



REGULAR MONTHLY BOARD MEETING

June 26, 2018

7:00 PM

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

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Regular School Board Meeting
June 26, 2018
Educational Support Center
7:00 PM

- I. Pledge of Allegiance
- II. Roll Call of Members
- III. Awards/Recognition
 - A. Regional/State/National Spelling Bee Participants
 - B. Districtwide Student Art Exhibit Collection Award Winners
 - C. Music in the Parks Award Winners (Lance band, choir and orchestra)
- IV. Administrative and Supervisory Appointments
- V. Introduction and Welcome of Student Ambassador
- VI. Legislative Report
- VII. Views and Comments by the Public
- VIII. Response and Comments by Board Members (Three Minute Limit)
- IX. Remarks by the President
- X. Superintendent's Report
- XI. Consent Agenda
 - A. Consent/Approve 5
Recommendations Concerning Appointments, Leaves of Absence,
Retirements, Resignations and Separations
 - B. Consent/Approve 7
Minutes of 5/22/18 Special Meeting and Executive Session, 5/22/18
Regular Meeting and 5/24/18 Special Meeting
 - C. Consent/Approve 20
Summary of Receipts, Wire Transfers and Check Registers
 - D. Consent/Approve 27
Policy and Rule 3643 - Emergency School Closings (Inclement
Weather) - Second Reading
- XII. Old Business

XIII. New Business

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C. Discussion/Action KUSD Policy and Rule 6450 - Early College Credit Program - First Reading	41
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K. Discussion/Action Authorization of 2018-2019 Expenditures Prior to Formal Adoption of the Budget	97
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XV. Predetermined Time and Date of Adjourned Meeting, If Necessary	
XVI. Adjournment	

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Kenosha Unified School District

Kenosha, WI

June 26, 2018

The Office of Human Resources recommends the following actions:

ACTION	LAST NAME	FIRST NAME	SCHOOL/DEPT	POSITION	STAFF	DATE	FTE	SALARY
Appointment	Burke	Mara	4K Program	4K Program	Instructional	08/28/2018	0.5	\$20,758.50
Appointment	Castellon	Eliza	EBSOLA - DL	Dual Spanish	Instructional	08/28/2018	1	\$43,332.00
Appointment	Cicero	Noah	Vernon/Southport Elementary Schools	Night Custodian - 2nd Shift	Service	05/09/2018	1	\$20.62
Appointment	Cushman	Kristin	KTEC East	Art	Instructional	08/28/2018	1	\$68,927.00
Appointment	Dake	Nicole	Bradford High School	Cross Categorical	Instructional	08/28/2018	1	\$42,425.00
Appointment	Droster	Rebecca	Washington Middle School	Grade 6	Instructional	08/28/2018	1	\$60,582.00
Appointment	Gomez	Deanna	Grewenow Elementary School	Grade 3	Instructional	08/28/2018	1	\$51,503.00
Appointment	Hernandez	Jose	Vernon Elementary School	2nd Shift Custodian - Grade 3	Service	08/28/2018	1	\$20.62
Appointment	Humphreys	Megan	Forest Park Elementary School	Grade 2	Instructional	08/28/2018	1	\$41,517.00
Appointment	Koslica	Michael	Tremper High School	Cross Categorical	Instructional	08/28/2018	1	\$41,517.00
Appointment	Lebeckis	Gregory	Night Custodian - Second Shift	KTEC East	Service	05/29/2018	1	\$20.62
Appointment	Medina	Brunilda	EBSOLA DL	Dual Spanish	Instructional	08/28/2018	1	\$41,517.00
Appointment	Muniz Garcia	Carmen	EBSOLA DL	Dual Spanish	Instructional	08/28/2018	1	\$52,411.00
Appointment	Novak	Meghan	Bradford High School	Physical Education	Instructional	08/28/2018	1	\$46,056.00
Appointment	Stoffel	Karla	KTEC East	Math	Instructional	08/28/2018	1	\$41,517.00
Appointment	Tobias	Justine	Frank Elementary	Night Custodian - 2nd Shift	Service	05/10/2018	1	\$20.62
Appointment	Tomal	Allison	Bullen Middle School	Cross Categorical	Instructional	08/28/2018	1	\$41,517.00
Appointment	Wells	Robert	Harborside Academy	Instrumental Music	Instructional	08/28/2018	0.9	\$70,476.96
Appointment	Yusk	Meghan	Tremper High School	French	Instructional	08/28/2018	1	\$41,517.00
Early Retirement	Montgomery	Jill	Stocker Elementary School	Art	Instructional	06/14/2018	1	\$79,891.00
Early Retirement	Mueller	Regena	Mahone Middle School	Math	Instructional	06/15/2018	1	\$72,278.00
Early, Early Retirement	Kasprzak	Paul	Reuther High School	Family and Consumer Ed	Instructional	06/14/2018	1	\$66,029.00
Early, Early Retirement	Wiele	Ken	Indian Trail High School & Academy	Instrumental Music	Instructional	06/14/2018	1	\$78,983.00
Resignation	Barth	Deanna	Washington Middle School	Library Media Specialist	Instructional	06/14/2018	1	\$79,891.00
Resignation	Beene	Jessica	Pleasant Prairie Elementary School	Special Education	ESP	06/01/2018	1	\$15.53
Resignation	Elliott	Jaimie	Strange Elementary School	Grade 5	Instructional	06/14/2018	1	\$58,765.00
Resignation	Escobedo	Julio	EBSOLA - DL	Dual Spanish	Instructional	05/22/2018	1	\$46,580.00
Resignation	Felton	Jessica	Instructional Media Center	Teacher Consultant/Instruct Tech	Instructional	06/14/2018	1	\$59,987.00
Resignation	Fortney	Brad	Bradford High School	C.D.B.	Instructional	06/14/2018	1	\$46,580.00
Resignation	Freiberg	Kathy	Vernon Elementary School	Cross Categorical	Instructional	06/14/2018	1	\$56,950.00
Resignation	George	Kimberly	EBSOLA-CA	Grade 5	Instructional	06/14/2018	1	\$75,631.00
Resignation	Glinksi	Robert	Somers Elementary School	Grade 4	Instructional	06/14/2018	1	\$66,029.00
Resignation	Goergen	Nicholas	Indian Trail High School & Academy	Chemistry	Instructional	06/14/2018	1	\$46,580.00
Resignation	Grochowski	Christine	Bradford High School	Marketing	Instructional	06/14/2018	0.5	\$32,787.50
Resignation	Hanson	Daryl	KTEC East	Intervention Specialist	Instructional	06/14/2018	1	\$79,891.00
Resignation	Jackson	Brandon	Indian Trail High School & Academy	Security	ESP	06/13/2018	1	\$15.53
Resignation	Larson	Kristin	Indian Trail High School & Academy	Cross Categorical	Instructional	06/14/2018	1	\$41,517.00
Resignation	Lott	Nathan	Reuther High School	Cross Categorical	Instructional	06/14/2018	1	\$41,517.00
Resignation	Manjarrez	Melissa	Cesar Chavez Learning Station	Preschool Associate	ESP	06/13/2018	1	\$17.68

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The Office of Human Resources recommends the following actions:

Resignation	Mildenberg	Corinn	Mahone Middle School	C.D.S.	Instructional	06/14/2018	1	\$41,517.00
Resignation	Olszewski	Kelly	Strange Elementary School	Grade 1	Instructional	06/14/2018	1	\$54,401.00
Resignation	Persons	Kari	Athletics/Frank Elementary	Physical Education	Instructional	06/14/2018	1	\$76,748.00
Resignation	Phillips	Abigail	Frank Elementary School	Grade 5	Instructional	06/14/2018	1	\$43,332.00
Resignation	Radke	Katherine	Mahone Middle School	E.D.	Instructional	06/14/2018	1	\$41,517.00
Resignation	Schroeder	Carol	Somers Elementary School	Grade 3	Instructional	06/14/2018	1	\$66,029.00
Resignation	Skweres	Brian	Tremper High School	Cross Categorical	Instructional	06/14/2018	1	\$41,517.00
Resignation	Sutter	Joseph	Harborside Academy	Science	Instructional	05/21/2018	1	\$67,810.00
Resignation	Temple	Allison	Mahone Middle School	Cross Categorical	Instructional	06/14/2018	1	\$41,517.00
Resignation	Urlacher	Cory	Washington Middle School	Home/School Parent Liasion	ESP	01/08/2018	0.5	\$14.67
Resignation	Valentine	Carin	Indian Trail High School & Academy	Dean of Students	Instructional	06/14/2018	1	\$44,240.00
Resignation	Vela	Brenda	Lance Middle School	English	Instructional	06/14/2018	1	\$51,049.00
Resignation	Winden	Jeffrey	Harborside Academy	Social Studies	Instructional	06/14/2018	1	\$69,835.00
Retirement	Chalgren	Barbara	Tremper High School	Clerical	ESP	06/13/2018	1	\$17.83
Retirement	Lugo	Lynn	Strange Elementary School	Classroom (Title 1)	ESP	09/21/2018	1	\$17.88
Retirement	Tinker	Lanna	Mahone Middle School	Secretary I (10 Month)	Secretarial	07/19/2018	1	\$20.15
Retirement	Townsend	Douglas	Tremper High School	Security	ESP	06/14/2018	1	\$17.88
Separation	Gogea	Ionut	Information Services	Regional Technical Support Technician	AST	05/15/2018	1	\$58,896.00
Separation	Kessler	Andrea	Mahone Middle School	Special Education	ESP	05/22/2018	1	\$15.53

SPECIAL MEETING & EXECUTIVE SESSION
OF THE KENOSHA UNIFIED SCHOOL BOARD
HELD MAY 22, 2018

A special meeting of the Kenosha Unified School Board was held on Tuesday, May 22, 2018, in the Small Board Room at the Educational Support Center. The purpose of this meeting was to vote on holding an executive session to follow immediately.

The meeting was called to order at 6:30 P.M. with the following members present: 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 Personnel: Position Assignments and Compensation and/or Contracts.

Mr. Garcia moved that the executive session be held. Mr. Kunich 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. Personnel: Position Assignments and Compensation and/or Contracts

Dr. Savaglio-Jarvis presented Board members with an Administrative appointment and answered questions from Board members.

Mrs. Shannon Weyenberg arrived at 6:41 P.M. and answered questions from Board members. Mrs. Weyenberg was excused 6:48 P.M.

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

Meeting adjourned at 6:48 P.M.

Stacy Schroeder Busby
School Board Secretary

REGULAR MEETING OF
THE KENOSHA UNIFIED SCHOOL BOARD
HELD MAY 22, 2018

A regular meeting of the Kenosha Unified School Board was held on Tuesday, May 22, 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 Herb Kohl Education Foundation Award Winners, the SkillsUSA Competition Award Winners, 2017-2018 Wisconsin PTA Reflections Award Winners, and the Cast and Crew of KUSD Theatre Arts' Production of "Mama Mia!" - International Thespian Festival Performance Selection.

Dr. Savaglio-Jarvis presented one Administrative and/or Supervisory Appointment.

Mrs. Stevens moved to approve Mrs. Shannon Weyenberg as the Chief Human Resource Officer effective July 1, 2018. Mr. Garcia seconded the motion. Unanimously approved.

Mr. Kunich introduced the student ambassador, Natalie Lall from Bradford High School, and she made her comments.

Mrs. Modder gave the 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 4/23/18 Organizational Meeting, 4/23/18 Regular Meeting, and 4/23/18 Special and Executive Session.

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 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.”

Consent-Approve item XI-D – 2018-2019 Employee Handbook – Revised Edition submitted by Mrs. Annie Petering, Chief Human Resources Officer, 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, 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.”

Mr. Kunich moved to pull Consent/Approve item XI(A) - Recommendations Concerning Appointments, Leaves of Absence, Retirements, Resignations and Separations and approve Items XI(B) – Minutes of the 4/23/18 Organizational Meeting, 4/23/18 Regular Meeting, and 4/23/18 Special and Executive Session, XI(C) - Summary of Receipts, Wire Transfers, and Check Registers, and XI(D) - 2018-2019 Employee Handbook – Revised Edition as contained in the agenda. Ms. Stevens seconded the motion. Unanimously approved.

Mr. Wade presented Resolution 346 – Resolution of Appreciation to Mike Falkofske which read as follows:

“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.”

Ms. Stevens moved to approve Resolution 346 – Resolution of Appreciation to Mike Falkofske. Mr. Kunich seconded the motion. Unanimously approved.

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

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

The contracts/agreements in aggregate of \$25,000 that have been added to the Contract Management Database subsequent to April 23, 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:

- ClassLink for a three-year subscription including set-up and professional learning in the amount of \$171,245.”

Dr. Savaglio-Jarvis presented the Kenosha School of Technology Enhanced Curriculum (KTEC) Charter Contract Renewal submitted by Dr. Angela Andersson, Principal of KTEC; Ms. Susan Valeri, Chief of School Leadership; Mr. Hamdan; and Dr. Savaglio-Jarvis, excerpts follow:

“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.

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

Mrs. Modder moved to approve the Kenosha School of Technology Enhanced Curriculum Charter Agreement for the five year period of 2018-2023. Ms. Stevens seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis presented the Kenosha eSchool Charter Contract Renewal submitted by Mr. Daniel Tenuta, Principal at Kenosha eSchool; Mr. Hamdan, Ms. Valeri; and Dr. Savaglio-Jarvis, excerpts follow:

“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.

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."

Ms. Stevens moved to approve the Kenosha eSchool Charter agreement for the five (5) year period of 2018-2023. Mr. Kunich seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis presented the Brompton School, Dimensions of Learning Academy, and Harborside Academy Charter Revisions submitted by Mr. William Haithcock, Principal at Harborside Academy; Mr. Hamdan; Ms. Diana Pearson, Principal at Dimensions of Learning Academy; Ms. Valeri; and Mrs. Suzanne Loewen, Principal at Brompton School; and Dr. Savaglio-Jarvis, excerpts follows:

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

Ms. Stevens moved to approve the amended charter contracts for Brompton School, Dimensions of Learning Academy, and Harborside Academy as presented. Mrs. Modder seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis presented the Board Approved Student User Fees and Recreation Department Fees for the 2018-2019 School Year submitted by Mr. Hamdan and Dr. Savaglio-Jarvis, excerpts follow:

“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.

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.”

Mr. Kunich moved to approve the attached schedules in order to establish the fiscal year 2018-2019 student user fees and recreation department fees. Mr. Battle seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis presented the Open Enrollment Applications for School Year 2018-2019 submitted by Ms. Luann Rohde, Director of Early Education Programs; Mrs. Bridget Kotarak, Director of Special Education and Student Support; Ms. Valeri; Mrs. Housaman; Mr. Kristopher Keckler; Chief Information Officer; and Dr. Savaglio-Jarvis, excerpts follow:

“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.

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. 153

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.

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.”

Mr. Keckler noted that applicant identified as number 30 has since been changed from an approval to a denial.

Ms. Stevens moved to approve Administration's recommendation for open enrollment applicants as noted in the agenda with the exception of applicant number 30 being changed from approved to denied. Mr. Duncan seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis presented Policy and Rule 3643 – Emergency School Closings (Inclement Weather) submitted by Mrs. Ruder and Dr. Savaglio-Jarvis, excerpts follow:

“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 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.”

Ms. Stevens moved to approve revised Policy and Rule 3643 – Emergency School Closings as a first reading. Mr. Garcia seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis presented the Head Start State Supplemental Grant – 2018-2019 School Year submitted by Ms. Rohde; Mr. Martin Pitts, Regional Coordinator of

Leadership and Learning – Elementary; Ms. Valeri; and Dr. Savaglio-Jarvis, excerpts follow:

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 school year 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.

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.

