter school can share the burden of the overall financial loss.

Allocation of Federal Funding Harborside Academy qualifies for federal funding in the same manner as other KUSD schools. For example, special education funds and title funds are assigned to Harborside using the same criteria as other KUSD schools.

Offsets KUSD may offset part or all of any amount that Harborside Academy exceeds the Direct Cost Budget for which it is liable. (No charter is authorized to expend any amounts in excess of the Direct Cost Budget without prior approval of the chief financial officer).

Purchasing All supplies and equipment of Harborside Academy shall be requisitioned and purchased following standard financial procedures and District policy. This includes the periodic audit of the school capital assets in conformance with District policy.

KUSD Services As part of the twenty percent of per member revenue, KUSD will provide agreed upon services. These include district-wide services such as textbook and software adoption, professional development, instructional consultation, federal and district breakfast / lunch program, facility repairs, and inclusion in all federal and state programs at the school’s discretion.

Nonsectarian-Harborside Academy is nonsectarian in its programs, admissions policies, employment practices, and all other operations. Harborside Academy faculty, staff, equipment, supplies, curriculum, and teaching content shall be free of all religious or other sectarian symbols or influences.

Non-Discrimination Statement Harborside Academy will not deny access to any student based on gender, gender expression, race, religion, national origin, ancestry, pregnancy, marital or parental status, sexual orientation, color, or physical, mental, emotional or learning disability.

Termination of Contract The Harborside Academy Charter Contract may be terminated by the KUSD Board of Education at any time upon the happening of any of the following circumstances:

Mutual Agreement (KUSD and Harborside Academy) must agree in writing to termination.

Contract Violation If the KUSD Board determines that Harborside Academy is in violation of the contract.

Educational Goals If the KUSD Board determines that students enrolled in Harborside Academy have failed to make sufficient progress toward attaining the educational goals under Wisconsin Statute 118.01. If an extension of time to attain such goals is requested in writing, such request shall include a written plan, acceptable to the District, setting out the additional steps that Harborside Academy will take to attain such educational goals within a reasonable time. The determination of the Board as to the acceptability of Harborside Academy's written plan for attaining its educational goals shall be final. If the Board accepts such written plan, or a modified plan, the Harborside Academy shall be allowed a reasonable time in which to correct such progress deficiencies.

Fiscal Management If the KUSD Board determines that Harborside Academy has failed to comply with generally accepted accounting standards of fiscal management and Board policy.

Violation of WI Statute 118.40 If the Board determines that Harborside Academy has otherwise violated Wisconsin Statute 118.40.

Insolvency If the KUSD Board determines that Harborside Academy revenues are insufficient to pay its expenses as they come due, insolvency could be enacted.

In the event of contract termination, the KUSD Board shall recover all funds advanced to Harborside Academy under the contract to which Harborside Academy is not entitled. The decision of the Board shall be final.

#### Fees paid to the Authorizer

Harborside Academy will pay a yearly fee for bussing to the Kenosha Unified School District. From 2014 to 2016 this fee has ranged from \$29,628.60 to \$31,668.00 dollars based on the exact costs incurred by the district.

Harborside Academy will pay a yearly fee to the Kenosha Unified School District to cover half of the costs of the school liaison officer. From 2014 to 2016 this fee has ranged from \$40,696.15 to \$40,892.50 dollars based on the exact costs incurred by the district.

Harborside Academy will also pay a yearly fee to the Kenosha Unified School District of \$155,000.00 for the use of the facility located at 913 57th St.

#### OTHER

Student Records Copies of standardized testing results and all records required by KUSD policy or law will be maintained in the Harborside Academy office. Administrative and student records will be maintained and available for review as permitted by Board policy and law.

Admission Requirements Students wishing to attend Harborside Academy middle school will register by returning a student interest form. High school students wishing to attend Harborside will express interest through the district high school selection form. If more students express interest in grades six ~~6~~ or nine ~~9~~ than the number of open spaces, a random lottery will be used. Harborside Academy middle school students in eighth grade who are moving into ninth grade will be awarded automatic placement into the high school as long as they submit the proper selection/ interest form by the designated date.

Criteria for Granting a High School Diploma In order to qualify for and be granted a high school diploma, Harborside Academy students must complete the same graduation requirements as other Kenosha Unified School District Students. (These requirements are outlined in the charter school program description on page two of this document.)

Discontinuance of Student Enrollment As with the other Kenosha choice schools, students who are enrolled to attend Harborside Academy after April 1<sup>st</sup> of any given year have made a commitment to attend the school for at least one year. However, once that commitment has passed, no student will be compelled to attend Harborside Academy. Attendance at Harborside Academy is based on student and parent choice.

Students that fail to achieve a minimum number of academic credits, or students for whom we cannot build a schedule, will not be allowed to return to Harborside Academy due to the school's schedule and inability for students to make up missing credits. Students who earn fewer than the total cumulative credits listed below will also be asked to return to their home school at the end of the year. (Note: completing credits through summer school is allowed.)

6<sup>th</sup> Grade – 5 MS credits

7<sup>th</sup> Grade – 10 MS credits

8<sup>th</sup> Grade – 15 MS credits

9<sup>th</sup> Grade – 5 credits

10<sup>th</sup> Grade – 10 credits

11<sup>th</sup> Grade – 17 credits

If these rules conflict with a student's IEP, 504, or CSI or ~~SIF~~ agreement, the IEP, 504, or CSI or ~~SIF~~ agreement will take precedence.

Transportation Transportation will be offered at this charter school for high school students only in the same manner that it is provided to students that attend other local choice high schools. Transportation costs are to be paid from within the Harborside Academy budget. Transportation is not available in Middle School, grades six through eight.

Terms of the Contract The term of the Harborside Academy Charter Contract, as a KUSD instrumentality charter, shall be a period of five (5) years commencing on the 1<sup>st</sup> day of July, 2017.

District Policies and Procedures will be followed unless stipulated differently in other provisions in this contract or provided by law.