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, two educational assistants, one 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, and software licenses (My Teaching Strategies and ChildPlus) that are used to assess the children's progress and report data for Head Start.

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

Ms. Stevens moved to approve the 2018-2019 Head Start State Supplemental Grant. Mr. Garcia seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis presented the Request to Submit the School-Based Mental Health Services Grant to the Wisconsin Department of Public Instruction submitted by Mrs. Bridget Kotarak, Director of Special Education and Student Support; Mrs. Housaman; and Dr. Savaglio-Jarvis, excerpts follow:

“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.

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.

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.

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.

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.”

Mr. Kunich moved to 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. Mr. Battle seconded the motion. Unanimously approved.

Mr. Finnemore presented the School Safety Grant Application submitted by Mr. Finnemore; Mr. Hamdan; Ms. Valeri, and Dr. Savaglio-Jarvis, excerpts follow:

“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.

In regards to our application for the Primary Security Category, KUSD will be pursuing funding for the protective film for the glass at main entrances. The cost estimate for this portion of the grant funding is \$28,860.

The Advanced Security Grant is 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:

- Trauma Informed Care and Non-violent Crisis Intervention training;
- Threat Assessment training;
- Replacement of the video intercom systems at the main entrances at every school;
- Implementation of a visitor screening systems that provide structure and better oversight to the management of visitors in their schools;
- Installation of the blue lights visual component to the Informacast Alert system in all schools;
- Installation of the Informacast notification system that detects gunshots and then automatically triggers the system;
- Installation of protective film on other exterior glass entrances (beyond the main entrance) at our high schools.

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.”

Ms. Stevens moved to approve the application of 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. Mr. Garcia seconded the motion. Unanimously approved.

Mr. Kunich presented the Donations to the District.

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

Mr. Kunich moved to approve the Revised Recommendations Concerning Appointments, Leaves of Absence, Retirements, Resignations and Separations. Mrs. Modder seconded the motion. Unanimously approved.

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

Meeting adjourned at 8:41 P.M.

Stacy Schroeder Busby
School Board Secretary

A SPECIAL MEETING OF
THE KENOSHA UNIFIED SCHOOL BOARD
HELD MAY 24, 2018

A special meeting of the Kenosha Unified School Board was held on Thursday, March 24, 2018, at 5:30 P.M. in the Board Meeting Room at the Educational Support Center. The purpose of this meeting was for Views and Comments by the Public and Discussion on High School Prep Time.

The meeting was called to order at 5:30 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, Mr. Hamdan, and Mr. Keckler were also present.

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

Views and comments were made by the public.

Mr. Kristopher Keckler, Chief Information Officer, and Mr. Tarik Hamdan, Chief Financial Officer, gave a PowerPoint presentation which covered the following information: historical high school daily structure, legal references related to non-instruction release periods and student full time status, enrollment data, instructional staffing and class average data, high school schedule comparable points, approximate cost estimates (three scenarios), finance impact items, and next steps - design team's work and Board consideration.

Board members made their comments and asked questions.

The following requests were made by the Board:

- Comparison report (Milwaukee, Racine, Green Bay, and Madison) containing information on class schedules, workday, closing the achievement gap, and prep;
- Amount of projected debt for the next five years; and
- KUSD referendum history and information.

Meeting adjourned at 7:30 P.M.

Stacy Schroeder Busby
School Board Secretary

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Kenosha Unified School District
Kenosha, Wisconsin
Summary of Cash Receipts and Disbursements
June 26, 2018

CASH RECEIPTS	reference	total
May 2018 Wire Transfers-In, to Johnson Bank from:		
WI Department of Public Instruction	<i>state aids register receipts</i>	\$ 4,275,553.60
District Municipalities	<i>tax settlement - May payment</i>	10,649,896.56
Johnson Bank	<i>account interest</i>	657.54
Bankcard Services (MyLunchMoney.com)	<i>food services credit card receipts (net of fees)</i>	157,323.65
Bankcard Services (Purple Pass)	<i>fine arts ticket sales receipts (net of fees)</i>	28,933.34
Bank (RevTrak)	<i>district web store receipts (net of fees)</i>	33,833.52
Retired & Active Leave Benefit Participants	<i>premium reimbursements</i>	36,388.78
HHS	<i>head start grant</i>	169,331.77
Various Sources	<i>small miscellaneous grants / refunds / rebates</i>	92,078.79
Total Incoming Wire Transfers		15,443,997.55

May 2018 Deposits to Johnson Bank - All Funds:

General operating and food services receipts	<i>(excluding credit cards)</i>	1,158,152.74
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TOTAL MAY CASH RECEIPTS

\$ 16,602,150.29

CASH DISBURSEMENTS	reference	total
May 2018 Wire Transfers-Out, from Johnson Bank to:		
<i>Payroll & Benefit wires</i>		
Individual Employee Bank Accounts	<i>net payrolls by EFT (net of reversals)</i>	\$ 7,450,858.04
WI Department of Revenue	<i>state payroll taxes</i>	483,344.64
WI Department of Revenue	<i>state wage attachments</i>	5,542.45
IRS	<i>federal payroll taxes</i>	2,543,964.93
Delta Dental	<i>dental insurance premiums</i>	195,508.17
Diversified Benefits Services	<i>flexible spending account claims</i>	34,113.46
Employee Trust Funds	<i>wisconsin retirement system</i>	1,463,016.26
NVA	<i>vision insurance premiums</i>	15,241.32
Various	<i>TSA payments</i>	325,530.79
<i>Subtotal</i>		12,517,120.06
<i>General Operating Wires</i>		
US Bank	<i>purchasing card payment-individuals</i>	221,390.57 *
Kenosha Area Business Alliance	<i>LakeView lease payment</i>	16,666.67
Johnson Bank	<i>banking fees</i>	246.91
Various	<i>returned checks</i>	179.25
<i>Subtotal</i>		238,483.40
Total Outgoing Wire Transfers		\$ 12,755,603.46

May 2018 Check Registers - All Funds:

Net payrolls by paper check	<i>Register# 01010DP, 01011DP</i>	\$ 13,006.19
General operating and food services	<i>Check# 564998 thru Check# 566551 (net of void batches)</i>	10,177,265.05
Total Check Registers		\$ 10,190,271.24

TOTAL MAY CASH DISBURSEMENTS

\$ 22,945,874.70

*See attached supplemental report for purchasing card transaction information

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

Billing Cycle Ending May 15, 2018

Merchant Name	Total
HOTEL	\$ 29,649.19
AIRLINE	\$ 15,414.83
3654 INTERSTATE	\$ 11,706.67
RESTAURANTS & CATERING	\$ 9,782.74
PAYPAL *PHANTOM R B	\$ 6,409.00
FIRST SUPPLY LLC #2033	\$ 6,236.29
CONVERGINT	\$ 5,936.00
WW GRAINGER	\$ 5,246.15
AMAZON MKTPLACE PMTS	\$ 4,744.03
PROVANTAGE	\$ 4,404.08
SWEETWATER SOUND	\$ 4,007.99
MENARDS KENOSHA WI	\$ 3,389.56
HAJOCA KENOSHA PC354	\$ 2,998.47
MEETING TOMORROW, INC	\$ 2,913.50
TRANE SUPPLY-116407	\$ 2,772.37
BUILDERS HARDWARE	\$ 2,730.00
HOTELS.COM147489082002	\$ 2,644.88
L AND S ELECTRIC	\$ 2,450.70
FESTIVALS OF MUSIC	\$ 2,372.00
ULINE *SHIP SUPPLIES	\$ 2,280.54
FILTRATION CONCEPTS INC	\$ 2,193.37
HOTELS.COM147486888625	\$ 2,126.79
PAYPAL *42GEARS	\$ 1,999.00
SIX FLAGS GREAT AMERICA	\$ 1,836.36
KIMBALL MIDWEST	\$ 1,825.27
HALLMAN LINDSAY PAINTS	\$ 1,801.16
DISCOVERY WORLD, LTD	\$ 1,791.00
LAMERS BUS LINES, INC.	\$ 1,785.00
VIKING ELECTRIC - KENOSHA	\$ 1,775.26
TEACHERS COLLEGE WEB COL	\$ 1,568.00
AMAZON MKTPLACE PMTS WWW.	\$ 1,484.57
SHERWIN WILLIAMS 703180	\$ 1,458.09
AMAZON.COM AMZN.COM/BILL	\$ 1,386.58
WI SHS OWW STORE SALES	\$ 1,365.00
C-TECH INDUSTRIES	\$ 1,312.50
METRO FARE AUTOLOAD	\$ 1,295.00
VEHICLE MAINT. & FUEL	\$ 1,221.00
REINDERS - SUSSEX CS	\$ 1,206.40
HIGHWAY C SVC	\$ 1,200.52
KENOSHA PUBLIC MUSEU	\$ 1,196.00
MSU PAYMENTS	\$ 1,190.00
VIKING ELECTRIC-MILWAUKEE	\$ 1,187.19
CHESTER ELECTRONIC SUPPLY	\$ 1,126.48
MARK S PLUMBING PARTS	\$ 1,101.47
HYDRO-FLO PRODUCTS INC	\$ 1,100.74
NOR*NORTHERN TOOL	\$ 1,082.72
EXPEDIA 7345423326891	\$ 1,008.56

BULK BOOKSTORE	\$	1,008.00
BAUDVILLE INC.	\$	991.18
HOMEPRO VACUUM CENTERS	\$	972.28
PP*SPACE CAMP	\$	949.00
SWISCO.COM	\$	942.38
B&H PHOTO 800-606-6969	\$	887.51
IN *A BEEP, LLC	\$	884.75
REDLEAF PRESS	\$	831.55
OLSON TRANSPORTATION	\$	828.76
ZOOLOGICAL SOCIETY OF MIL	\$	803.75
AMAZON.COM	\$	801.43
EDU OUTREACH PARTNERSHIPS	\$	800.00
SMARTRIP/CHARMCARD SALES	\$	800.00
JOHNSTONE SUPPLY	\$	762.79
ZORN COMPRESSOR & EQUIPM	\$	762.67
DASH MEDICAL GLOVES	\$	759.00
HALLMAN LINDSAY PAINTS -	\$	755.64
RACINE ZOO - OFFICE	\$	744.00
CONNEY SAFETY	\$	712.59
ZORO TOOLS INC	\$	707.63
USPS.COM POSTAL STORE	\$	705.25
NU SCS SUMMER	\$	695.00
MOTION INDUSTRIES WI04	\$	683.22
NASSP PRODUCT & SERVICE	\$	679.00
SUPER SPORTS FOOTWEAR ETC	\$	672.00
TLF*SUNNYSIDE FLORIST OF	\$	661.00
BEST BUY 00011916	\$	659.96
LOYOLA UNIV CHGO	\$	650.00
COSTCO WHSE #1198	\$	640.24
SQ *WISCONSIN PHOTO BOOTH	\$	630.00
ACCUTRAIN CORPORATION	\$	627.24
SAMS CLUB #6331	\$	610.10
AMZ*VS ATHLETICS/FIT	\$	590.30
THELEN MATERIALS LLC	\$	585.58
NSPRA	\$	576.00
SHIFFLER EQUIPMENT	\$	566.28
STATE OF WI DPI REGONLINE	\$	560.00
WISCONSIN ASSOCIATION OF	\$	545.00
CLASS 1 AIR INC	\$	535.83
PAYPAL *URBANOUTREA	\$	525.00
AAA CLUB/INSUR 0470590R	\$	512.50
THE HOME DEPOT #4926	\$	498.56
AMS STEAM PRODUCTS, LLC	\$	495.63
PIGGLY WIGGLY #004	\$	492.55
BSN*SPORT SUPPLY GROUP	\$	488.40
J AND B TOOL SALES	\$	473.31
SAMSClub #6331	\$	465.44
FIRST STAGE CHILDRENS THE	\$	463.00
ADVENTURE ROCK	\$	460.00
GOLF TEAM PRODUCTS	\$	458.00
VIKING ELECTRIC-CREDIT DE	\$	456.67
BLAIN'S FARM & FLEET	\$	452.95
FARM & FLEET STURTEVANT	\$	450.82
CROWN AWARDS INC	\$	446.94
MCMaster-CARR	\$	431.12

HEAT & POWER PRODUCTS INC	\$	430.21
SQ *JOPA DBA WANASEK CRAN	\$	418.13
FACEBK NVWSXD6882	\$	391.08
ENTRUST DATACARD	\$	377.27
WONDERLAND CAMP & CONFE	\$	374.00
KRANZ INC	\$	369.39
BATTERIES PLUS #0561	\$	364.70
THE KEMPER CENTER, INC.	\$	357.00
EVOLUTION	\$	350.66
IN *ECONO SEWER AND DRAIN	\$	350.00
NATIONAL ASSOCIATION FOR	\$	344.00
DOZ TRADING LLC	\$	341.25
FESTIVAL FOODS	\$	337.84
FASTENAL COMPANY01	\$	334.15
SOUTHLAND ELECTRICAL SUP	\$	333.76
OTC BRANDS, INC.	\$	321.44
NAESP-PEAP	\$	320.00
AMERICAN OUTLETS, INC.	\$	318.81
WISCONSIN SCHOOL MUSIC AS	\$	318.00
INT'L SPY MUSEUM	\$	316.00
ZOOM.US	\$	314.79
SPEEDY METALS - WEBSITE	\$	312.55
WI SHS OFFSITE SALES	\$	309.00
SOLUTION TREE INC	\$	307.67
NATL CCL TEACHERS OF MATH	\$	302.90
EXPEDIA 7348484244528	\$	287.52
MUSEUM OF SCIENCE & IN	\$	280.00
E-CONOLIGHT	\$	273.61
MENARDS RACINE WI	\$	269.95
JOANN STORES #2468	\$	267.16
DOLLAR TREE	\$	264.48
ACT*ASSOCIATION OF WIS	\$	259.00
THE UPS STORE 3860	\$	251.31
SUPPLYHOUSE.COM	\$	249.40
COLUMBIA BOOKS INC	\$	249.00
BLAINE WINDOW HARDWARE IN	\$	248.62
GOOGLE *ADWS3520437870	\$	242.60
CLEAN IT SUPPLY	\$	238.94
TOWN & COUNTRY GLASS INC	\$	235.31
JONES SCHOOL SUPPLY CO.,	\$	235.20
MICROMAT COMPUTER	\$	229.99
PAYPAL *M P TUBE	\$	228.00
AT&T*BILL PAYMENT	\$	227.37
TIEOUTLET COM	\$	225.00
WISCONSIN SCHOOL SAFETY	\$	210.00
WISCONSIN COACHLINES	\$	200.00
HARBOR FREIGHT TOOLS 358	\$	199.99
WM SUPERCENTER #1167	\$	196.10
EDUCATION WEEK	\$	194.00
KENOSHA HISTORICAL	\$	192.00
AMER LIB ASSOC-IMIS	\$	190.00
PAYPAL *DANIELSONGR	\$	183.78
CROWN TROPHY	\$	176.30
USPS PO 5642800260	\$	174.70
OOEY GOOEY INC	\$	171.90