Notice Whenever under this contract notice must or may be given to the other party, or whenever information may or must be provided to the other party, the party who may or must give notice or provide information shall fulfill any such responsibility under this contract if notice is given or information is provided to:

To the Board: To: Harborside Academy

Dr. Susan Savaglio-Jarvis  
Superintendent of Schools

Mr. Ed Carlson  
Harborside Governance Board President

Kenosha Unified School District  
3600 52<sup>nd</sup> St.  
Kenosha, WI 53140

Harborside Academy  
913 57<sup>th</sup> St.  
Kenosha, WI 53144

Telephone: 262 359-6300

Telephone: 262 359-8400

In Witness Whereof, the parties have caused this contract to be executed by their duly authorized representatives as of the date first above written.

For Kenosha Unified School District:

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Daniel Wade  
KUSD Board of Education  
President  
Amended: May 22, 2018

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Dr. Susan Savaglio-Jarvis  
Superintendent of Schools  
Amended: May 22, 2018

For Harborside Academy:

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Mr. William Haithcock  
Principal  
Harborside Academy  
Amended: May 22, 2018

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Mr. Ed Carlson  
Governance Board President  
Harborside Academy  
Amended: May 22, 2018



Human Resource Use Only
Position Number: Salary Range Min: Effective Date:

## Harborside Academy Job Description

### POSITION IDENTIFICATION

Position Title: (Subject) Harborside Teacher Position  
Division: Kenosha Unified School District  
Workweek: Mon-Fri (Hours) 7.5 hours per contracted day

### SUPERVISORY RELATIONSHIPS

Reports to: Principal  
Directly Supervises:

### POSITION PURPOSE

You will provide educational direction for students within the Kenosha Unified School District boundaries. You will be responsible for planning, preparation, and instruction of all required coursework within your assigned module of education and level. You will create a quality classroom environment in accordance with the standard of the school and the school district. You will fulfill your professional responsibilities while upholding the values of the community and the educational system.

### ESSENTIAL DUTIES

1. Demonstrate knowledge of and skills in setting goals and objectives based on student development, content, assessment, and standards and benchmarks. Challenge and motivate all learners. Provide coherent instructions, curriculum development, and evaluations. Use school and district provided resources and materials and incorporate staff/community resources.
2. Demonstrate knowledge of and skills in organizing physical space. Establish a focused learning environment. Develop an environment of respect and rapport. Maintain effective classroom procedures while managing the behavior of students.
  - Follow all established hallway and outdoor supervision routines as designed by the school Principal.
  - Follow established school-wide discipline plan and procedures.
3. Demonstrate knowledge of and skills in using a variety of instructional methods, including those required within the EL Education model. Communicate clearly and accurately. Implement

discussion/questioning techniques. Teach all learners using interdisciplinary teaming, integrated instruction, and inclusive instruction strategies, and maximize student engagement. There must be a clear commitment to the EL Education model of instruction.

4. Assessing and evaluating student learning, responding to individual learner's needs and reporting student progress.
  - Provide written communication to parents about student progress at least three times a quarter.
  - Facilitate the development of accurate portfolios for all students.
  - Plan and implement student-led conferences, Celebration of Learning/work exhibition nights and passage presentations.
  - Maintain accurate standards-based grading system.
  - Adherence to "7 practices" of student engaged assessment as defined by EL Education Network Schools.
  - Maintain accurate Habits of Success/grading records.
5. Demonstrate commitment to advocating for all students. Believe that all students can learn at a high level. Engage in professional communication with students, parents, and colleagues.
6. Reflective teaching through professional development, school/community activities, and lifelong learning.
  - Must be available for, and willing to travel for summer workshops, conferences, and trainings that are required within the EL Education model.
  - Must also be available for all paid summer staff planning sessions.
  - Must be available for staff development opportunities and team meetings that are offered during the contracted day. These will include activities held during early dismissal Friday afternoons and during professional period meetings that will be held during daily non-student contact/planning time.
  - The Harborside staff is required to participate in an off-site staff retreat.
7. Full-time staff must participate in all off-site activities, including all overnight "Outward Bound"/camp experiences, without additional pay. *(Please understand, these events are outdoor adventure-based trips that include camping, canoeing, cycling, rock climbing, etc...)*
8. Must be willing to collaborate with others, share information and resources, and help foster an active professional learning community to carry out the vision of the charter of the Harborside Academy.
9. Must be willing to effectively plan and lead "Intensive" elective courses offered within the daily teaching schedule.
10. Must effectively plan and lead Crew class. (Crew is our version of Advisory class.)
11. Demonstrate knowledge of and skills in use of technology in planning, instruction, and for professional purposes. Be willing to pursue technology training for professional development and classroom use.
12. Must be willing to follow KUSD dress code.

## OTHER DUTIES

Perform other duties as assigned by the Principal.

## MINIMUM POSITION QUALIFICATIONS

Education:

Bachelor's Degree or higher

Bachelor's

Experience:

experience required

No

Certifications/Licenses: Certified/Certifiable to teach in Wisconsin

Other Requirements:

Minimum overall undergraduate GPA of 2.75(4.0 scale); or 3.0 undergraduate GPA in major; or Master's GPA 3.0; may be waived based on previous work experience and other needs of the district.

Minimum

## KNOWLEDGE, SKILLS, & ABILITIES

Official transcripts reflecting degree(s); completed "Technology Self-Assessment"; Credential file or three (3) letters of reference; any additional specific position requirements may apply in some certification areas.

## BACKGROUND CHECKS

Condition of Employment

## PHYSICAL DEMANDS

Manual Dexterity:

requires definite skilled and accurate physical operations requiring some closely coordinated performance.

Work

Physical Effort:

requires handling average weight materials or equipment, but not for sustained periods.

Work

Working Conditions:

exposure to definitely disagreeable features.

Some

The above statements are intended to describe the general nature and level of work being performed by most people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements. Scheduling flexibility is required to accommodate changing business needs.

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Kenosha Unified School District  
Kenosha, Wisconsin

May 22, 2018

**Board Approved Student User Fees and Recreation Department  
Fees for the 2018-2019 School Year**

As a component of the budget development process, a review of the fees charged by the District is conducted every year. The administration is not recommending any changes to the 2018-19 student user fees.

Attachment A delineates the proposed 2018-2019 Student User Fee Schedule and Attachment B delineates the proposed 2018-2019 Recreation Department Fees.