AUER STEEL - MILWAULKEE	\$	169.23
SQ *BLUE SKY INFLATABLES	\$	165.00
THE WEBSTAURANT STORE	\$	161.76
WOODWORKERS HARDWARE - W	\$	154.58
WAL-MART #1167	\$	151.03
BELLAS BOUNCIES	\$	141.25
LOWES #02560*	\$	133.42
U-HAULEXPRESS LUBE	\$	126.10
VISTAPR*VISTAPRINT.COM	\$	123.12
ENTERPRISE RENT-A-CAR	\$	120.78
TEACHERSPAYTEACHERS.COM	\$	117.00
GFS STORE #1919	\$	114.95
CA CEDAR PRODUCTS	\$	114.20
REI*GREENWOODHEINEMANN	\$	108.95
PROMETHEAN INC	\$	108.00
OFFICE DEPOT #3260	\$	105.09
WWW.THEDANCINGHORSES.COM	\$	105.00
US FLAG STORE	\$	104.50
ROOTMAKER PRODUCTS CO.	\$	102.90
KENOSHA COUNTY PARKS	\$	100.00
SHOPKO 31 00200311	\$	98.10
V BELT GLOBAL SUPPLY	\$	97.68
PRAIRIE SIDE TRUE VALUE	\$	96.99
ID WHOLESALER	\$	94.50
ACME TOOLS	\$	93.48
ACT PROGRAMS	\$	92.00
J W PEPPER AND SON INC	\$	87.23
E GROUP WEBSTORES	\$	85.00
WALMART.COM	\$	81.53
PICK N SAVE #348	\$	76.12
PICK N SAVE #871	\$	75.83
UW ATHLETIC EVENT	\$	75.00
ANIXTER/CLARK/TRI-ED	\$	74.91
SENDIK'S FRANKLIN	\$	72.90
LINCOLN CONTRACTOR	\$	71.88
GLENROY, INC.	\$	71.22
EXPEDIA 7349005929055	\$	68.14
TARGET 00000240	\$	64.75
STEIN'S GARDEN & HOME 14	\$	64.49
TOP CHOICE TENTS INC	\$	60.92
DEMCO INC	\$	60.21
SQ *AJ CAR SERVICE	\$	60.00
SQ *WALLY LIMO	\$	60.00
GLEN ERIN GOLF CLUB	\$	60.00
HONORS GRADUATION	\$	55.73
PIGGLY WIGGLY #344	\$	55.24
ACT*UWHEALTH ACTIVENET	\$	55.00
PAYPAL *UNITEDWAYKE	\$	55.00
AIRGASS NORTH	\$	51.00
MAILCHIMP *MONTHLY	\$	50.00
SIM STORE NMAAHC	\$	49.89
RAL*WI STATE PARKS	\$	49.65
SQ *5647 SUNSHINE TAXI	\$	47.61
PRINCIPALPRINCIPLES	\$	47.50
ANIMOTO INC	\$	42.00

AIRPORT BUDGET TAXI	\$	41.40
SQ *GOPHER AIRPORT	\$	41.40
BARNES&NOBLE.COM-BN	\$	41.20
HOMEDEPOT.COM	\$	38.61
WISCONSIN STATE READING A	\$	37.00
WALGREENS #4350	\$	36.80
HOBBY LOBBY #350	\$	35.80
MEIJER STORE #284	\$	35.31
SCHOLASTIC READING CLUB	\$	35.00
SMK*WUFOO.COM CHARGE	\$	34.00
PICK N SAVE #378	\$	34.00
NATIONS PHOTO LAB	\$	32.83
ALLPARTITIONS	\$	32.00
PESI INC	\$	30.00
REV.COM	\$	30.00
ASSOC SUPERV AND CURR	\$	28.86
EXCHANGE PRESS	\$	25.00
ADOBE *EXPORTPDF SUB	\$	23.88
MICHAELS STORES 9192	\$	22.72
TARGET 00022517	\$	22.30
WALGREENS #3153	\$	22.13
SPEECH WRITERS	\$	19.97
NASCO FORT ATKINSON	\$	19.06
OFFICEMAX/DEPOT 6358	\$	18.45
DOLLAR TREE ECOMM	\$	16.95
FACEBK RVWSXD6882	\$	16.42
AUDIBLE	\$	15.77
ONLINEFABRICSTORENET	\$	11.85
WALGREENS.COM PHOTO #1624	\$	11.15
WASHINGTON WELCOME C	\$	10.99
SQ *DC VIP CAB	\$	8.09
PIGGLY WIGGLY #203	\$	7.98
TAXI SVC WASHINGTON	\$	7.47
MUSIC CENTER INC	\$	7.00
USPS.COM CLICKNSHIP	\$	6.70
ARO LOCK & DOOR	\$	6.00
PAYPAL *STERGERONLL	\$	2.50
DISCOUNTMUGS.COM	\$	(9.64)
FULL SOURCE LLC	\$	(17.99)
INDUSTRIAL CONTROLS	\$	(42.88)
SUPERSHUTTLE EXECUCARWDC	\$	(43.30)
AMAZONPRIME MEMBERSHIP	\$	(49.40)
HERTZ RENT-A-CAR	\$	(50.00)
HOTELS.COM146529273952	\$	(101.21)
GREEN BAY PACKERS/HOF	\$	(181.00)
ADOBE *CREATIVE CLOUD	\$	(231.98)
HOTELS.COM146529056152	\$	(303.63)
THE RON CLARK ACADEMY	\$	(2,700.00)
US Bank Purchasing Card Payment - Individuals	\$	221,390.57

KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, Wisconsin

June 26, 2018

Administrative Recommendation

It is recommended that the May 2018 cash receipt deposits totaling \$1,158,152.74, and cash receipt wire transfers-in totaling \$15,443,997.55, be approved.

Check numbers 564998 through 566551 totaling \$10,177,265.05, and general operating wire transfers-out totaling \$238,483.40, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the May 2018 net payroll and benefit EFT batches totaling \$12,517,120.06, and net payroll check batches totaling \$13,006.19, be approved.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Tarik Hamdan
Chief Financial Officer

Lisa M. Salo, CPA
Accounting Manager

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Kenosha Unified School District
Kenosha, Wisconsin

June 26, 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:

The board approved revised Policy and Rule 3643 – Emergency School Closings as a first reading on May 22, 2018. Administration recommends that the board approve revised Policy and Rule 3643 as 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 routes safe 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~~ **Is** 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~~ **Is** 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), 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

June 26, 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 May 22, 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
ACT Aspire LLC	The purchase of ACT Aspire Interim Assessments will provide high school students enrolled in grades nine and ten with the opportunity for greater integration and alignment within the current state required accountability assessments. This also includes more advanced progress monitoring geared towards post-secondary activities, such as post-secondary enrollment guides, career choices pathways, and additional study items for future attempts.	\$48,870.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Mr. Tarik Hamdan
Chief Financial Officer

Kris Keckler
Chief Information 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: ACT Aspire LLC

Purchased Good/Program: ACT Aspire Interim Assessments for Gr. 9 & 10. ACT Prep for Gr. 10

Start Date/Date Needed: July 25, 2018

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

To continue the use of interim assessments while transitioning from the use of MAP to ACT Aspire. The primary objective is to provide high school students with the opportunity for greater ACT integration in alignment within the existing required accountability assessment.

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

The total projected annual cost for the ACT Aspire (gr 9 & 10) and ACT Prep (gr 10) for 2018-19 is \$48,870. The Office of Educational Accountability will fund this purchase from existing designated assessments funds.

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

YES ☒ NO ☐ If no, please request an RFP packet

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

The Purchase of ACT Aspire Interim Assessments will provide high school students with the opportunity for greater integration and alignment within the current state required accountability assessments.

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

July 25, 2018

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

Appropriate Leadership Signature  Date May 9, 2018

KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, Wisconsin

June 26, 2018

School Year 2019-20 Instructional Calendars

The proposed 2019-20 instructional calendars continue to follow a traditional format to address the Wisconsin requirement of instructional minutes. The few variable optional calendar options were developed from feedback from past staff and parent/guardian surveys. These would include extended breaks, parent/teacher conferences, and early release formats.

The existing Wisconsin state requirements stipulate that elementary schools must meet a minimum of 63,000 minutes (1,050 hours) of instruction. Secondary schools have a requirement of 68,220 minutes (1,137 hours). The proposed calendars not only meet those requirements, but also include enough minutes for the equivalent of two full instructional days to cover any potential school cancellations.

Attached are the proposed KUSD calendars for the following areas:

- 2019-20 Instructional Calendar Description
- 2019-20 Elementary Instructional Calendar
- 2019-20 Extended Year Elementary (Frank & Wilson) Instructional Calendar
- 2019-20 Middle School Instructional Calendar
- 2019-20 High School Instructional Calendar

All public schools must adhere to the state mandated instructional minute requirement outlined here (<https://dpi.wi.gov/cal/days-hours>). Prior to 2013, schools were required to meet both a minute and day requirement. 2013 Wisconsin Act 257 removed the day requirement starting with the 2014-15 school year, but left the minute/hour requirement unchanged. Since schools may close for a variety of reasons (e.g. inclement weather, facility issue, safety, etc.), school districts generally build in a small amount of time into the calendar to avoid having to add additional days to the end of the school year.

It is important to understand that teachers' compensation is not dependent upon any days "built in" to the calendar. A teacher's contract for employment with the District does not specify workdays in a school year. In the event not all "built in" days (e.g. inclement weather days) are used, teachers are not forwarded any additional wages for those unused days. Similarly, if those days are used pay is not deducted from the teacher.

Under the Fair Labor Standards Act ("FLSA"), teachers are classified as salaried exempt employees and therefore are not entitled to overtime pay under the law. More importantly, teachers are salaried employees and ***not*** hourly employees. Therefore, since teachers are salaried employees and not hourly employees the District would not charge/owe teachers hour-for-hour for any "built in" days.

Certain choice schools, charter schools, and alternative programs align to the majority of the proposed boundary school calendars, but those programs may have minor alterations that best suit their specific instructional format. The following schools and programs have the approval to deviate from the state mandate for instructional student contact

minutes: Brompton, Dimensions of Learning, eSchool, Harborside, Hillcrest, KTEC, Reuther and the Phoenix Program.

At this time, the Department of Instruction and ACT have not finalized their contract regarding the 2020 Spring grade 11 ACT assessment dates. Similar to recent years, the High School Instructional Calendar will reflect those dates once the state contract is completed and communicated.

Recommendations

Administration recommends that the School Board review and accept the proposed 2019-20 Instructional Calendars at its June 26, 2018, meeting.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Mr. Kristopher Keckler
Chief Information Officer

Ms. Annie Petering
Chief Human Resource Officer

Ms. Lorien Thomas
Research Analyst

2019-2020 SCHOOL YEAR INSTRUCTIONAL CALENDAR

August 22-26 (Thursday -Monday)	New Instructional Staff Orientation
August 27 (Tuesday).....	All Instructional Staff Report
September 2 (Monday).....	Labor Day, District Closed
September 3 (Tuesday).....	Students Report
November 1 (Friday).....	First Quarter Ends, Staff Workday, No Students Report
November 27 (Wednesday).....	½ Day for Students & Instructional Staff
November 28-29 (Thursday-Friday)	Thanksgiving Recess
December 21 (Saturday).....	Winter Recess Begins, District Closed
January 6 (Monday - Schools Reopen)	Students Report
January 20 (Monday).....	Dr. Martin Luther King, Jr. Day, District Closed
January 24 (Friday).....	Second Quarter Ends, Staff Workday, No Students Report
March 27 (Friday).....	Third Quarter Ends, Staff Workday, No Students Report
April 10 (Friday).....	Spring Recess Begins, District Closed
April 20 (Monday - Schools Reopen)	Students Report
May 22 (Friday).....	½ Day for Students & Instructional Staff
May 25 (Monday).....	Memorial Day, District Closed
June 10 (Wednesday).....	Fourth Quarter Ends, End of Year for Students
June 11 (Thursday).....	Staff Workday

Please reference the KUSD Employee Handbook for identified paid holidays.

The school schedules take into consideration two (2) inclement weather/other emergencies days that have been built into the schedule. In the event school is closed beyond the two days due to inclement weather or other emergencies, the remaining calendar period will be reviewed. If the closures result in a shortage of the required instructional time, the calendar will be adjusted and communicated as necessary.

Prior to the end of each school year, calculations will be done to determine if every school in the district meets the Wisconsin Department of Public Instruction required number of student contact hours and minutes. A 30-minute student lunch period will be scheduled into each full day daily schedule.

Open house schedules will be established and communicated by each building prior to the beginning of the school year.

KUSD Calendar References can be found at: <http://kUSD.edu/events>

Revised 06/26/18

Elementary School Year Instructional Calendar 2019-20

July-19						
S	M	T	W	T	F	S
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August-19						
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September-19						
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October-19						
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November-19						
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December-19						
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January-20						
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February-20						
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March-20						
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April-20						
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May-20						
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June-20						
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First Day for Students September 3	Student Quarter 1: Sept. 3 to Oct. 31	Elementary School Student Conferences
New Instructional Staff Orientation August 22-26	Student Quarter 2: Nov. 4 to Jan. 23	October 23 & February 26 Normal full student day, only evening conferences
Instructional Staff Return Session August 27-30	Student Quarter 3: Jan. 27 to Mar. 26	October 24 & February 27 Early release for students, then conferences
Staff Workday: No Students Report 11/1, 1/24, 3/27, 6/11	Student Quarter 4: Mar. 30 to Jun. 10	October 25 & February 28 Morning Conferences (no students)
Early Release (11/27 & 5/22) for students & instructional staff		School Closed
Student Early Release Staff Collaboration Time/Prep Time		
Staff Professional Learning Dates: TBD		

Updated

06/26/18

Extended Year (Frank & Wilson) Elementary Instructional School Calendar 2019-20

July-19						
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August-19						
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September-19						
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October-19						
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November-19						
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December-19						
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January-20						
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February-20						
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March-20						
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April-20						
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May-20						
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June-20						
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First Day for Students August 6	Student Quarter 1: Aug. 6 to Oct. 3	Elementary School Student Conferences 8/29, 11/26, and 2/27 Normal full student day, only evening conferences
Enrichment Weeks	Student Quarter 2: Oct. 21 to Dec. 20	
Instructional Staff Return Session July 31 - August 5	Student Quarter 3: Jan. 6 to Mar. 5	8/30, 11/27, & 2/28 Morning Conferences (no students)
Staff Workday (7/29, 10/4, 12/20 Half, 1/10 Half, 3/6, 6/10)	Student Quarter 4: Mar 23 to Jun. 10	
Early Release 5/24 for students and instructional staff		School Closed
Student Early Release Staff Collaboration Time/Prep Time		
Staff Professional Learning Dates: TBD		

Updated

06/26/18

Middle School Year Instructional Calendar 2019-2020

July-19						
S	M	T	W	T	F	S
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August-19						
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September-19						
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October-19						
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November-19						
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December-19						
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January-20						
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February-20						
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March-20						
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April-20						
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May-20						
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June-20						
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21	22	23	24	25	26	27
28	29	30				

First Day for Students September 3	Student Quarter 1: Sept. 3 to Oct. 31	Middle School Student Conferences
New Instructional Staff Orientation August 22-26	Student Quarter 2: Nov. 4 to Jan. 23	October 8, 10 evenings only, October 11 morning only (no school for students)
Instructional Staff Return Session August 27-30	Student Quarter 3: Jan. 27 to Mar. 26	February 18, 20 evenings only, February 21 morning only (no school for students)
Staff Workday: No Students Report 11/1, 1/24, 3/27, 6/11	Student Quarter 4: Mar. 30 to Jun. 10	MS - No Students Report - Professional Learning (am) Prep Time (pm) (10/15, 11/9, 2/21, 5/1)
Early Release (11/27 & 5/22) for students & instructional staff		School Closed
Early Release for students only June 10		

Updated

06/26/18

High School Year Instructional Calendar 2019-2020

July-19						
S	M	T	W	T	F	S
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August-19						
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September-19						
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October-19						
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November-19						
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December-19						
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January-20						
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February-20						
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March-20						
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April-20						
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May-20						
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June-20						
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First Day for Students September 3	Student Quarter 1: Sept. 3 to Oct. 31	High School Student Conferences
New Instructional Staff Orientation August 22-26	Student Quarter 2: Nov. 4 to Jan. 23	November 6, 7 evenings only, March 24, 26 evenings only
Instructional Staff Return Session August 27-30	Student Quarter 3: Jan. 27 to Mar. 26	MS - No Students Report - Professional Learning (am) Prep Time (pm) (10/15, 11/9, 2/21, 5/1)
Staff Workday: No Students Report 11/1, 1/24, 3/27, 6/11	Student Quarter 4: Mar. 30 to Jun. 10	ACT Assessment. TBD Juniors only with early release. No school for grades 9, 10, 12.
Early Release (11/27 & 5/22) for students & instructional staff		ACT WorkKeys. TBD, Juniors only with early release. No school for grades 9, 10, 12.
HS Final Exams- Early Release		School Closed
Last day for graduating seniors May 27		

Updated

06/26/18

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KENOSHA UNIFIED SCHOOL DISTRICT

June 26, 2018

KUSD Policy and Rule 6450 Early College Credit Program

Wisconsin Act 307 provided some minor clarification to the recently adopted Early College Credit Program for high school students who wish to participate in postsecondary course offerings. Though the state legislature established the initial approval for this new program which goes into effect on July 1, 2018, the first posting failed to address the existing and prevalent cost sharing scenarios develop in partnership between districts and postsecondary institutions. Without this clarification, school districts would be liable for covering postsecondary enrollment costs above and beyond the intent of the original bill.