**District-wide Fee Procedures:**

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

**Administrative Recommendation**

Administration requests that the Board of Education approve the attached schedules in order to establish the fiscal year 2018-2019 student user fees and recreation department fees.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Tarik Hamdan  
Chief Financial Officer

## Kenosha Unified School District

**Historical Schedule of Student User Fees**  
**Proposed Fees for the 2018-2019 School Year**

Base User Fees	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
High School	\$ 62	\$ 64	\$ 67	\$ 67	\$ 67	\$ 67	\$ 67	\$ 67
Middle School	70	72	72	72	72	72	72	72
Elementary School	43	44	44	44	44	44	44	44
Pre-School <sup>(1)</sup>	22	22	22	22	22	22	22	22

<sup>(1)</sup> Base User Fee includes individual project materials and workbooks

Grade Level Fees	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
Writer's Inc. (9th Grade)	\$ 24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Program Fees	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
1:1 Electronic Device Program	\$ 30	\$ 30	\$ 30	\$ -	\$ -	\$ -	\$ -	\$ -
Kenosha Military Academy Leadership	25	25	25	25	25	25	25	25

Course Fees	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
Physical Education Fee (High School)	\$ 24	\$ 24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Physical Education Fee (Middle School)	15	-	-	-	-	-	-	-
Technology Education (LakeView Academy)	30	35	35	35	35	35	35	35

Athletic Fees	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
Athletic Fee High School <sup>(2)</sup>	\$ 55	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75
Athletic Fee Middle School <sup>(3)</sup>	25	50	50	50	50	50	50	50
Hockey Participation Fee	-	-	900	900	900	900	900	900

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

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

Other School Fees	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
Activity Fee <sup>(4)</sup>	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15
Music Activity Fee <sup>(5)</sup>	30	30	30	30	30	30	30	30
Instrument Usage <sup>(6)</sup>	50	50	50	50	50	50	50	50
Parking <sup>(7)</sup>	50	50	50	50	50	50	50	50
After School Program (per day)	5	5	-	-	-	-	-	-

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

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

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

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

Summer School Fees <sup>(8)</sup>	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
Elementary and Middle Schools	\$ 20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
High Schools	20	-	-	-	-	-	-	-
Gear-Up (MS, HS)	10	-	-	-	-	-	-	-

<sup>(8)</sup> Additional consumable fees may apply to summer camp programs

Miscellaneous School Fees	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
Fines for Lost or Damaged Locks (MS, HS)	\$ 9	\$ 9	\$ 9	\$ 9	\$ 9	\$ 9	\$ 9	\$ 9
Copy of Student Records (per page)	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Copy of Student Transcripts	5	5	5	5	5	5	5	5
Lost I.D./Library Card (MS/HS)	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50
I.D. Card Lanyard Replacement	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Library Fines and Breakage Charges	At Cost							
Students Unable to Pay	Per School Board Policy							

## Kenosha Unified School District

**Historical Schedule of Recreation Department Fees  
Proposed Fees for the 2018-2019 School Year**

<b>Adult Basketball</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>
Team Fee <sup>(1)</sup>	\$ 394	\$ 394	\$ 394	\$ 394	\$ 680	\$ 680	\$ 680
Player Fee	40	40	40	40	-	-	-
Trophy Fee	8	8	8	8	-	-	-

<b>Adult Softball</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>
Team Fee <sup>(1)</sup>	\$ 297	\$ 297	\$ 297	\$ 297	\$ 675	\$ 675	\$ 675
Player Fee	39	39	39	39	-	-	-
Trophy Fee	8	8	8	8	-	-	-

<b>Adult Volleyball</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>
Team Fee <sup>(1)</sup>	\$ 129	\$ 129	\$ 129	\$ 129	\$ 280	\$ 280	\$ 280
Player Fee	24	24	24	24	-	-	-
Trophy Fee	8	8	8	8	-	-	-

<b>Swim Fees</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>
Employee Swim	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lifeguard Training (Red Cross Certification)	-	-	-	-	150	150	150

<b>Student Player Fees</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>
Instructional Swim	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Competitive Swim	25	25	25	25	25	25	25
Basketball	-	-	-	-	-	-	-
Tennis	-	-	-	-	-	-	-
Weight Training	20	20	20	20	20	20	20
Baseball/Softball	-	-	-	-	-	-	-
Soccer	-	-	-	-	-	-	-

<b>Fine Arts</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>
Kenosha Youth Performing Arts Center (KYPAC)	\$ -	\$ -	\$ -	\$ -	\$ 50	\$ 50	\$ 50
Band of the Black Watch <sup>(2)</sup>	-	-	-	-	150	150	150
Rambler Band <sup>(2)</sup>	-	-	-	-	125	125	125
Summer Classics - High School Theatre	-	-	-	-	-	50	50

<sup>(1)</sup> Changing to a flat team only fee

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

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KENOSHA UNIFIED SCHOOL DISTRICT  
Kenosha, Wisconsin

May 22, 2018

**Open Enrollment Applicants for School Year 2018-2019**

**Background**

The Wisconsin Department of Public Instruction (DPI) requires school districts to allocate open enrollment allocations prior to the start of the open enrollment application period. The Wisconsin open enrollment application period began on February 5, 2018, and closed on April 30, 2018. Once the regular Open Enrollment process is over, students from a non-resident district may continue to apply for immediate admittance to a non-resident district if he/she meets one of the criteria as noted by the Alternative Open Enrollment Application process.

**Process**

At the January 23, 2018, Board of Education Regular Meeting the Kenosha Unified School Board formally affirmed the availability of spaces for both general and special education students seeking entrance into the Kenosha Unified School District under the Open Enrollment Statute for School Year 2018-19. **The School Board affirmed the availability of a total 205 spaces, 18 of which were designated for selected special education programs/services.**

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

With the close of this year's open enrollment application window by DPI on April 30, 2018, all students in the OPAL system were listed on a master roster in alphabetical order. Each student was then assigned an applicant sequence number with the first person listed on the roster being tagged as number one and the remaining students who were on the OPAL listing were also assigned a sequence number.

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

On May 8, 2018, a lottery meeting was conducted in the Office of Educational Accountability to assign petitioning students to available District spaces. A representative from the Information Services Department served as the “unbiased” witness to the student assignment process and drew lots during the lottery process.