The original language requires the school district to cover a range of enrollment costs depending on the credit bearing options selected by the student. This range is 25% (for just postsecondary credit) to 75% (for high school credit) of the actual cost of tuition for the course at the postsecondary institution.

The proposed revision aligns to the new language, with conditions provided that exclude the cost sharing burden for these local partnerships.

Administrative Recommendation:

Administration recommends that the Board of Education review and approve the Policy and Rule 6450 Early College Credit Program revisions as a first reading at the June 26, 2018, regular School Board meeting and a second reading at the July 24, 2018, regular School Board meeting.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Kristopher Keckler
Chief Information Officer

POLICY 6450
EARLY COLLEGE CREDIT PROGRAM

The Early College Credit Program (ECCP) allows all Wisconsin public and private students in high school grades who meet certain requirements to take postsecondary courses at a University of Wisconsin system school, tribally controlled college or private, nonprofit institution of higher education (IHE) in Wisconsin. Online courses offered by eligible postsecondary institution providers should be treated in the same manner as courses offered on a postsecondary institution campus. The Early College Credit Program opens the door to greater learning opportunities for students wishing to begin college early or students who want to prepare to enter the workforce immediately after high school graduation. All students enrolled in grades eight through eleven in the district shall be informed of the Early College Credit Program annually, prior to October 1 of the preceding school year.

Decisions regarding comparability of courses, satisfaction of district graduation requirements and the awarding of high school credit for courses taken through the Early College Credit Program are made in accordance with state law and established district procedures.

Through the Early College Credit Program, students may receive both high school and postsecondary credit for successfully completed courses. District high schools grant a diploma to students who successfully complete district high school graduation requirements, regardless of whether the student satisfied all or any portion of the requirements through the Early College Credit Program.

The School Board is responsible for the pre-established costs associated with students' enrollment in a higher education course under the Early College Credit Program if the course is taken for high school credit and the course is not comparable to a course offered in the district. The district shall pay its respective portion for no more than a maximum of 18 postsecondary credits per student through either the Early College Credit Program or the Start College Now Program.

LEGAL REF.: Wisconsin Statutes

Sections 118.13	[Student nondiscrimination]
118.33	[High school graduation standards]
118.145 (4)	[Private school/parochial school participation in high school courses]
118.51	[Full-time Open Enrollment]
118.55	[Early College Credit Program]

CROSS REF.: 5110 Equal Educational Opportunity/Discrimination Complaint
5260 Full Time Open Enrollment
5310 Student Attendance
6421 Services for Students with Disabilities
6423 Talent Development Program
6426 Student Program or Curriculum Modifications
6435 Start College Now Program
6456 Graduation Requirements

Special Education Program and Procedure Manual

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: March 27, 2018
REVISED: July 24, 2018

RULE 6450
EARLY COLLEGE CREDIT PROGRAM

All students in high school grades and who meet the program requirements defined by law are eligible to participate in the Early College Credit Program. The student must:

- complete the 8th grade.
- apply to the institute of higher education (IHE) in the school semester prior to the one in which the student plans to attend the postsecondary course.
- notify the school board of the district in which they are enrolled, through a high school counselor or designee, of the student's intent to enroll in an institute of higher education. The deadlines for filing the form are no later than March 1 for the fall semester and October 1 for the spring semester. The notice shall include the titles of the courses in which the pupil intends to enroll, the number of credits of each course and shall specify whether they are taking the courses for high school and/or post-secondary credit.

The student's parent/guardian is responsible for satisfactory student attendance and compliance with the state compulsory school attendance law. Nonresident open enrollment students attending courses in the District have all the rights and privileges of resident students and are subject to the same rules and regulations as resident students.

The board or designee shall determine whether a postsecondary course is eligible for high school credit, how many high school credits may be awarded, and whether the course is comparable to a course offered in the district. Such decisions shall be made consistent with state law requirements and established by district procedures. Students in grades 9-12 may be eligible to take respective post-secondary courses during the fall, spring, and summer semesters. Participation in this program is limited to a total of 18 college credits, though there is no annual or semester limits.

Admission and Notification

The school board shall notify the pupil of its determinations, in writing, before the beginning of the semester in which the pupil will be enrolled. If the pupil disagrees with the school board's decision regarding comparability of courses, satisfaction of high school graduation requirements or the number of high school credits to be awarded, the pupil may appeal the school board's decision to the state superintendent within 30 days after the decision. The state superintendent's decision shall be final and is not subject to review.

If an institution of higher education admits a pupil, it shall notify the school board of the school district in which the pupil is enrolled, in writing, within 30 days after the beginning of classes at the institution of higher education. The notification shall include the course or courses in which the pupil is enrolled. If a pupil is not admitted to attend the course that he or she specified in the notice but is admitted to attend a different course, the pupil shall immediately notify the school board of the school district in which he or she is enrolled and the school board shall inform the pupil of its determinations regarding the course to which the pupil was admitted as soon as practicable.

Responsibility of Costs Between the District and the IHE

The school board in which a pupil attending an institution of higher education is enrolled shall be responsible for the following amount within 30 days after the end of the semester. The school board shall pay the institution of higher education, on behalf of the pupil, the following amount for any course that is taken for high school credit and that is not comparable to a course offered in the school district:

RULE 6450
EARLY COLLEGE CREDIT PROGRAM
PAGE 2

- If the pupil is taking a course for high school credit, regardless of whether the course is also taken for postsecondary credit, and if the course is not comparable to a course offered in the school district, 75 percent of the actual cost of tuition for the course.
- If the pupil takes a course under the ECCP at a high school in a school district or at a participating private school, the school board of the school district shall be responsible for the costs of books and other necessary materials for the course.
- If the pupil is taking a course for postsecondary credit and if the course is not comparable to a course offered in the school district, 25 percent of the actual cost of tuition for the course.

Postsecondary courses taken by high school students under the following three conditions are not subject to the cost sharing model under the Early College Credit Program.

- 1. The School Board and either the chancellor of a University of Wisconsin (UW) System 4-year institution or the president of a private, non-profit institution (i.e. a member of the Wisconsin Association of Independent Colleges and Universities) have entered in an agreement to provide a college credit in a high school program to academically qualified students under which participating students may take the course for postsecondary credit (e.g., dual credit program); and**
- 2. The instruction of students in the course takes place in a school building in the school district or a school district facility; and**
- 3. The individual who provides instruction in the course is a high school teacher who is employed by the school district and certified or approved to provide the instruction by the participating UW-System institution or private, non-profit institution, or a faculty member of the participating UW-System institution or private, non-profit institution, as applicable to the particular college credit in high school program agreement.**

If a school board is required to pay, the tuition charged for each credit assigned to the course may not exceed the following:

- For an institution of higher education other than a University of Wisconsin college campus, one-third of the amount that would be charged for each credit assigned to the course to an individual who is a resident of this state and who is enrolled in the educational institution as an undergraduate student. Neither the institution of higher education nor the school board may charge any additional costs or fees to a pupil to attend a course.
- For an institution of higher education that is a University of Wisconsin college campus, one-half of the amounts that would be charged for each credit assigned to the course to an individual who is a resident of this state and who is enrolled in the college campus as an undergraduate student. Neither the college campus nor the school board may charge any additional costs or fees to a pupil to attend a course.
- For an institution of higher education, one-third of the amount that would be charged for each credit assigned to a similar course offered by the University of Wisconsin-Madison to an individual who is a resident of this state and who is enrolled at the University of Wisconsin-Madison as an undergraduate student. Neither the institution of higher education nor the school board may charge any additional costs or fees to a pupil to attend a course.

Within 30 days after the end of the semester, the school board shall pay the institution, on behalf of the pupil, the amount determined and shall submit an itemized report to the department of instruction of the amounts paid

under this subdivision. The secretary of the department of workforce development shall, on behalf of the school board, pay to the department of public instruction the following amount:

RULE 6450

EARLY COLLEGE CREDIT PROGRAM

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- For a pupil who took a course for high school credit, 25 percent of the actual cost of tuition for the course. The department of public instruction shall reimburse the school board the amount received from the department of workforce development.
- For a pupil who took a course for postsecondary credit, 50 percent of the actual cost of tuition for the course. The department of public instruction shall reimburse the school board the amount received from the department of workforce development.
- If the appropriation in any fiscal year is insufficient to reimburse all school districts and all governing bodies eligible for the full amount of reimbursable tuition costs, the secretary of the department of workforce development shall notify the state superintendent, who shall prorate the amount of the payments under among eligible school districts and governing bodies.

Responsibility of Pupil for Tuition and Fees

A pupil taking a course at an institution of higher education for high school credit is not responsible for any portion of the tuition and fees for the course if the school board has determined that the course is not comparable to a course offered in the school district.

A pupil taking a course at an institution of higher education for high school credit is responsible for the tuition and fees for the course if the school board has determined that the course is comparable to a course offered in the school district.

A pupil taking a course at an institution of higher education only for postsecondary credit is responsible for 25 percent of the actual cost of tuition for the course. The school board shall establish a written policy governing the timing and method for recovering from the pupil or the pupil's parent or guardian the pupil's share of tuition.

The school board shall waive the pupil's responsibility for costs if the department determines that the cost of the course would pose an undue financial burden on the pupil's family.

The parent/guardian or student is responsible for transportation between the school and the participating Early College Credit postsecondary institution. The parent or guardian of a pupil who is attending an institution of higher education or technical college and is taking a course for high school credit may apply to the state superintendent for reimbursement of the cost of transporting the pupil between the high school in which the pupil is enrolled and the institution of higher education or technical college that the pupil is attending if the pupil and the pupil's parent or guardian are unable to pay the cost of such transportation. The state superintendent shall determine the reimbursement amount and shall pay the amount. The state superintendent shall give preference to those pupils who satisfy the income eligibility criteria for a free or reduced-price lunch.

If a pupil receives a failing grade in a course, or fails to complete a course, at an institution of higher education or technical college for which the school board has made payment, the pupil's parent or guardian, or the pupil if he or she is an adult, shall reimburse the school board the amount paid on the pupil's behalf upon the school board's request. If a school board that requests reimbursement of a payment made is not reimbursed as requested, the pupil on whose behalf the payment was made is ineligible for any further participation in the program. A grade that constitutes a failing grade for a course offered in the school district constitutes a failing grade for a course taken at an institution of higher education or technical college.

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KENOSHA UNIFIED SCHOOL DISTRICT

June 26, 2018

KUSD Policy and Rule 6470 Student Records

Wisconsin Act 251 updated language regarding the maintenance and confidentiality of student records. Districts across the state are expected to update local policies to reflect these modifications. The primary change is the shortened time frame for school districts to process and transfer student records per official records requests. School districts must now transfer a student's records to another school or school district no later than the next working day of receiving an appropriate, written notice of enrollment, rather than the five working days as in the past. Other revisions to this policy relate to updated KUSD departments, staff roles and regulatory reference marks.

Administrative Recommendation:

Administration recommends that the Board of Education review and approve the Policy and Rule 6470 Student Records revisions as a first reading at the June 26, 2018, regular School Board meeting and a second reading at the July 24, 2018, regular School Board meeting.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Kristopher Keckler
Chief Information Officer

POLICY 6470
STUDENT RECORDS

A student record folder shall be maintained for each student enrolled in the District. Student records shall be used to carry on school business and to serve as a source of future information and verification for each student's personal use.

Student records shall respect such student rights as enumerated by law and the information contained in them shall be clear and accurate. Amendment of records believed to be inaccurate, misleading or in violation of the privacy rights of the student may be requested.

The District recognizes the need for the confidentiality of student records. Therefore, student records shall be available for inspection, review and copying only in accordance with state and federal laws and District policies, rules and regulations.

The building principal shall have primary responsibility for the maintenance and confidentiality of all **physical and electronic** student records kept at his/her assigned school. Records for students in special education containing progress and behavioral data shall be maintained in the Office of ~~K-8 Instruction~~ **Special Education and Student Support**. The ~~Executive Director of K-8 Instruction~~ **Special Education and Student Support** shall have responsibility for the maintenance and confidentiality of all student records kept by the Office of ~~K-8 Instruction~~ **Special Education and Student Support**.

Annually, the District shall inform adult students and the parents/guardians of minor students of this policy and its implementing procedures. Persons who feel that their rights under federal law have been violated may file a written complaint with the U.S. Department of Education.

LEGAL REF.: Wisconsin Statutes

Sections 118.125 [~~Maintenance and confidentiality of student~~ **Pupil records**]
118.126 [~~Privileged communications relating to student alcohol or drug use~~]
118.127 [~~Access to and use of~~ Law enforcement agency information]
~~118.128 [Information related to student harm to others]~~
146.81 – 148.83 [~~Confidentiality of patient~~ **Health care records; definitions**]
252.15 [~~Confidentiality~~ **Restrictions on use of an HIV test results**]
767. 241(7) [~~Parent a~~ **Access to student's school records**]
938.396 [~~Access to juvenile r~~ **Records**]

20 U.S.C. Section 1232g, 45 C.F.R. Sec. 99 [Family Educational Rights and Privacy Act]

CROSS REF.: ~~42001240~~ **1240**, Access to Public Records (~~currently 1170, 1170.1, 1170.2 and 1171~~)
5910, Children of Divorced/ or Separated Parents (~~currently 5125.7, 5125.8, 5125.9 and 5125.10~~)
6330, Privacy Rights in District Programs
6452, Student Progress Reporting
6460, Testing/~~Assessment Programs~~
~~6461, Parental Consent for Testing~~
Special Education Program and Procedure Manual

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: August 13, 1991

POLICY 6470
STUDENT RECORDS
PAGE 2

REVISSED: September 14, 1999
July 10, 2001
July 24, 2018

RULE 6470

GUIDELINES FOR THE MAINTENANCE AND
CONFIDENTIALITY OF STUDENT RECORDS

A. DEFINITIONS

"Student records" include all data relating to an individual student other than notes or records maintained for personal use by teachers or other certified personnel that are not available to others, and records necessary for and available only to persons involved in the psychological treatment of a student.

1. "Progress records" mean those **pupil records which include the pupil's grades, a statement of the courses the pupil has taken, the pupil's attendance record, the pupil's immunization records, any lead screening records,** ~~student records which include the student's grades, a statement of the courses taken by the student, the student's attendance record, the student's immunization records~~ and records of the student's school extracurricular activities.