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

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

### **Important Timelines**

Nonresident school districts must mail notices of approval or denial by June 8, 2018. If the application is approved, the school district must notify the parents of the specific school to which the student applicant will be assigned. Resident districts must notify applicants if their application is being denied by June 15, 2018. If an application is denied, parent(s)/guardian(s) have 30 days to file an appeal. Parents of accepted applicants must notify the nonresident district if their student will be attending the non-resident district in the 2018-19 school year by June 29, 2018.

### **Summary Statistics**

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

#### **KUSD Resident Students Applying to Schools Outside the District:**

<b>Grade Level</b>	<b>Number of Students</b>
Pre-Kindergarten	20
Kindergarten	38
1	14
2	12
3	7
4	10
5	13
6	14
7	14
8	10
9	28
10	8
11	16
12	8
<b>Total</b>	<b>212</b>

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

**Non-resident Students Applying into Kenosha Unified**

<b>Grade Level</b>	<b>Number of Students</b>
Pre- Kindergarten	21
Kindergarten	13
1	3
2	3
3	6
4	6
5	4
6	8
7	2
8	4
9	13
10	5
11	8
12	14
<b>Total</b>	<b>110</b>

The following table provides a listing of the applicants recommended for approval and denial by grade level for School Year 2018-19.

**Administrative Recommendation on Non-resident Applicants**

<b>Grade Level</b>	<b>Approval Recommended (Regular / SPED)</b>		<b>Denial Recommended (Regular /SPED)</b>		<b>Total Number of Students (Regular / SPED)</b>	
Pre - Kindergarten	17	0	3	1	20	1
Kindergarten	8	1	3	1	11	2
1	3	0	0	0	3	0
2	2	1	0	0	2	1
3	5	0	0	1	5	1
4	3	0	3	0	6	0
5	3	0	1	0	4	0
6	7	1	0	0	7	1
7	2	0	0	0	2	0
8	3	0	1	0	4	0
9	11	0	2	0	13	0
10	3	1	1	0	4	1
11	5	0	3	0	8	0
12	6	1	5	2	11	3
Category Totals	78	5	22	5	100	10
<b>DISTRICT TOTALS</b>	<b>83</b>		<b>27</b>		<b>110</b>	

### Administration Recommendation:

Administration recommends **approval** of applicants identified as numbers [1,2,3,4,6,7, 8,9,10,12,14,15,17,18,19,20,21,22,25,26,27,29,30,31,32,34,35,36,37,38,39,40,41,43,44, 45,46,49,50,51,53,54,55,57,58,59,60,61,62,63,64,65,66,67,68,69,71,72,73,74,75,76,77, 79,80,81,83,84,85,87,88,90,91,93,94,96,97,98,103,106,107,108,110] due to one or available space at the grade level, school requested and special education or related services required by the IEP.

Administration recommends **denial** of applicants identified as numbers [5,11,13,16,23, 24,28,33,42,47,48,52,56,70,78,82,86,89,92,95,99,100,101,102,104,105,109] due to one of the following reasons: overcapacity at the grade level, special education related services required by the IEP, limitation of school requested, age ineligibility, habitual truancy, or expulsion in the current or preceding two years.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Kristopher Keckler  
Chief Information Officer

Julie Housaman  
Chief Academic Officer

Susan Valeri  
Chief of School Leadership and Learning

Bridget Kotarak  
Director of Special Education and Student  
Support

Luann Rohde  
Director of Early Education Programs

Renee Blise  
Research Coordinator

Kenosha Unified School District  
Kenosha, Wisconsin

May 22, 2018  
Board of Education Meeting

**POLICY AND RULE 3643 – EMERGENCY SCHOOL CLOSINGS**  
**(INCLEMENT WEATHER)**

**Background:**

Policy 3643 was developed to give the superintendent and/or his/her designee guidance when determining whether or not to close schools due to inclement weather. The rule currently outlines the operations of the district if and when school is closed due to inclement weather. This information is shared with families in the annual district wall calendar, online and via social media.

Policy and Rule 3643 have been updated to be more inclusive by adding emergency/crisis closings in addition to inclement weather. In recent years, non-weather related decisions regarding school closings have occasionally occurred, so the policy was updated to align with any possible school closings. The policy and rule were also updated to align with the current decision-making process. This ensures that families and community members are aware of what is considered and when they can expect decisions to be shared.

**Administration Recommendation:**

Administration recommends that the board approve revised Policy and Rule 3643 – Emergency School Closings as a first reading on May 22, 2018, and a second reading on June 26, 2018.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Tanya Ruder  
Chief Communications Officer

POLICY 3643  
EMERGENCY SCHOOL CLOSINGS  
(Inclement Weather)

Only the superintendent of schools **and/or** his/her designee is authorized to ~~determine whether schools shall be closed~~ **schools due to inclement weather and/or emergency or crisis situations. If the decision to close is made, a public announcement will be made via various media no later than 5:30 a.m. unless emergency circumstances require otherwise.**

~~A public announcement of school closings shall be made through the various available media. If a public announcement is not made by 5:30 a.m. on any given day, schools are expected to will be open and following their regular schedules. if no public announcement is made to the contrary by 5:30 a.m. on any given day. Schools may be open when bus transportation or food services are not in operation.~~

All personnel should refer to the three procedures outlined in Rule 3643 to determine if/when to report to work during inclement weather. The superintendent reserves the right to close the district for *all* students and employees if deemed necessary.

LEGAL REF.: Wisconsin Statutes

Sections 115.01(10)	[School day definition]
121.02(1)(f)	[School district standards; minimum number of school days and hours of instruction/authority to close schools for inclement weather]
121.56	[School bus routesafe student transportation]
118.15	[Compulsory school attendance]

CROSS REF.: 3511 Transportation  
5310 Student Attendance  
6210 School Year Calendar  
Employee Handbook  
~~Crisis Response Manual~~  
Emergency Operations Plan

AFFIRMED: Sept. 24, 1991

REVISED: Jan. 29, 2002  
Oct. 28, 2003  
Dec. 18, 2007  
Sept. 23, 2014  
Oct. 28, 2014  
Sept. 22, 2015  
March 28, 2017  
July 25, 2017  
**June 26, 2018**

RULE 3643  
EMERGENCY SCHOOL CLOSINGS  
(Inclement Weather)

~~Kenosha Unified School District~~ **The district** puts student safety first, which is why ~~the district takes several factors~~ **are taken** into consideration when determining whether to close schools due to ~~extreme inclement weather~~ **and/or emergency or crisis situations**, such as:

- ~~Winter weather warning~~ **Whether a weather warning has been issued:**
  - ~~If the warning is issued prior to 5 a.m. and remains in effect throughout the school day, schools will be closed (automatic closure)~~
- ~~Is~~ **Whether** there **is** a sustained wind chill of -34 degrees or lower?
- ~~Whether~~ **Whether** there **is** a sustained temperature of -20 degrees or lower?
  - ~~If the warning goes into effect after 9 a.m. and ends by 3 p.m., school will be in session as usual~~
  - ~~If the warning goes into effect after 9 a.m. but lasts into the evening, a decision will be made by 5:30 a.m. regarding closure~~
- ~~Other considerations:~~
  - ~~Is there blowing snow with winds of 20 miles per hour?~~
- ~~Whether~~ **Whether** there **is** or will there be a heavy accumulation of snow, especially during the typical travel times to and from school?
  - Are streets and sidewalks clear?
  - Are buses unable to run due to extreme cold or unplowed streets?
  - Are driving conditions hazardous?
  - Are there power or phone outages?

If school is not canceled and a parent/~~and/or~~ guardian feels his/her child is safer at home, the parent/~~and/or~~ guardian may keep ~~his/her~~ the child home. ~~Keeping a child home due to weather will be recorded as an excused absence on the student's record per Policy 5310 and Wis. Statute 118.15 so long as the parents/and/or guardians reports the absence in a timely manner.~~

In the event schools are closed or the arrival/dismissal time is changed due to ~~severe inclement~~ **and/or emergency or crisis situations**, an announcement will be made via local television stations, radio stations, the KUSD website ([www.kusd.edu](http://www.kusd.edu)), KUSD Channel 20, Facebook.com/kenoshaschools, Twitter.com/KUSD and 262-359-SNOW (7669) **no later than 5:30 a.m. unless emergency circumstances require otherwise. If schools are closed, all after-school activities, including sports and evening events, also will be canceled.**

~~If schools are closed for the day, KUSD will make every effort to release this information via the aforementioned avenues by 5:30 a.m. If schools are closed, all after school activities in the district, including sports and evening events, also will be canceled.~~

When KUSD schools are closed, no transportation will be provided to private and parochial schools.

THREE PROCEDURES TO LOOK/LISTEN FOR

*Unless notified otherwise, Procedure 1 is in effect.*

Procedure 1: All schools in KUSD will be open today. Students and personnel are expected to attend.

Procedure 2: All schools in KUSD will open two hours late, and school buses that transport students will be running approximately two hours late. There will be no a.m. or p.m. ~~eEarly cChildhood, sSpeech iImpact or 4K~~ classes. Personnel are expected to report as normally scheduled. Dismissal will be at the regular time.

RULE 3643  
EMERGENCY SCHOOL CLOSINGS  
(~~Inclement Weather~~)  
Page 2

Procedure 3: All schools in KUSD will be ~~closed~~**closed**; and no students are expected to report. The ~~Kenosha Senior Citizen~~ Center also will be closed. KUSD employees must refer to ~~Policy~~-Rule 3643 for attendance guidelines.

**INCLEMENT WEATHER DAYS:**

Two (2) **emergency closing** ~~potential inclement weather~~ days are built into the academic calendar for: teachers, education support professionals (ESPs), interpreters, and 10- and 12-month secretaries.

KUSD employees required to report to work, use vacation or personal time or take unpaid time (deduct) are: full-time custodial employees; full-time food service workers; maintenance personnel; carpenters and painters; warehouse personnel; administrative, supervisory and technical staff.

**12-MONTH SECRETARIES BEYOND TWO (2) DAYS:**

If there are more than two (2) **emergency closing** ~~inclement weather~~ days in a school year, 12-month secretaries are required to:

- Report to work,
- Use vacation,
- Use personal time, or
- Take unpaid time (deduct with supervisor's approval)

**TEACHERS, ESPs, INTERPRETERS, AND 10-MONTH SECRETARIES BEYOND TWO (2) DAYS:**

If there are more than two (2) **emergency closing** ~~inclement weather~~ days in a school year, teachers, ESPs, interpreters, and 10-month secretaries will be required to make up student contact minutes to fulfill state instructional requirements. This may be done during the spring months of the same school year, however, if scheduling prevents this from occurring, additional instructional days will be added to the end of the school year.

If student contact minute requirements are met during spring months, teachers, ESPs, interpreters, and 10-month secretaries also will make up non-instructional days at the end of the year to meet working day requirements pursuant to their respective payroll calendar. On these days, teachers, ESPs, interpreters, and 10-month secretaries will be required to:

- Report to work,
- Use vacation (10-month employees who received and retained the vacation benefit prior to the sunset date of June 30, 2013),
- Use personal time, or



- Take unpaid time (deduct with supervisor's approval)

INDOOR/OUTDOOR GUIDELINES

1. General guidelines: 10 degrees or below, wind chill factor of 0 degrees or below and rain/drizzle/blizzard = indoor recess, indoor noon recess and early entrance to door areas/hallways.
2. Administrator's responsibilities: Principals are responsible for the timely implementation of the guidelines, reasonable supervision of students under all circumstances and informing parents each year of the district's expectations regarding indoor periods due to weather conditions.

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**Kenosha Unified School District  
Kenosha, Wisconsin**

**May 22, 2018**

**Head Start State Supplemental Grant – 2018-2019 School Year**

The Head Start program provides comprehensive services in the areas of health, education, social services, and parent involvement for low-income preschool children and their families. This state grant provides funding for 59 high-risk children that will be three or four years of age on or before September 1, 2018. Funding for the Head Start State Supplemental Grant for the 2018-2019 schoolyear is \$336,005. Funds will be utilized to serve the children and their families in all program component areas as required in the Head Start Act and the Head Start Performance Standards.

**Grant Title**

Head Start State Supplemental Grant

**Funding Source**

State of Wisconsin

Department of Public Instruction

**Grant Time Period**

July 1, 2018 to June 30, 2019

**Purpose**

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

**Number of Students Served**

59 Eligible Head Start Students

**Relationship to District Goals**

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

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

- Approaches to Learning: children will increasingly demonstrate self-control including controlling impulses, maintaining attention, persisting with activities, and using flexible thinking.
- Social and Emotional Development: children will appropriately express and respond to a broad range of emotions, including concern for others.
- Language and Literacy: children will increasingly match the amount and use of language required for different social situations and follow social and conversational rules.
- Cognition: children will demonstrate understanding of number names and order of numerals, the order of size or measures, the number of items in a set and use math concepts and language regularly during every day experiences.
- Perceptual, Motor and Physical Development: children will demonstrate use of small muscles for purposes such as using utensils, self-care, building, writing and manipulation.