2. "Behavioral records" mean those student records which include psychological tests, personality evaluations, records of conversations, any written statement relating specifically to an individual ~~student's~~ **pupil's** behavior, tests relating specifically to achievement or measurement of ability, the ~~student's~~ **pupil's** physical health records, other than immunization records **or any lead screening records**, law enforcement officer records and any other ~~student-pupils~~ records which are not progress records.

a. "Special education records" include referral information (including notices and forms), signed parent/guardian consent for evaluation, individualized education program (IEP) team evaluations, individual reports, etc., the student's IEP, placement decisions and signed parent/guardian consent or refusal, medical evaluations and prescriptions required to substantiate health care plans and medical evaluations used to substantiate a determination of disability.

b. "Law enforcement ~~officer-unit~~ records" ~~include those means~~ records obtained from a law enforcement agency relating to: (1) the use, possession or distribution of alcohol or a controlled substance by a student enrolled in the District, (2) the illegal possession of a dangerous weapon by a child, (3) the act for which a juvenile enrolled in the District was adjudged delinquent, and (4) an act for which a District student was taken into custody based on the law enforcement officer's belief that he/she violated or was violating certain specified laws. Such records may be provided to the District upon request of the Superintendent of Schools or designee, or upon the law enforcement agency's own initiative based on agency policy. Upon receipt of the records, the Superintendent or designee shall inform the student named in the records and the parent/guardian of a minor student named in the records of the information.

c. "Court records" include those records received from a court clerk concerning a juvenile enrolled in the District who: (1) has had a petition filed with a court alleging that he/she has committed a delinquent act that would be a felony if committed by an adult, (2) has been adjudged delinquent, (3) has school attendance as a condition of his/her court dispositional order, or (4) has been found to have committed a delinquent act at the request of or for the benefit of a criminal gang that would be a felony if committed by an adult and has been adjudged delinquent on that basis.

RULE 6470

**GUIDELINES FOR THE MAINTENANCE AND
CONFIDENTIALITY OF STUDENT RECORDS**

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- d. "Student physical health records" are those student records that include basic health information about a student including: the student's immunization records, an emergency medical card, a log of first aid and medicine administered to the student, an athletic permit card, a record concerning the student's ability to participate in an education program, the results of any routine screening test such as for hearing, vision or scoliosis, and any follow-up to such test, and any other basic health information as determined by the state superintendent of public instruction.
- e. "Student patient health care records" include all records relating to the health of a student prepared by a health care provider that are not included in the "student physical health records" definition above.
- 3. Directory Data - The School Board has designated the following information as student directory data: student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, photographs, degrees ~~or~~ **and** awards received, **and the name of the school most recently previously** ~~educational agency or institution~~ **attended by the student/pupil**, and other similar information.
- 4. Adult Student means a student who has attained 18 years of age. The consent required of and the rights accorded to the parent/guardian of a student while he/she was a minor shall thereafter only be required of and accorded to the adult student, except as otherwise provided.

B. CONFIDENTIALITY OF STUDENT RECORDS

- 1. Release of Student Records to Adult Students and Parents/Guardians
 - a. Adult students and the parents/guardians of minor students shall have the right to inspect, review and copy student records in accordance with state and federal laws and District rules and regulations
 - b. Either parent/guardian may exercise his/her right to inspect records unless the school has been provided with evidence that there is a state law or court order governing such matters as a divorce decree, separation or custody agreement or other legally binding instrument which specifically provides to the contrary.
 - c. Personally identifiable information from an adult student's records may be disclosed to the student's parent(s)/guardian, without the adult student's written consent, if the adult student is a dependent of his/her parent(s) or guardian under the Internal Revenue Code. An exception shall be made when an adult student has informed the school, in writing, that the information may not be disclosed.
 - d. Adult students or parents/guardians of minor students shall be provided a copy of the student's records upon request, including the student's transcript, at no cost consistent with legal requirements. Transcripts requested by adult students or parents/guardians of minor students to be provided to other persons, agencies or institutions shall be provided at cost.
- 2. Release of Student Progress or Behavioral Records (Other Than Patient Health Care Records) to Others
 - a. The judge of any court of Wisconsin or the United States shall, upon request, be provided by

RULE 6470

**GUIDELINES FOR THE MAINTENANCE AND
CONFIDENTIALITY OF STUDENT RECORDS**

Page 3

the Board Clerk or designee with a copy of the progress records of a student who is the subject of any proceeding in such court. A reasonable effort shall be made to notify the adult student or parent(s)/guardian of a minor student in advance of compliance.

- b. Names of dropouts shall be provided to a court in response to an order under the state law governing municipal school dropout ordinances.
- c. If school attendance is a condition of a student's dispositional order under section 48.355(2)(b)7 or 938.358(2), the county department that is responsible for supervising the student shall be notified within five days after any violation of the condition by the student.
- d. A law enforcement agency shall be provided a copy of a student's attendance record if the law enforcement agency certifies in writing that the student is under investigation for truancy or for allegedly committing a criminal or delinquent act and that the law enforcement agency will not further disclose the student's attendance record information except as permitted by law. If a

student's attendance record is disclosed to a law enforcement agency for purposes of a truancy investigation, the student's parent/guardian shall be notified of that disclosure as soon as practicable after that disclosure.

- e. A fire investigator shall be provided a copy of a student's attendance record if the fire investigator certifies in writing that: (a) the student is under investigation for arson, (b) the student's attendance record is necessary for the fire investigator to pursue his/her investigation, and (c) the fire investigator will use and further disclose the student's attendance record only for the purpose of pursuing that investigation.
 - f. Student records shall be made available to persons employed in the District which the student attends who are required by the state to hold a license and to other school district officials who have been determined by the Board to have legitimate educational interests, including safety interests, in the student records. A "school official" is a person employed by the District who is required by the Department of Public Instruction (DPI) to hold a license; a person who is employed by or working on behalf of the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and police-school liaison personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a specific task (such as attorney, auditor, medical consultant, therapist, outreach worker or CLC coordinator); or a parent or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a "legitimate educational interests" if the official needs to review a student record in order to fulfill his/her professional or District responsibility.
- (1) Law enforcement records received by the District may be made available to those school officials with legitimate educational interests, including safety interests, in the information. If law enforcement record information obtained by the District relates to a District student, the information may also be disclosed to those District employees who have been designated by the Board to receive that information for the purpose of providing treatment programs for District students. The information may not be used as the sole basis for suspending or expelling a student from school, or as the sole basis for taking any other disciplinary action against a student, including action under the District's athletic code.
- (2) Court records obtained by the District must be disclosed to District employees who work directly with the juvenile named in the records or who have been determined by the Board to have legitimate educational interests, including safety interests, in the information. An employee cannot further disclose the information, and the information cannot be used as the sole basis for **RULE 6470**

**GUIDELINES FOR THE MAINTENANCE AND
CONFIDENTIALITY OF STUDENT RECORDS**

Page 4

suspending or expelling a student from school.

- g. Upon the written permission of an adult student, or the parent(s)/guardian of a minor student, the school shall make available without unnecessary delay to the person named in the permission form a copy, at cost, of the student records requested. The form for requesting the release of records must include the following information: (1) the specific records that are authorized to be released, (2) the reasons for such release, and (3) the parties or person to whom the information shall be released. Law enforcement officer records may not be made available under this exception unless specifically identified by the adult student or by the parent/guardian of a minor student in the written permission.
- h. Student records shall be provided to a court in response to a subpoena by parties to an action, or in compliance with a judicial order, to be used only for purposes of impeachment of any witness who has testified in the action. After an in-camera inspection, the court may turn said records or parts thereof over to parties in the action or their attorneys if said record would be relevant and material to a witness' credibility or competency. A reasonable effort shall be made to notify the adult student, or parent(s)/guardian of a minor student in advance of compliance with the order.
- i. The Board shall disclose a student's records in compliance with a court-ordered educational plan after making a reasonable effort to notify the student's parent(s) or guardian.
- j. The Superintendent of Schools or designee may provide the Department of Public Instruction (DPI) or other public officer with any information required under chapters 115 to 121 of the state statutes. Upon request, the DPI shall be provided with any student record information that relates to an audit or evaluation of a state-supported program or that is required to determine compliance with state law provisions. Information reported shall be kept confidential by the DPI.
- k. Notwithstanding their confidentiality, student records may be used in suspension and expulsion proceedings and by an IEP team.
- l. Information from a student's immunization records shall be made available to state and local health officers to carry out immunization requirements.
- m. The district board of the technical college district in which the school district is located or, for verification of eligibility for public assistance, the department of health and family services, the department of workforce development or a county department under sections 46.215, 46.22 or 46.23 of the state statutes shall, upon request, be provided with the names of students who have withdrawn from the public school prior to graduation.
- n. The District shall, upon request, provide another public school district in Wisconsin student disciplinary records necessary for purposes of public school open enrollment. These records include: (1) a copy of any expulsion findings and orders or records of any pending disciplinary proceedings involving the student; (2) a written explanation of the reasons for the expulsion or pending disciplinary proceedings; and, (3) the length of the term of the expulsion or the possible outcomes of the pending disciplinary proceeding.

Copies of student records shall be provided without unnecessary delay at cost to the person or agency who is authorized to inspect them.

3. Release of Student Patient Health Care Records

Except as otherwise provided, student patient health care records may only be released to persons specifically designated in the state patient health care records laws or to other persons with the **RULE**

6470

**GUIDELINES FOR THE MAINTENANCE AND
CONFIDENTIALITY OF STUDENT RECORDS**

Page 5

informed consent of the patient or a person authorized by the patient. Any part of a student health care record that concerns the results of a test for the presence of HIV or antibody to HIV (the virus which causes acquired immune deficiency syndrome - AIDS) shall be confidential and may be disclosed only with the informed written consent of the test subject.

4. Release of Directory Data

Directory data will be released as outlined below, unless the parent/guardian or adult student informs the principal of any or all items

he/she does not wish to have released without prior written consent of the parent/guardian or adult student. The District will give annual written notice to adult students and parents/guardians of the categories of information that the Board has designated as directory data with respect to each student and inform them that they ~~have 14 days to~~ may inform the school that all or any part of the

directory data may not be released without the prior consent of the parent/guardian or adult student. The District will not release directory data ~~earlier than 14 days after the initial written notice to the adult student or parent/guardian, or after the District has been restricted from doing so~~ by any of those parties.

- a. If a school has followed the notification procedure outlined above, and the adult student or parent/guardian does not object to the directory data being released, the building principal **or district** may release student directory data.
- b. If a school has followed the notification procedure as outlined above, and the adult student or parent/guardian does not object to the directory data being released, the Board Clerk or designee shall, upon request, provide a technical college district board with the name and address of each such student who is expected to graduate from high school in the current school year.
- c. If the school has followed the notification procedure outlined above, and the adult student or parent/guardian does not object to the directory data being released, the Board Clerk or designee shall, upon request, provide any representative of a law enforcement agency, district attorney, city attorney or corporation counsel, county department under sections 46.215, 46.22 or 46.23 or a court of record or municipal court with such directory data information relating to any such student enrolled in the District for the purpose of enforcing that student's school attendance, to respond to a health or safety emergency or to aid in the investigation of alleged criminal or delinquent activity by a student enrolled in the District.

5. Transfer of Records

No later than the next working day, The District shall transfer to another school or school district all student records relating to a specific student if it has received written notice: (a) from an adult student or the parent/guardian of a minor student that the student intends to enroll in the other school; (b) from the other school district that the student has enrolled; or (c) from a court that a student has been placed in a secured correctional facility, secured child caring institution or a secured group home. ~~Student records requested must be transferred within five working days.~~

C. APPEALING THE CONTENT OF STUDENT RECORDS

1. An adult student or the parent/guardian of a minor student who believes that information contained in the student's records is inaccurate, misleading or violated the privacy rights of the student may request that the principal amend these records. If the principal does not amend the records as requested by the parent/guardian or adult student, the principal shall notify the parent/guardian or **RULE 6470**

**GUIDELINES FOR THE MAINTENANCE AND
CONFIDENTIALITY OF STUDENT RECORDS**

Page 6

adult student of this decision and advise him/her of the right to a hearing in order to challenge the contents of the student records.

2. If the adult student or the parent/guardian of a minor student is not satisfied with the principal's decision, the decision may be appealed to the Superintendent or designee, within 10 days from receipt of the principal's decision.
3. A request for a hearing should be in writing and include a specific statement of which records and how such records are inaccurate, misleading or otherwise in violation of the privacy rights of the student.
4. After the hearing, the parent/guardian or adult student will receive a written decision. If the decision is that the challenged information is not inaccurate, misleading or otherwise in violation of the privacy rights of the student, the parent/guardian or adult student shall be informed of the

right to place in the student records a statement commenting upon the information in the records and/or setting forth any reasons for disagreeing with the decision.

D. RECORDS MAINTENANCE AND DESTRUCTION

1. While students are attending school in the District, their records shall be maintained in the school of attendance. Upon transfer of the student to another school operated by the District, the records shall be transferred to that school. Special education student records shall be maintained as outlined below.
2. **Physical** Student records shall be contained on and in the printed folder adopted by the District for such purpose. Each student record folder shall be examined at least annually for the purpose of eliminating extraneous or outdated materials contained therein. The principal will be responsible for having student records current and designating professional staff to review the student record folder.
3. A record of each request for access to and each disclosure of personally identifiable information from a student's record folder shall be maintained with such student's records, except when the request is from or the disclosure is to the following person/party:
 - the parent/guardian or adult student;
 - a school official;
 - a party with written consent from the parent/guardian or adult student;
 - a party seeking directory data; or
 - a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or other issuing agency has ordered that the existence or the contents of the subpoena or the information in response to the subpoena not be disclosed.
4. Special Education Records - Student special education records will be maintained by the ~~Executive Director of K-8 Instruction~~ **Special Education and Student Support** in accordance with District policy, rules and regulations. The District shall maintain a listing of employees and their positions who are authorized to have access to records of special education students. This listing shall be posted in an area accessible to the public. All persons collecting or using personally identifiable information from student special education records shall receive training or instruction regarding the policies and procedures that the District has undertaken to ensure the confidentiality of any personally identifiable information maintained or collected by the District.
5. When the student ceases to be enrolled in a school operated by the District, within six months from the time that the student left the District, his/her records will be transferred to the Office of **Special Education and Student Support**. Records that are transferred to the Office of **Special Education**

**GUIDELINES FOR THE MAINTENANCE AND
CONFIDENTIALITY OF STUDENT RECORDS**

Page 7

and Student Support when the student ceases to be enrolled shall be maintained as follows:

- a. All behavioral records will be destroyed one year after the date the student graduated from or last attended the school unless the student and his/her parent/guardian if the student is a minor gives permission that the records may be maintained for a longer period of time. All behavioral records not previously destroyed will be maintained ~~on microfilm~~ **through electronic media**. Where such written permission is received, behavioral records generally will be destroyed five years after the date the student graduated from or last attended school.
- b. Five years after the student ceases to be enrolled in the school system, all progress records will be maintained on ~~microfilm or computer~~ **electronic media** and the original progress records (permanent record card) destroyed. ~~A student's progress records will be destroyed after the person reaches the age of 75.~~

Kenosha Unified School District
Kenosha, Wisconsin

June 26, 2018
Board of Education Meeting

**POLICY AND RULE 1210 – COMMUNICATION – SCHOOL SPONSORED
(INCLUDING CRISIS), ADMINISTRATIVE REGULATION 1210 –
COMMUNICATION – SCHOOL SPONSORED (CRISIS), POLICY AND RULE
1200 PUBLIC RELATIONS PROGRAM, AND POLICY 1211 –
PARENT/GUARDIAN/CAREGIVER INFORMATION PROGRAM**

Background:

Policy and Rule 1210, Administrative Regulation 1210, Policy and Rule 1200 and Policy 1211 were last reviewed in 2006. Since then, the roles and responsibilities of the Office of Communications have changed, new communication tools and technologies have been implemented, and the basis on which we communicate with families has increased. Thanks to these changes, messaging is more streamlined and central support for schools has been rolled out, allowing for more timely, accurate information being shared with families throughout the district and community in both the general and crisis communications arenas.