Success in these areas will support each child's readiness for kindergarten. These five year goals will be measured using My Teaching Strategies, the assessment system that tracks student growth in these areas.

### **Fiscal Impact**

See attached Fiscal Impact statement.

### **Program Services**

Funding received through the 2018-2019 Head Start State Supplement Grant will remain the same as the previous year. At this time no revisions to program services are anticipated. The number of Head Start children served will remain at 59 children. This state grant will cover the cost for:

- 1.7 teachers
- 2 educational assistants
- 1 family service provider
- 15% of the staff costs for a health assistant, ERSEA coordinator, and data specialist
- Meals and snacks for state funded Head Start children
- Supplies
- Software licenses (My Teaching Strategies and ChildPlus) that are used to assess the children's progress and report data for Head Start

### **Evaluation Plan**

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

### **Staff Persons Involved in Preparation of the Grant Application:**

Luanne Rohde, Director of Early Education

Alex Haubrich, ERSEA Coordinator

Lynda Dower, Family & Community Coordinator

Samantha McGovern, Education and Disabilities Coordinator  
MeShawn Gardner, Health Coordinator

**Administrative Recommendation**

Administration recommends that the school board approve the 2018-2019 Head Start State Supplemental Grant.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Ms. Susan Valeri  
Chief of School Leadership

Mr. Martin Pitts  
Regional Coordinator of Leadership  
and Learning Elementary

Ms. Luanne Rohde  
Director of Early Education

## Fiscal, Facilities and Personnel Impact Statement

**Title:** Head Start State Supplemental Grant

**Budget Year:** 2018-2019

**Department:** Early Education

**Budget Manager:** Luanne Rohde

### REQUEST

Approval from the Board of Education is requested to submit and implement the Head Start State Supplemental Grant for the 2018-2019 school year. The funding for this grant is \$336,005. It is designed to supplement operating costs for the Kenosha Unified School District Head Start Program.

### RATIONALE/ INSTRUCTIONAL FOCUS

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

### IMPACT

This supplemental grant will provide:

- Funding for staffing (1.7 teachers, 2 educational support personnel) to serve 59 children within the requirements of the Head Start Performance Standards and Head Start Act.
- Funding for Head Start support staff (1 Family Service Provider and 15% of costs for a Health Assistant, ERSEA Coordinator and Data Specialist) for Head Start families
- Funding for breakfast, lunch, and snacks for Head Start children.
- Funding for software licenses (My Teaching Strategies and ChildPlus)
- Funding for supplies for Head Start children (ie diapers, classroom materials, paper, copy costs, field trip costs)

### BUDGET IMPACT

Object Level	Descriptive	Amount
100's	Salaries	\$169,167
200's	Fringes	\$152,084
300's	Purchased Services	\$0.00

400's	Non-Capital Objects	\$14,754
500's	Capital Objects	\$0.00
	<b>TOTAL</b>	<b>\$336,005</b>

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

### FUNDING SOURCES

Select Funding Sources:

Head Start State Supplemental Grant

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**Kenosha Unified School District  
Kenosha, Wisconsin**

**May 22, 2018**

**REQUEST TO SUBMIT THE SCHOOL-BASED MENTAL HEALTH SERVICES GRANT  
TO THE WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION**

**Type of Project**

The Wisconsin Department of Public Instruction will award this competitive grant to eligible applicants who demonstrate a need for better mental health access and services for children and youth. Applicants must demonstrate a clear and measurable plan of collaboration with community health providers and agencies.

**Program Description**

The School-Based Mental Health Services Grant will focus on three primary areas: early intervention, education of parents and youth, and expansion of existing services.

Early Intervention: In January 2018, 50 teachers and staff members from Chavez Early Education Learning Center participated in their first professional introduction to trauma and its impact on learning. This grant will support continued professional learning for staff through ongoing coaching to teachers and staff by community-based mental health providers. The early education program support teacher and an early education teacher will be trained to provide ongoing coaching and feedback on trauma-informed educational practices to early learning staff. A trauma-informed parenting class will also be offered to parents of children attending Chavez Learning Station.

Education of Parents and Youth: Using Kenosha Unified School District's Chat-and-Chew framework for parent and family engagement, a series of parent education sessions on topics central to the mental health and wellbeing of youth will be offered throughout the school year. Examples of these topics include: youth and teen depression, suicide prevention, trauma and toxic stress, and anxiety in children and young adults. This work and the conversations around youth mental health and social-emotional wellbeing cannot exclude the education of students as well. Opportunities will be established for district youth to authentically engage in this movement through educational and leadership trainings centered on self-awareness and self-management.

Expansion of Existing Services: During the 2017-18 school year, school-based mental health services were established at Bradford High School, Bullen Middle School, Brass Community School, Stocker Elementary School, and Wilson Elementary School, bringing direct mental health therapy to students who were not otherwise connected to any community-based mental health supports. Through this grant, the provision of direct mental health services will be expanded to approximately six to eight additional Kenosha Unified School District schools during the 2018-19 school year. Schools will be determined at another time. In addition, the time of community-based therapists will be increased to support collaboration and consultation with school staff, open problem-solving sessions for staff seeking clinical perspectives, and medicine management support to parents through tele-psychiatry opportunities.

### **Rationale**

According to the National Alliance on Mental Illness, one in five children ages 13 to 18 have or will have a serious mental illness, including mood, behavioral, or anxiety disorders. This has become an ever-increasing challenge for students, families, and schools, presenting an additional barrier for many students to learning and future success. According to the American Psychological Association, of the 20 percent of students with mental health challenges, less than half get treatment, services, or support.

Because of this, addressing barriers to learning, including mental health challenges, through comprehensive learning, social, emotional, and mental health supports has become an essential function of schools. College-and-career readiness requires that graduates are not only academically prepared but also socially and emotionally competent. Therefore, addressing these challenges and the barriers to learning cannot be optional as social-emotional development, mental health, and academic achievement have a critical connection in the success of all students.

### **Grant Information**

#### **2018-19 ANTICIPATED FUNDING**

Total amount of request: \$75,000.00

#### **TITLE**

School-Based Mental Health Services Grant Program

#### **FUNDING SOURCE**

State of Wisconsin, Department of Public Instruction

#### **TIME PERIOD**

The project period covered by this application is July 1, 2018, through June 30, 2019. If funding for the grant does not continue beyond the 2018-19 school year, it will be difficult, without community financial partnerships, to continue funding the portion of the grant dedicated to supporting the indirect time of community-based therapists for collaboration and consultation with Kenosha Unified School District school staff; therefore, if funds are not available, this opportunity will dissolve.

#### **APPLICATION DUE DATE**

May 31, 2018

### **Recommendation**

Administration recommends that the school board approve the application for the School-Based Mental Health Services Grant in the amount of \$75,000 and implement it if received from the Wisconsin Department of Public Instruction.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Ms. Julie Housaman  
Chief Academic Officer

Ms. Bridget Kotarak  
Director of Special Education and Student Support

## Fiscal, Facilities and Personnel Impact Statement

Notes/Assistance provided in this dropdown menu

**Title:** School-Based Mental Health Services Grant **Budget Year:** 2018-19

**Department:** Special Education and Student Support **Budget Manager:** Bridget Kotarak

### REQUEST

The Wisconsin Department of Public Instruction will award this competitive grant to eligible applicants who demonstrate a need for better mental health access and services for children and youth. Applicants must demonstrate a clear and measurable plan of collaboration with community health providers and agencies.

### RATIONALE/ INSTRUCTIONAL FOCUS

According to the National Alliance on Mental Illness, one in five children ages 13 to 18 have or will have a serious mental illness, including mood, behavioral, or anxiety disorders. This has become an ever-increasing challenge for students, families, and schools, presenting an additional barrier for many students to learning and future success. According to the American Psychological Association, of the 20 percent of students with mental health challenges, less than half get treatment, services, or support.

Because of this, addressing barriers to learning, including mental health challenges, through comprehensive learning, social, emotional, and mental health supports has become an essential function of schools. College-and-career readiness requires that graduates are not only academically prepared but also socially and emotionally competent. Therefore, addressing these challenges and the barriers to learning cannot be optional as social-emotional development, mental health, and academic achievement have a critical connection in the success of all students.

### IMPACT

The School-Based Mental Health Services Grant will focus on three primary areas: early intervention, education of parents and youth, and expansion of existing services. With these grant funds, training for district staff, parents, and youth will be expanded as well as the anticipated expansion of mental health services to up to eight additional schools.

### BUDGET IMPACT

Object Level	Descriptive	Amount
100's	Salaries	\$0.00
200's	Fringes	\$0.00

300's	Purchased Services	\$70,000.00
400's	Non-Capital Objects	\$5,000.00
500's	Capital Objects	\$0.00
		\$0.00
	<b>TOTAL</b>	<b>\$75,000.00</b>

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

### FUNDING SOURCES

Select Funding Sources:

DPI state grant

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KENOSHA UNIFIED SCHOOL DISTRICT NO. 1  
Kenosha, Wisconsin

May 22, 2018

**SCHOOL SAFETY GRANT APPLICATION**

**Background:**

On March 26, 2018, Governor Walker signed the Wisconsin School Safety Bill which created a new Office of School Safety in the Department of Justice (DOJ), and provided \$100M in one-time funding for school safety initiatives in Wisconsin schools amongst other things. The DOJ issued the detailed grant application including specifics on what types of projects or initiatives could or could not be funded through grant dollars on April 24, 2018. The following is a brief summary of the grant application document issued by the DOJ.

**Basic Information:**

- Grant Application Due Date: June 8, 2018
- Project Start Date: June 1, 2018
- Project Completion Date: August 31, 2019
- Types of Grants:
  - Primary Security Category
  - Advanced Security Category
  - Districts are required to submit one application for both grants and are likely to obtain some level of funding for both

**Primary Security Category:**

- \$35,000,000 allocated
- Funds can only be used for “security baseline” projects
- There are only two projects classified as “security baseline” projects:
  - Locks for classroom doors that do not have locks
  - Shatter-resistant film for main entrance glass

**Advanced Security Category:**

- \$65,000,000 allocated
- “Beyond minimum standards”

- Capped at \$20,000 per building for prompt evaluation
- There are two major categories of things that can be funded and each have rather specific lists of eligible options, the two categories are:
  - Training
  - Physical security enhancements

**Grant Requirements:**

The DOJ lists eight requirements of districts to obtain funding:

1. Staff must receive a minimum of 3 hours of training in Adverse Childhood Experiences (ACE) and Trauma Informed Care/Trauma Sensitive Schools (TIC/TSS) training before the end of the 2018-19 school year.
2. We must certify that all exterior doors are locked and that any doors unlocked at the beginning and/or end of the day are staffed by a designated staff member at the point of access.
3. We must have written visitor protocol.
4. The Primary Security Category projects must be performed expeditiously.
5. The Primary Security Category projects must be completed before starting on Advanced Security Category projects.
6. We must show good cost management practices in the application and implementation.
7. Our plan for grant fund expenditures must be reviewed and approved by local law enforcement.
8. Priority consideration will be given to those who complete and attach a *Priority Consideration Verification*

This term *Priority Consideration Verification* is basically a way for the DOJ to control how much money districts request and how the funds are spent. The associated form is a one page form with five items that are directly aligned to how the DOJ would like to see the funds spent and at what cost.

**KUSD Safety Grant Application Projects:**

In regards to our application for the Primary Security Category, KUSD does not have any classroom doors that do not already have locks, so we will be pursuing funding for the protective film for the glass at main entrances. We began looking at protective film several years ago however it was cost-prohibitive at the time. The costs have come down significantly in the past year,



so we sent our in-house Project Architect John Setter to a seminar on the product in March. Since that time we received budgetary costs for the product, and had performed some preliminary estimates to install the film on both classroom entrance glass and the main building entrance glass at every building. In response to the grant application, the Facilities Department has performed a detailed evaluation of every school entrance which included taking a picture of each main entrance, making detailed measurements of each window associated with the entrance, and generating a comprehensive summary that will serve as an attachment to our grant application. We have already brought in one of the major installers that serves Wisconsin and reached out to several others. The cost estimate for this portion of the grant funding is \$28,860.