To align with these changes, Policy and Rule 1210 has been updated to include the process used to handle general school communications and crisis communications. In addition, the language in the Administrative Regulation 1210 and Policy 1211 have been incorporated in the body of the policy, eliminating their need.

Policy and Rule 1200 are being recommended for elimination because the information outlined is more procedural than policy, is outdated, lists the wrong departments, and those items related to policy are already covered in Policy and Rule 1210 and Policy 8610. Policy and Rule 1210 is inclusive of how families and stakeholders will be communicated with at all times and the channels in which that shall occur, elimination of Policy and Rule 1200 eliminates confusion and redundancy.

Administration Recommendation:

Administration recommends that the board approve revised Policy and Rule 1210 – Communication with Parents/Guardians/Caretakers (Including Crisis) and eliminate Administrative Regulation – Communication – School Sponsored (Crisis), Policy and Rule 1200 – Public Relations Program, and Policy 1211 – Parent/Guardian/Caregiver Information Program as a first reading on June 26, 2018, and a second reading on July 24, 2018.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Tanya Ruder
Chief Communications Officer

POLICY 1210

~~COMMUNICATION—SCHOOL SPONSORED~~**COMMUNICATING WITH
PARENTS/GUARDIANS (INCLUDING CRISIS)**

Communication sponsored by individual schools shall be ~~encouraged~~**used** as a means of further informing the public regarding school activities. ~~All school-sponsored communication shall be conducted with the knowledge and approval of~~**reviewed/approved** by the building principal and/or his/her designee.

District-level communications directed to parents/guardians, such as those involving districtwide bond referenda, budget matters, boundaries, school enrollments, curriculum changes, transportation, food services or the like, shall be approved by the Superintendent and/or his/her designee. Where such information has previously appeared in an official district communication, it may be copied and/or reproduced exactly for dissemination without prior approval of the Superintendent and/or his/her designee.

~~Parents/guardians/caregivers shall be informed, as appropriate and necessary by the building principal, of incidents occurring on school premises that pose a threat to the future health, safety and/or life of their children.~~**staff and/or students as expeditiously as possible.** All such communication shall be consistent with legal and ethical principles regarding the privacy rights of students and their families.

LEGAL REF.: Wisconsin Statutes

Sections 19.31 [Public policy on access to record information]

118.125 [Confidentiality of student records]

Family and Educational Rights and Privacy Act [Confidentiality of student record information]

CROSS REF.: ~~1200, Public Relations Program~~

~~1211, Parent/Guardian/Caregiver Information Program~~

1212, Non-English Language Version Printed Materials

1220, Cable Television

1520, Notification of Materials and Literature to Students

2810, Incident Reporting

3600, School Safety

5910, Children of Divorced or Separated Parents

6470, Student Records

~~Crisis Response Manual~~**Emergency Operations Plan**

~~ADMINISTRATIVE REGULATIONS: 1210, School Sponsored Communications (Crisis)~~

AFFIRMED: December 28, 1990

REVISED: May 11, 1999

February 25, 2003

December 19, 2006

July 24, 2018

RULE 1210

**COMMUNICATING WITH PARENTS/GUARDIANS (INCLUDING
CRISIS) COMMUNICATION – SCHOOL SPONSORED (INCLUDING CRISIS)**

1. General:
 - a. All school-sponsored communications shall be ~~conducted as authorized~~**reviewed/approved** by the building principal **and/or his/her designee**.
 - b. School-sponsored communications shall be objective, ethical and factual. ~~in keeping with accepted journalistic standards. Such communications shall not include material of a partisan political or religious nature.~~
 - c. **School-sponsored communications shall not include material of a partisan political or religious nature.** ~~Copies of all school-sponsored communications shall be furnished to the Superintendent of School's Office.~~
2. ~~Communications Related to Incidents Threatening the Health, Safety and/or Life of Students~~**Crisis communications:**
 - a. Incidents ~~of a health, safety and/or life threatening nature occurring on school premises or during school-sponsored activities that pose an immediate threat to staff and/or students to a student(s)~~ shall be communicated **to parents/guardians immediately to theas expeditiously as possible** ~~parents/guardians/caregivers of students who are directly involved with the specific incident.~~
 - i. **The Chief Communications Officer shall draft all crisis communications.**
 - ii. **Messages shall include facts about the incident that are in line with legal and ethical principles regarding student privacy, and will be sent in the most expeditious manner available (e.g. phone call, text, email, etc.).**
 - iii. **The district will collaborate with local law enforcement agencies, fire departments and/or Kenosha County Emergency Management to draft and disseminate appropriate, timely messages when necessary.**
 - b. **In health related situations, the district will follow instructions from the Kenosha County Division of Health regarding if, when and how to notify parents/guardians** ~~by the Kenosha County Department of Health concerning parent/guardian/caregiver notification will be followed.~~
 - c. ~~In safety-related situations, the District will cooperate with the Kenosha County Department of Emergency Services, law enforcement and fire departments in determining appropriate parent/guardian/caregiver notification procedures.~~
 - ~~d. Incidents of a health, safety and/or life threatening nature that have occurred on school premises or during school-sponsored activities for which the school has intervened on a school-wide basis shall be communicated to all parents/guardians/caregivers of students attending the affected school.~~
 - e. ~~In the case of situations where all parents/guardians/caregivers are notified, the Superintendent or designee shall be consulted prior to the release of information and shall approve the content of the communication and method for releasing the information.~~
 - f. **The Office of Communications will draft any necessary media releases and the Chief Communications Officer will handle all media inquiries.** ~~District's Crisis Response Manual and the school "Crisis Response Team" are to be consulted for guidance in preparing informational releases.~~
 - ~~g. The communication shall be made in the most expeditious manner possible. (i.e., direct letter sent home with students, telephone contact, media release, etc.)~~
 - h. ~~Information included in the communication shall be based on facts related to the incident and not on speculation or rumors and shall be in line with legal and ethical principles regarding the privacy rights of students and their families.~~

~~ADMINISTRATIVE REGULATION~~

ADMINISTRATIVE REGULATION 1210 SCHOOL SPONSORED COMMUNICATIONS (CRISIS)

~~According to Board policy, on May 11, 1999, February 25, 2003 and December 19, 2006, the Board of Education revised this policy to include the provision that “parents/guardians/caregivers shall be informed, as appropriate and necessary, by the building principal, of incidents occurring on school premises that pose a threat to the future health, safety and/or life of their children.”~~

~~The related rule for this policy further states that such incidents:~~

~~2(a) “...that pose an immediate threat to a student(s) shall be communicated immediately to the parents/guardians/caregivers of students who are directly involved with the specific incident.”~~

~~2(d) “...for which the school has intervened on a school-wide basis shall be communicated to all parents/guardians/caregivers of students attending the affected school.”~~

~~The following examples are provided to illustrate the implementation of this policy:~~

~~A bomb threat is found in the building (student note, message in bathroom, etc). The threat is determined through investigation to be a hoax, and the building is not searched nor evacuated. In this case, parental notification is not necessary.~~

~~A student becomes angry at another student and makes the statement, “I’ll kill you.” The situation must be investigated fully (refer to Policy, Rule and Administrative Regulation 5437), all parents/guardians of the involved students notified, and necessary actions and consequences imposed as appropriate to the situation. Unless the investigation suggests that an all-school intervention is necessary, an all-school parent notification will not be required.~~

~~A student is reported to have a gun in the school, resulting in a safety drill and an all-school search. An all-school communication is required and must be approved by the superintendent prior to distribution.~~

~~School principals must notify the Office of the Superintendent/designee of any serious discipline issues that involve threats, personal injury, and/or result in arrests.~~

POLICY 1211

PARENT/GUARDIAN/CAREGIVER INFORMATION PROGRAM

~~The building principal shall approve communications related to a specific school sent to the parents/guardians/caregivers through students.~~

~~Any communication of interest beyond that of an individual school or department, directed to the parents/guardians/caregivers through students, such as those involving District-wide bond referenda, budget matters, boundaries, school enrollments, curriculum changes, transportation, food services or the like, shall be approved by the Superintendent/designee. Where such information has previously appeared in an official District communication, it may be copied or reproduced exactly without prior approval of the Superintendent/designee.~~

~~CROSS REF.: 1200, Public Relations Program
1210, Communication—School Sponsored (Including Crisis)
1212, Non-English Language Version Printed Materials
1520, Notification of Materials and Literature to Students
5910, Children of Divorced or Separated Parents
6330, Privacy Rights in District Programs/Activities
6452, Student Progress Reporting~~

~~AFFIRMED: December 28, 1990~~

~~REVISED: February 25, 2003
December 19, 2006~~

POLICY 1200
PUBLIC RELATIONS PROGRAM

In recognition of the need for an informed citizenry, the School Board and District personnel shall endeavor to provide information concerning the District to all persons residing within the District. The public shall be fully and promptly informed concerning events and facts regarding the operation and activities of the District. Providing information to the public is an essential function of a representative government and shall be considered an important responsibility of all administrative personnel.

A variety of media shall be used for informing the public concerning District operations and activities. A public relations program utilizing such media shall be conducted through the Communications Office or through the respective office, administrator, or building principal.

Generally, the Superintendent of Schools shall be the authorized spokesperson for the Board and the District on matters of District concern. When an official action of the Board is under discussion, the Board President may be the authorized spokesperson for the Board. When an action of a Board committee is under discussion, the chairperson of that committee may be the authorized spokesperson for that committee.

District employees are permitted to supply accurate, complete and objective information or to answer questions from the public about school activities directly within their jurisdiction or first hand knowledge. The building principal is the first to approve publication of information regarding the respective school. When such information involves District wide programs or policies, approval should first be obtained by the building principal from the Superintendent/designee.

LEGAL REF.: Wisconsin Statutes

Sections 19.31 [Public policy on access to record information]
19.81 [Public policy on access to information and open meetings]

CROSS REF.: 1210, Communication—School Sponsor (including crisis)

1211, Parent/Guardian/Caregiver Information Program
1212, Non-English Language Version Printed Materials
1213, Web Publication
1220, Cable Television
1240, Access to Public Records
1520, Notification of Materials and Literature to Students
2810, Incident Reporting
8500, School Board Powers and Duties
8711, Public Notification of Board Meetings
8712, Agenda Preparation and Dissemination
8840, Board Minutes
8850, School Board Committees
8860, Citizen Advisory Committees
8870, Public Participation at Board Meetings
8880, Audio Recording of Board Meetings
Crisis Response Manual

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: December 28, 1990

REVISED: February 25, 2003
December 19, 2006

-RULE 1200

PUBLIC RELATIONS PROGRAM

- ~~1. The public relations program of the District shall include news releases, audio-visual presentations, cable television programming, brochures, advertisements, a speaker's bureau and District Web pages. The program shall be coordinated by the Office of Human Relations and other personnel as designated by the Superintendent of Schools.~~
- ~~2. Timely news releases will be disseminated to the local news media from the Office of Human Relations on an impartial basis:~~
 - ~~a. Information and news items concerning District-wide plans, activities and needs will be released through the Office of the Superintendent of Schools or the Office of Human Relations.~~
 - ~~b. Information regarding District-wide activities administered through an office of the District may be released through the administrator of that office or building principal or department coordinator.~~
- ~~3. Bulletins, reports, budgets and other public information will be made available to interested citizens upon reasonable request to the Superintendent's office and in accordance with the District's access to public records procedures.~~
- ~~4. Where sufficient interest warrants, information may also be made available to regional, state and national news media, and state and national offices, through the Office of the Superintendent, the Office of Human Relations or an official of the District.~~
- ~~5. All District employees shall be accurate and prompt in supplying information to the public. Both freedom and accuracy of information shall be recognized as essential to the public confidence and understanding of the District.~~

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KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, Wisconsin

June 26, 2018
Board of Education Meeting

POLICY 2710 – LINE AND STAFF RELATIONS

Background:

In 2000, the Board of Education affirmed Policy 2710 – Line and Staff Relations. The policy states that lines of direct authority should be those approved by the Board of Education and shown on the district’s organizational chart. Upon review of other districts, including Green Bay, Madison, Milwaukee and Racine, this does not appear to be a common policy. In fact, only Madison and Green Bay have any form of organizational chart on their website.

All changes made to district leadership positions are discussed with and approved by the Board of Education prior to changes being made. However, because the organizational chart has the possibility of changing frequently, it is recommended that we eliminate Policy 2710 – Line and Staff Relations – Organizational Chart to ensure it is not regularly outdated. Instead, an organizational chart depicting the district’s leadership council will be kept by the Office of the Superintendent and made available within 48 business hours of requests received.

Administrative Recommendation:

Administration recommends that the board approve revised Policy 2710 - Line and Staff Relations and elimination of 2710 - Line and Staff Relations - Organizational Chart as a first reading on June 26, 2018, and a second reading on July 24, 2018.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Tanya Ruder
Chief Communications Officer

POLICY 2710
LINE AND STAFF RELATIONS

The School Board desires the Superintendent of Schools to establish a clear understanding on the part of all personnel of the working relationships in the school system. Lines of direct authority should be those approved by the Board ~~and shown on the District's organizational chart.~~ **An organizational chart depicting the district's leadership council will be kept by the Office of the Superintendent and made available within 48 business hours of requests received.**

Personnel shall be expected to refer matters requiring administrative action to the administrator to whom they are responsible. That administrator shall refer such matters to the next higher administrative authority when necessary. Additionally, all personnel will be expected to keep the person to whom they are immediately responsible informed of their activities by whatever means the person in charge deems appropriate.

It is expected that the established lines of authority will serve most purposes. All personnel shall, however, have the right to appeal any decision made by an administrative authority.

Additionally, the lines of authority do not restrict in any way the development of a cooperative working relationship among all staff members at all levels in order to develop the best possible school programs and services. The established lines of authority represent direction of authority and responsibility as well as avenues for a two-way flow of ideas to improve the program and operations of the District.