As mentioned earlier, the Advanced Security Grant are essentially capped at \$20,000 per building if we want priority consideration. The DOJ has since provided further definition for the cap, and for KUSD this will equate to \$880,000. These funds can be used for a variety of security related training such as the ALICE training that we have already completed, and they can be used for a specified list of physical enhancements to the schools. We are proposing that the Advanced Security Grant funds be used for the following:

- Kenosha Unified School District has been committed to training our staff in Trauma Informed Care and Non-violent Crisis Intervention. Two trainings that would be a compliment to the work already being done are the Youth Mental Health First Aid Training and the PREPaRE Training. Kenosha Unified is committed to sending our student support personnel to these trainings. This would include counselors, social workers, deans, principals, and student support administrators. These trainings would be new to Kenosha Unified and would add to the work on school safety prevention as well as how to work with students and staff after experiencing trauma. The estimated cost for these training sessions is \$35,070. Note that this training falls under items 1b and 1d of the DOJ list of eligible training alternatives.
- Kenosha Unified currently has one staff member trained in performing security assessments, but intends on getting multiple staff members as well as our School Resource Officers trained in performing them. We also would train a number of staff and law enforcement officers on Threat Assessment. We estimate the cost for this training at \$14,682. Note that this training falls under items 1c, 1g and 1h of the DOJ list of eligible training alternatives.
- Replacement of the video intercom systems at the main entrances at every school. We were one of the earliest adopters of this technology installing them 15 years ago, and the systems we have do not provide anywhere near the same quality of video clarity or coverage of the new systems making them a liability in our current security program. The cost for the equipment is estimated at \$136,824, and the installation will be

performed by our in-house maintenance staff. Note that this project falls under item 2d of the DOJ list of eligible projects.

- Many school districts have implemented visitor screening systems that provide structure and better oversight to the management of visitors in their schools. These systems can have a variety of functions including creating temporary badges, tracking visitors in the event of an emergency, and even do some baseline level background checks. We have a stand-alone system at a couple of buildings. This project would implement a common integrated system at all of our schools. The estimated cost to implement the system is \$69,000. There is an annual fee for these systems of approximately \$20,000 that would need to be funded in the district budget in the future. Note that this project falls under item 2c of the DOJ list of eligible projects.
- We installed an Informacast Alert system in all of our schools a few years ago as part of our adoption of ALICE. That system allows any staff member to trigger an alert if they see something that is or appears to be an active threat. The one shortcoming with the Informacast system is that it is an audio only system over the intercom and phone systems. A number of districts have also included a visual component to their alert systems through the use of flashing blue lights in hallways and large spaces such as gymnasiums and cafeterias. We have installed or are scheduled to install blue lights at the ESC, Bullen, Lance, Indian Trail, and Tremper. This project would fund the installation of blue lights at all of the other schools that have not been done or have not been already planned. The estimated cost for this project is \$179,736. Note that this project falls under item 2g of the DOJ list of eligible projects.
- We have installed and recently tested a system at the ESC that detects gunshots and then automatically triggers the Informacast Alert system. The system works very well and distinguishes between gun shots and other loud noises. Having a system that automates the notification that there is an active shooter in a school can help take the human element out as well as speed up and simplify the notification process. Detectors would be installed in hallways, main entrances, and large areas such as gymnasiums and cafeterias. The estimated cost for the detectors and integration with the Informacast notification system is \$384,054. Note that this project falls under both items 2f and 2g of the DOJ list of eligible projects.
- The last physical improvement project would be the installation of protective film on other exterior glass entrances (beyond the main entrance) at our high schools. Our high schools have many large glass entrances because of the size of the schools, the number of students, and the various entry points used for both normal school activities as well as events and other after school activities. The estimated cost of this project

is \$53,535. Note that this project falls under item 2b of the DOJ list of eligible projects.

The total cost for all of the Advanced Security Grant projects and training is \$872,901, and the total amount of the Primary and Advanced grant request is \$901,761.

**Administration Recommendation:**

Administration recommends Board approval to allow KUSD to apply for the State of Wisconsin Department of Justice School Safety Grant in order to expend the funds as described in this report if awarded the grant.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Ms. Susan Valeri  
Chief of School Leadership

Mr. Tarik Hamdan  
Chief Financial Officer

Mr. Patrick M. Finnemore, PE  
Director of Facilities

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May 22, 2018

### DONATIONS TO THE DISTRICT

The District has received the following donations:

1. Myshock Tool & Die Corp. donated various aluminum, steel, cold roll, tool stock, brass and plastic to LakeView Technology Academy. The estimated value of this donation is \$50,500.
2. Kenosha Academy of Dance donated \$1,800 to the Bradford High School Theatre Arts Program. The donation is to be used for the Nebraska Thespian Festival trip.
3. Lee Plumbing donated plumbing supplies to LakeView Technology Academy Supermileage Vehicle Club. The value of this donation is \$1,709.40
4. LakeView Construction donated \$1,500 to the LakeView Technology Academy Supermileage Vehicle Club.
5. YourCause, LLC (AbbVie Employee Engagement Fund) donated \$1,040 to Bose Elementary School.
6. Riley Construction donated \$1,000 to Bradford High School FBLA Program.
7. BRP US donated \$900 to the LakeView Technology Academy Supermileage Vehicle Club.
8. Lee Plumbing Service, Inc. donated \$500 to the Bradford High School FBLA Program.
9. Cordeck donated \$500 to the LakeView Technology Academy Supermileage Vehicle Club.
10. Greco and Sons of Wisconsin donated \$300 to the Bradford High School talent show.
11. Bradshaw Medical donated \$200 to the LakeView Technology Academy Supermileage Vehicle Club.
12. Gemma, Anthony and Guy Santelli donated \$200 to the Bradford High School talent show.

### 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

May 22, 2018

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

**May**

- 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

**June**

- June 12, 2018 – Standing Committee Meetings
- June 13, 2018 – Last day of school for students
- June 14, 2018 – Teacher Workday
- June 26, 2018 – Regular Board of Education Meetings – 7:00 P.M. in ESC Boardroom

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