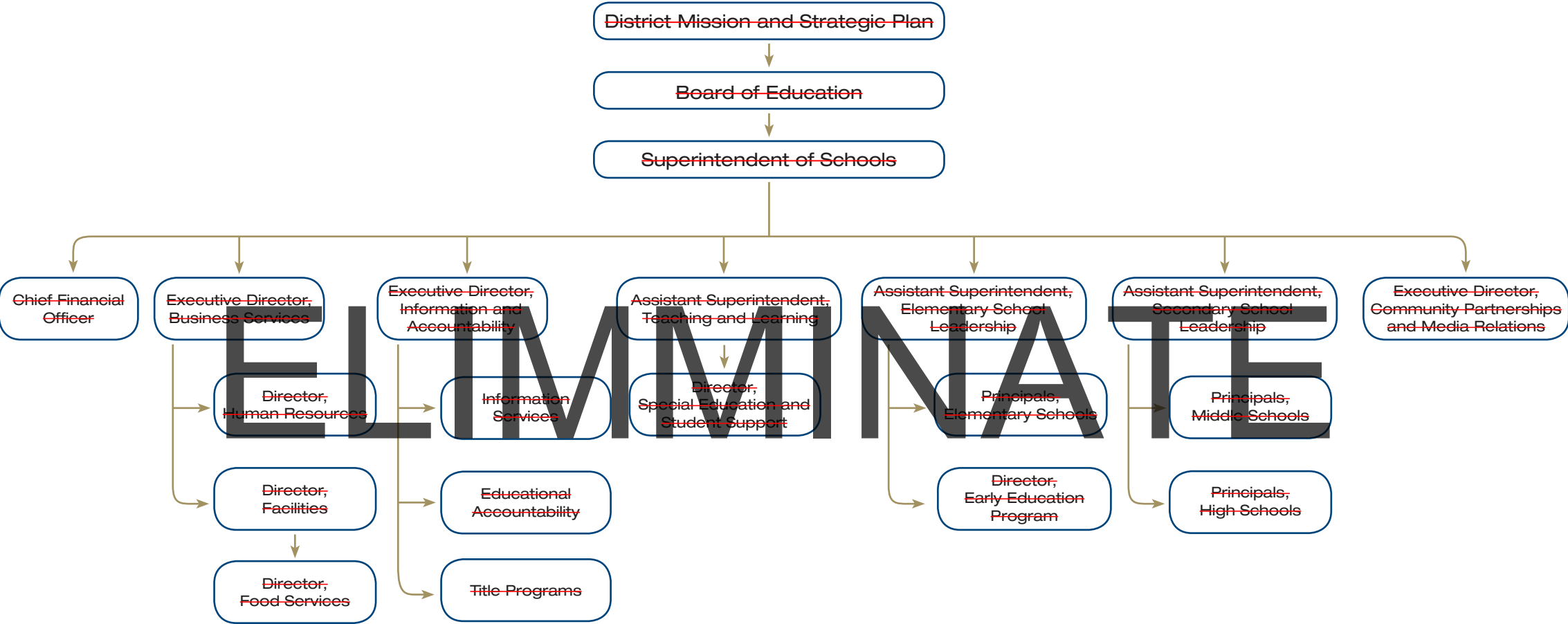
CROSS REF.: 4211, Staff Communications to the School Board
District Organizational Chart

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: July 25, 2000

REVISED: November 28, 2006
June 26, 2007
July 24, 2018

~~Kenosha Unified School District -~~ **Organizational Chart**



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KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, Wisconsin

June 26, 2018

EDUCATION FOR EMPLOYMENT PLAN

Background

The Wisconsin Department of Public Instruction (DPI) has revised the Education for Employment (E4E) administrative rule or Chapter PI 26 (Appendix A). The purpose of education for employment programs is to prepare elementary and secondary pupils for employment, to promote cooperation between business and industry and public schools, and to establish a role for public schools in the economic development of Wisconsin. School boards and districts must adhere to the following guidelines:

- Provide academic and career planning services to students in grades 6 through 12.
- Develop an Education for Employment plan with the school district staff and community stakeholders.
- Publish the plan on the school district's website.
- Review the plan annually.

The E4E plan shall include:

- Local, regional and state labor market needs.
- Education and training requirements for occupations that will fill labor market needs.
- Process to engage parents regarding ACP services provided and opportunities to participate.
- Description of career and technical (CTE) programming available, staff professional development for ACP delivery, and how the school district will meet E4E program requirements.
- Strategy to engage business, postsecondary education and workforce development.

The services shall provide information and opportunities that lead to:

- Career awareness in elementary.
- Career exploration in middle and high school.
- Career planning and preparation in high school that includes:
 - career research,
 - school supervised work-based learning experiences,
 - career decision making,
 - application of academic skills, technologies, economics, entrepreneurship,
 - personal financial literacy,
 - CTE opportunities,
 - labor market information, and
 - Employability skills.

The district ACP leadership team provides guidance on the implementation such as time allocation, and input on marketing and communication information to schools, students and families. Additionally, the development of the district E4E plan is another component of their work. Members of this team include:

Steve Germain	Assistant Principal
Deb Giorno	Assistant Principal
Christine Grochowski	Marketing Teacher
Cheryl Kothe	CTE Coordinator
Ed Kupka	Student Support Coordinator
Sue Murray	School Counselor
Sue Pacetti	Business Teacher
Michelle Santelli	Assistant Principal
Jenny Schmidt	Special Education Coordinator
Debbie Shuppert	School Counselor
Adam Sulko	Assistant Principal
Jeff Tarkowski,	School Counselor
Meg King	LMI Packaging Solutions
Michael Steinborn	Occucare

Kenosha Unified School District Education for Employment Plan

Kenosha's plan provides students, parents and community members with an understanding of learning outcomes and the implementation of E4E programs and services in the district. The objectives listed in the related legislation (WI PI 26.03) include:

- Prepare all students for future employment
- Ensure technical literacy; to promote life-long learning
- Promote good citizenship
- Promote cooperation among business, industry, labor, post-secondary schools and public schools
- Establish a role for public schools in the economic development of WI

A student's pathway to career includes all relevant learning experiences that help to inform their investment in post-secondary education or training; and, it positions them for success in a career of interest.

The district ACP Leadership Team began development of the E4E plan with an analysis of local, regional and state labor market needs and the educational and training requirements for occupations that will fill those needs. Examination of regional labor market information for the Milwaukee Metropolitan denotes the potential labor market for each district individually. A large percentage of people commute between communities and counties to their places of employment. Commuter patterns identified by the Department of Workforce Development indicate that of those living in Kenosha County:

- Over 78,000 residents from Kenosha County are employed
- Over 58,000 jobs in Kenosha County
- Over 42, 000 jobs are filled by Kenosha county residents
- 46% of Kenosha county residents commute outside of the county to other jobs
- 22,000 Kenosha county residents commute to Illinois
- 11,000 Kenosha country residents commute to Racine and Milwaukee counties
- 1,000 Kenosha county residents work in Walworth county
- 1,000 Kenosha county residents work in other counties

Other Kenosha county facts:

- Unemployment Rate 3.3% (November 2017)
- Median Home Value = \$161,800
- Median Household Income = \$57,313
- Number of K-12 Public Schools is 59
- Number of Post-Secondary Schools is 5

Top industries by employment:

- Warehousing & Storage
- Education Services
- Food Services & Drinking Places
- Administrative & Support Services
- Executive Legislative & General Government

Regional Hot Jobs are those identified from present to 2024 that must exceed the state median for salary, above the state average for percentage of change in jobs available, and the number of job openings. They include:

- Installation, Maintenance and Repair
- Sales
- Production
- Construction and Extraction
- Transportation and Material Moving
- Management, Business, and Financial
- Health Care

Students begin to examine Kenosha County labor market information in eighth grade to determine their areas of interest and to guide their selection of high school courses. In high school, the labor market review shifts to comparing their career or careers of choice to job availability.

Kenosha's E4E plan aligns with the required components in WI PI 26.03 (Appendix B).

Recommendations

Administration recommends that the school board approve Kenosha Unified School District's Education for Employment Plan as required by WI PI 26.03.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Ms. Julie Housaman
Chief Academic Officer

Ms. Bridget Kotarak
Director of Special Education and Student Support

Ms. Cheryl Kothe
Coordinator of Career & Technical Education

Mr. Edward Kupka
Coordinator of Student Support

Chapter PI 26

EDUCATION FOR EMPLOYMENT PLANS AND PROGRAM

PI 26.01 Applicability and purpose.
 PI 26.02 Definitions.
 PI 26.03 Education for employment program.

PI 26.04 General requirements for school boards.
 PI 26.05 Program approval.

Note: Chapter PI 26 was repealed and recreated by CR 15–025 Register November 2015 No. 719, eff. 12–1–15.

PI 26.01 Applicability and purpose. (1) Under s. 121.02 (1) (m), Stats., every school board shall provide access to an education for employment program approved by the state superintendent. Under s. 115.28 (59), Stats., the state superintendent shall ensure that every school board is providing academic and career planning services to pupils enrolled in grades 6 to 12 in the school district beginning in the 2017–18 school year.

(2) This chapter establishes the requirements for education for employment programs. The purpose of education for employment programs is to do all of the following:

- (a) Prepare elementary and secondary pupils for future employment.
- (b) Ensure technological literacy; to promote lifelong learning.
- (c) Promote good citizenship.
- (d) Promote cooperation among business, industry, labor, postsecondary schools, and public schools.
- (e) Establish a role for public schools in the economic development of Wisconsin.

(3) The purpose of academic and career planning services is to assist pupils with planning and preparing for opportunities after graduating from high school. These opportunities may include postsecondary education and training that leads to careers. This chapter describes school districts' academic and career planning responsibilities while allowing school districts to determine how they meet those responsibilities.

History: CR 15–025; cr. Register November 2015 No. 719, eff. 12–1–15.

PI 26.02 Definitions. In this chapter:

(1) “Academic and career plan” means a comprehensive plan developed and maintained by a pupil that includes the pupil’s academic, career, personal, and social goals and the means by which the pupil will achieve those goals both before and after high school graduation.

(2) “Academic and career planning services” means the activities, instruction, resources, and opportunities provided by a school district to assist a pupil with developing and implementing an academic and career plan.

(3) “Academic and career planning software tool” means the computer software program procured by the department under s. 115.28 (59) (b), Stats., to provide academic and career planning services, or a similar computer software program that allows pupils to download their academic and career plan.

(4) “Child with a disability” has the meaning given in s. 115.76 (5), Stats.

(5) “Department” means the Wisconsin department of public instruction.

(6) “Education for employment program” means the program under s. 121.02 (1) (m), Stats.

(7) “Individualized education program” has the meaning given in s. 115.76 (9), Stats.

(8) “Parent” includes a guardian.

(9) “Pupil postsecondary outcomes” means the activities a pupil pursues after high school graduation, which may include: pursuing postsecondary education and training, including at a technical college, college, or university; entering the workforce; serving in the armed forces; or undertaking other personal growth and development activities.

(10) “School board” has the meaning given in s. 115.001 (7), Stats.

(11) “State superintendent” means the state superintendent of public instruction.

History: CR 15–025; cr. Register November 2015 No. 719, eff. 12–1–15.

PI 26.03 Education for employment program.

(1) An education for employment program shall include a long-range plan approved by the school board and developed by a team of school district staff and community stakeholders, which may include businesses, postsecondary education institutions, and workforce development organizations. The long-range plan shall include all of the following:

(a) An analysis of local, regional, and state labor market needs and the educational and training requirements for occupations that will fill those needs.

(b) A process used to engage parents in academic and career planning. The process shall do all of the following:

1. Inform parents in each school year about what academic and career planning services their child receives.
2. Provide parents with multiple opportunities during each school year to participate in their child’s academic and career planning.
3. Update parents throughout the school year on the progress of their child’s academic and career planning.

(c) A description of all of the following:

1. How, in each year of the plan, the school district will support pupils in academic and career planning, including meeting the requirements under subs. (2) and (3).
2. The career and technical education provided in the school district.
3. The professional development provided to staff to assist staff with delivering academic and career planning services to pupils in grades 6 to 12.
4. How the education for employment program will meet the requirements of s. 121.02 (1) (m), Stats.

(d) A strategy to engage businesses, postsecondary education institutions, and workforce development organizations in implementing the education for employment program.

(2) An education for employment program shall provide pupils with information and opportunities that lead to all of the following:

(a) Career awareness at the elementary grade levels, including developing an understanding of the following:

1. Why people work.
2. The kinds of conditions under which people work.
3. The levels of training and education needed for work.
4. Common expectations for employees in the workplace.

5. How expectations at school are related to expectations in the world of work.

(b) Career exploration at the middle school grade levels, including developing an understanding of the continuum of careers across work environments, duties, and responsibilities and how a pupil's personal interests and skills relate to those careers. Career exploration may also include work-based learning experiences and career research identifying personal preferences in relation to occupations and careers pupils may pursue.

(c) Career planning and preparation at the high school grade levels, which shall include the following:

1. Conducting career research to identify personal preferences in relation to specific occupations.
2. School-supervised, work-based learning experiences.
3. Instruction in career decision making.
4. Instruction that provides for the practical application of academic skills, applied technologies, economics, including entrepreneurship education and personal financial literacy.
5. Pupil access to career and technical education programs, including programs at technical colleges.
6. Pupil access to accurate national, regional, and state labor market information, including labor market supply and demand.
7. Instruction and experience in developing and refining the skills and behaviors needed by pupils to obtain and retain employment.

(3) Beginning in the 2017-18 school year, an education for employment program shall provide pupils in grades 6 to 12 with academic and career planning services, including providing each pupil with all of the following:

(a) Individualized support, appropriate to the pupil's needs, from school district staff to assist with completing and annually updating an academic career plan.

(b) If a pupil is a child with a disability, the pupil's academic and career plan shall be made available to the pupil's individual education program team. The pupil's individualized education program team may, if appropriate, take the pupil's academic and

career plan into account when developing the pupil's transition services under s. 115.787 (2) (g), Stats.

(c) Access to an academic and career planning software tool that allows pupils to engage in career exploration and career planning and preparation.

(d) Access to a formal process for connecting pupils to teachers and other school staff for assistance with the development and implementation of each pupil's academic and career plan.

History: CR 15-025: cr. Register November 2015 No. 719, eff. 12-1-15.

PI 26.04 General requirements for school boards.

The school board shall do the following:

(1) Indicate on a pupil's transcript the name of each course completed by the pupil, the number of high school credits earned for each course, whether a course is eligible for postsecondary credit, and, if applicable, a course's participating postsecondary institution.

(2) Annually review and, if necessary, update the long-range plan and education for employment program under s. PI 26.03. This review shall evaluate pupil postsecondary outcomes. At the conclusion of the review, the school board shall prepare a report on the school district's education for employment program. The report shall describe the education for employment program's current progress and future goals related to improving pupil postsecondary outcomes.

(3) Publish its long-range plan under s. PI 26.03 (1) and the report under sub. (2) on the school district's website.

(4) Annually notify parents of its education for employment program. The notice shall inform parents of the information and opportunities available to pupils under s. PI 26.03 (2) and (3), including the availability of programs at technical colleges.

History: CR 15-025: cr. Register November 2015 No. 719, eff. 12-1-15; correction in (4) made under s. 35.17, Stats., Register November 2015 No. 719.

PI 26.05 Program approval. A program shall be approved by the state superintendent as long as the program complies with all of the requirements of this chapter and ss. 115.28 (59) and 121.02 (1) (m), Stats.

History: CR 15-025: cr. Register November 2015 No. 719, eff. 12-1-15.

Kenosha Unified School District Education for Employment Plan

2018-2021

WI PI 26.03 Requirements	Description	KUSD Objectives	Initiatives to Achieve Objectives	Completion Date	Measurement Tool	Person Responsible
1 (a)	Analyze local, regional, and state labor market needs.	Increase knowledge of administration, counselors and Career & Technical Education (CTE) teachers about industries and careers with high demand in the projected labor market.	Create knowledge and use survey for counselors, administrators and CTE staff	August 2018	Survey	CTE & Student Support Coordinators
			Gather labor market data from KABA, US Census Data, US Labor Statistics, WI Labor Market Information and Community Workplace Profiles	July annually		CTE Coordinator
			Presentation by KABA to school administrators about the state of Kenosha County labor market	October annually	Pre- and Post- survey	School Leadership
			Conduct business visits by all school administrators	November annually	Focus group feedback	CTE Coordinator
			Train school counselors on the use of labor market data found on the Department of Workforce Development (DWD) site	December 2018 and as needed for new staff	Pre- and Post- survey	CTE & Student Support Coordinators w/ DWD rep
			Conduct business visits by all school counselors	March 2019	Focus group feedback	CTE & Student Support Coordinators
			Train new CTE staff on the use of labor market data found on the Department of Workforce Development (DWD) site	August annually as needed	Pre- and Post-survey	CTE Coordinator
			Presentation by KABA to CTE staff and business partners about the state of Kenosha County labor market	August annually	Focus group feedback	CTE Coordinator
1 (b)	Develop a process to	Provide ACP	Parents/guardians will be introduced to the parent portal of Career Cruising during 6 th grade	October annually	Parent Participation report in Career	Counselors

WI PI 26.03 Requirements	Description	KUSD Objectives	Initiatives to Achieve Objectives	Completion Date	Measurement Tool	Person Responsible
	engage parents in academic and career planning including: 1. Inform about ACP services. 2. Multiple opportunities to participate in ACP planning.	programs and services that are valued by parents and help them better understand and support their student's goals and action plans.			Cruising	
			A minimum of one formal parent meeting with student and counselor in 8th and 10th grade	Annually	Counselor Meeting Completion report	Counselors & school ACP teams
			Develop a parent feedback survey to gather feedback on the meeting process	September 2018	Parent survey	Student Support Coordinator
	3. Update parents throughout the year.		Information is provided through parent newsletters 2 times per year	Annually	School websites, event calendars, newsletters	School ACP teams, Student Support Coordinator
			School robocalls about school-level opportunities and updates a minimum of 2 times per year	Annually		
			School and district website updates about ACP events as needed	August annually		
			Include parent and student focus groups to help inform the ongoing communication plan for the district ACP implementation team	March annually	Focus group feedback	Student Support Coordinator
1 (c)	A description of all of the following: 1. How, in each year of the plan, the school district will support pupils in academic and career planning.	Provide age-appropriate ACP instruction, programs and services to students in grades 6-12 that are valued by students, help them better understand themselves, set goals, and develop action plans that prepare them for life after high	Counselors introduce ACP via Career Cruising to all students through guided activities annually	May annually	ACP completion report in Career Cruising	Student Support Coordinator
			All grade-level outcomes are supported by lesson plans created by the district ACP leadership team and reviewed annually for summer updates	August annually	ACP feedback survey with counselors	Student Support Coordinator
			The ACP for students identified as Special Education is shared with their IEP team and the ACP is considered in	On-going	Post Transition Plan (PTP) in annual IEP	Case Managers

WI PI 26.03 Requirements	Description	KUSD Objectives	Initiatives to Achieve Objectives	Completion Date	Measurement Tool	Person Responsible
		school.	overall goal setting and action planning to support all special needs the student may have		updates.	
	2. The Career and Technical Education (CTE) provided in the school district.	Ensure all students are provided with a strong CTE foundation and have awareness of the opportunities available both inside and outside of the district to explore and/or prepare for stated career interests.	The following activities are part of the CTE department: <ul style="list-style-type: none"> Partnerships with industry and post-secondary education to guide curriculum/programming and provide student mentorship Foundational skills that support clusters/pathways Industry and career exposure Course progressions that support clusters/pathways of interest Opportunity for project and/or work based learning aligned to cluster/pathway Opportunity to earn industry credentials aligned to cluster/pathway of interest Post-secondary guidance aligned to cluster/pathway(s) of interest Opportunity to earn post-secondary credits aligned to cluster/pathway(s) of interest 	August annually	Career and Technical Education Enrollment Report System (CTEERS)	Coordinator of Career & Technical Education
	3. The professional development provided to staff to assist them with delivering academic and career planning services to pupils in grades 6 to 12.	School administration will ensure that all staff understand the value of ACP and how to connect students and their families to resources that can help inform a student's ACP.	School ACP teams will select the training appropriate for their staff. <ul style="list-style-type: none"> Career Cruising/Inspire training Staff meeting presentations from Coordinators of Student Support and CTE Small group presentations from Coordinators of Student Support and CTE Wisconsin School Counselors Association (WSCA) Conference 	On-going	Frontline Surveys	CTE & Student Support Coordinators
			Administrators and school staff new to the district or ACP will be provided with Career Cruising accounts and receive training to use this tool with proficiency	November annually	Career Cruising Advisor Reports	Counselors & Student Support

WI PI 26.03 Requirements	Description	KUSD Objectives	Initiatives to Achieve Objectives	Completion Date	Measurement Tool	Person Responsible
	4. How the education for employment program will provide access to applied curricula; guidance and counseling services, technical preparation, youth apprenticeship and instruction in skills relating to employment.	During high school, all students will research post-secondary and career options, revise their course plan to include an alignment to post-secondary education/training, and prepare for their transition to life after high school.	Counseling Services are available to all students	June annually	KUSD counselor assignments	Coordinator
			Youth Apprenticeship (YA)-School supervised work-based learning	August annually	YA End of Year report outcomes	Student Support Coordinator
			Industry based certifications	September annually	ACT 59 report	CTE Coordinator
			Advanced standing and transcribed credit coursework	June annually	Gateway Technical College (GTC) report to high schools	CTE Coordinator
			Start College Now (SCN) classes at Gateway Technical College	July annually	Report of all students in SCN courses	CTE Coordinator
1 (d)	Implement a strategy to engage businesses, post-secondary education institutions, and workforce development in overall planning in alignment with projected needs.	Local businesses, post-secondary partners and workforce development will meet with KUSD staff to plan for future needs.	Businesses will be invited to the August CTE staff meeting to discuss curriculum, current employment needs, industry trends, etc.	Annually in August	Meeting evaluation	Coordinator of CTE
			Participate in the Gateway Technical College Career Prep Consortium	Monthly meetings September-May	Outlook calendar	Coordinator of CTE
			KUSD CTE staff are members of Gateway Technical College's advisory committees	Twice yearly	Meeting minutes	Various CTE Staff
			Develop a Business Partnerships website page for an overview of the ways in which the business community can get involved	May 2019	KUSD webpage snapshot	ACP/Inspire Leadership Team
2 (a)	Provide career awareness at the	By completion of the 5 th grade, students	Career and skills exploration activities are conducted in each elementary grade level in the month of May	May annually	Career feedback survey	Elementary School

WI PI 26.03 Requirements	Description	KUSD Objectives	Initiatives to Achieve Objectives	Completion Date	Measurement Tool	Person Responsible
2 (c)	<p>Provide career planning and preparation at the high school levels. Specifically:</p> <ol style="list-style-type: none"> 1. Career research to identify personal preferences for specific occupations. 2. School supervised work-based learning experiences 3. Career decision making 4. Application of academic skills, applied tech, economics, entrepreneurship and personal financial literacy. 5. Pupil access to career and technical education programs, including programs at technical colleges. 6. Pupil access to accurate national, regional and state labor market information, including labor market supply and demand. 7. Instruction and experience in developing and refining the skills and 	<p>All high school students will research post-secondary options, revise their course plan to include an alignment to post-secondary education/training, understand the relevance of assessments, develop a financial plan, and prepare for their transition to life after high school.</p>	<p>Students continually refine and revise their ACP through grade level skill profile completion:</p> <p>Grade 9: Career Matchmaker, My Skills, Learning Styles Inventory, Careers of Interest, School of Interest and School Selector. Also update 4-year education plan</p> <p>Grade 10: Career Matchmaker, My Skills, Learning Styles Inventory, Careers of Interest, School of Interest and School Selector. Update 4-year education plan, document activities and present portfolio to counselor and parent in formal meeting</p> <p>Grade 11: Career Matchmaker, My Skills, School of Interest, School Selector and Financial Aid selector</p> <p>Grade 12: School of interest, school selector and financial aid selector</p>	May annually	Portfolio completion standards report in Career Cruising	Counselors & Student Support Coordinator
			High school students participate in the Business in Education Partnership Program (BEPP) to visit local colleges and businesses that provides career exploration connected with the labor market needs	March annually	Participation exit survey	Student Support Coordinator & Chamber of Commerce
			<p>Students are able to apply what they are learning through:</p> <ul style="list-style-type: none"> • Career and Technical Education courses • Elective coursework (i.e. economics, entrepreneurship, etc.) • Youth Apprenticeship (YA)-School supervised work-based learning teaches students the skills and behaviors needed to obtain and retain employment • Advanced Standing and Transcribed Credit coursework is available to high school students through CTE courses • Start College Now (SCN) courses at Gateway Technical College are available during the fall and 	August annually	Career and Technical Education Enrollment Report System (CTEERS)	Coordinator of CTE

WI PI 26.03 Requirements	Description	KUSD Objectives	Initiatives to Achieve Objectives	Completion Date	Measurement Tool	Person Responsible
	behaviors needed by pupils to obtain and retain employment.		spring semester			
			KUSD requires financial literacy as a graduation requirement for all students (can be obtained by taking Personal Finance, Economics or Marketing)	June annually	Graduation requirements	Counselors
			Students and their families are provided information regarding financial aid and the Gateway Promise	May annually	Evening with the counselors feedback survey	Counselors & New Student Specialist (GTC)
			KABA and KUSD work collaboratively together to onboard more companies to Inspire Southeast Wisconsin. Additional career research and access to career coaches is provided through Inspire of SE WI. For more information: http://inspiresoutheastwisconsin.com/	October-June monthly	Inspire Metrics	Inspire Southeast Wisconsin Coordinator
3 (a)	Provide academic and career planning services including individualized support appropriate to the pupil's needs from the district staff to complete and annually update a career plan.	Refer to 1 (c)				
3 (b)	Individualized education team may take a pupil's academic and career plan into account when developing the pupil's transition plan.	Refer to 1 (c)				
3 (c)	Access to an academic and career planning software tool that allows pupils to engage in career exploration and career planning and exploration.	Refer to 1 (c)				
3 (d)	Access to a formal process for connecting pupils to	Refer to 2 (b) and 2 (c)				

WI PI 26.03 Requirements	Description	KUSD Objectives	Initiatives to Achieve Objectives	Completion Date	Measurement Tool	Person Responsible
	teachers and other school staff for assistance with the development and implementation of each pupil's academic plan.					

**Kenosha Unified School District
Kenosha, Wisconsin**

June 26, 2018

**REQUEST TO SUBMIT THE TRANSITION READINESS GRANT
TO THE WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION**

Type of Project

The Wisconsin Department of Public Instruction will award this grant to eligible applicants who help identify and create competitive work opportunities for students with disabilities not adequately served through existing programs. Priority consideration for funding will be given to applicants that focus on research-based predictors of post-school success for students with disabilities.

Program Description

This grant will enable the creation of a partnership between the Kenosha Unified School District, Froedtert South-Kenosha Medical Center, and Gateway Technical College entitled Career Pathways with Community Partners. The partnership will provide the opportunity for students with disabilities to participate in an on-site training and employment pathway in the healthcare field. The target group for this pilot project will be students with individual education plans in 10th and 11th grade.

Students will participate in a Certified Nursing Assistant (CNA) training program taught by Gateway Technical College staff located at Froedtert Hospital South Campus in Kenosha. The location of the training course at the hospital provides students a unique opportunity to learn and practice CNA skills in a setting identical to their clinical practicum. The structure of this training program will provide students a total immersion experience including the option of living in a dormitory setting at the Froedtert Hospital campus during the CNA clinical training (Appendix A).

The project model will be implemented in two phases. Phase I is designed to meet the individualized needs of students through the differentiation of pacing and targeted classroom instruction. The focus will be to prepare students to meet the entrance requirements for the CNA class (ACT score of 15 or Accuplacer score of 237 in Reading). Classroom lecture will be paired with “hands-on” clinical practice offered in a hospital setting.

Phase II will be an on-site CNA clinical experience with the opportunity to increase proficiency in the following skills:

- Independent living skills
- Increased soft skills

- Connections to peers
- Familiarity with hospital practices and protocols
- Mentoring from nurses
- Practice job interview skills
- Conflict resolution skills
- Networking in a medical setting

Rationale

Data from the United States Bureau of Labor and Statistics predicts employment of certified nursing assistants (CNA) to experience a projected growth rate of 11% from 2016 through 2026. This annual growth rate is higher than most other occupations that are predicted to grow at a rate of 7% (Appendix B). In Kenosha, there are currently 43 unfilled CNA positions available at Froedtert Hospital Kenosha Medical Center. According to Indeed.com, there are approximately 400 CNA jobs available in Kenosha and Racine county.

Numerous students with identified needs have expressed an interest in the field of healthcare that could potentially fill this employment gap. The Career Pathway Options graphic (Froedtert South Kenosha Medical Center) illustrates numerous career pathways available for students that have obtained a CNA license (Appendix C).

Grant Information

2018-19 ANTICIPATED FUNDING

Total amount of grant funds requested: \$31,393 (Appendix D)

TITLE

Transition Readiness Grant Program- Career Pathways with Community Partners

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 15, 2018

Recommendation

Administration recommends that the school board approve the application for the Transition Readiness Grant in the amount of \$31,393 and to implement the grant if received from the Wisconsin Department of Public Instruction.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

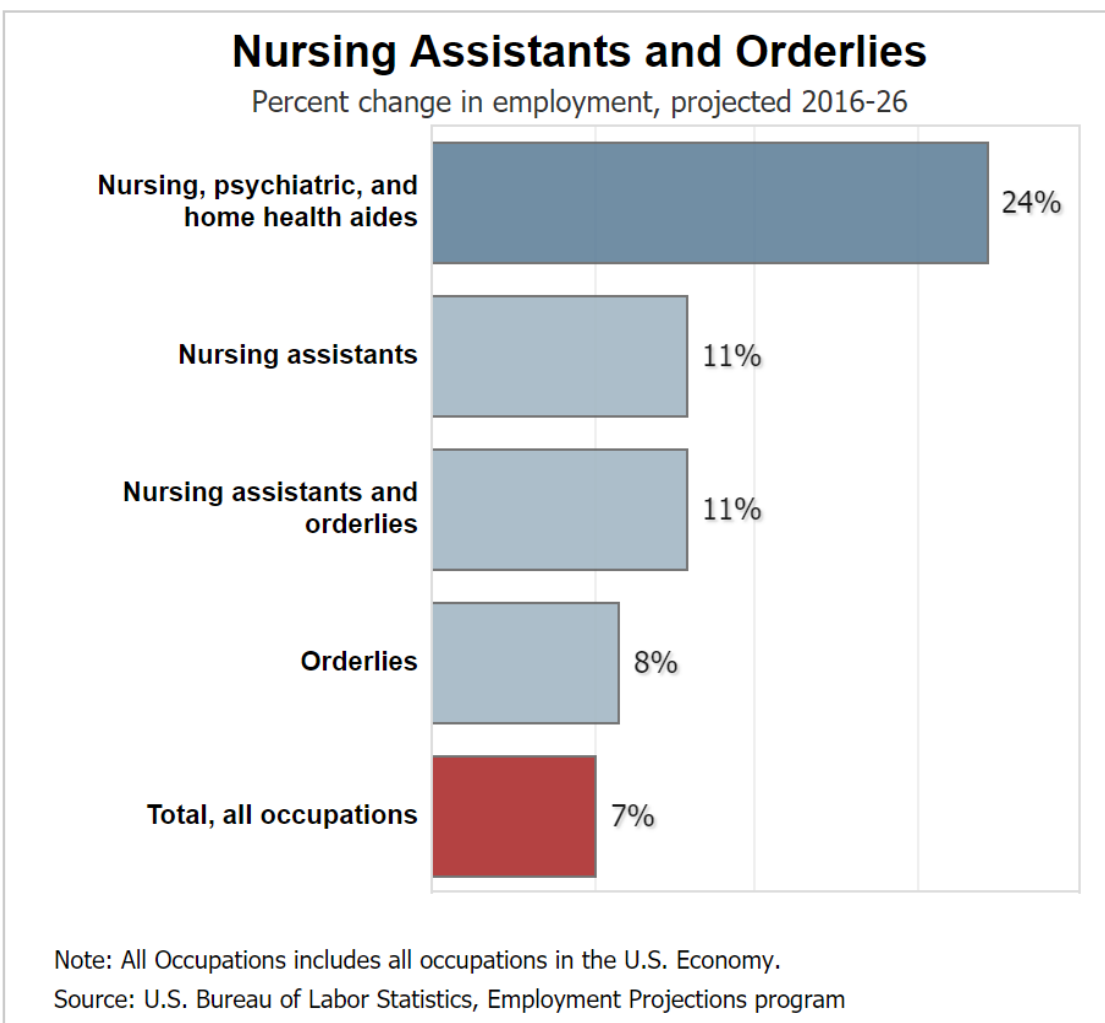
Ms. Julie Housaman
Chief Academic Officer

Ms. Bridget Kotarak
Director of Special Education and Student Support

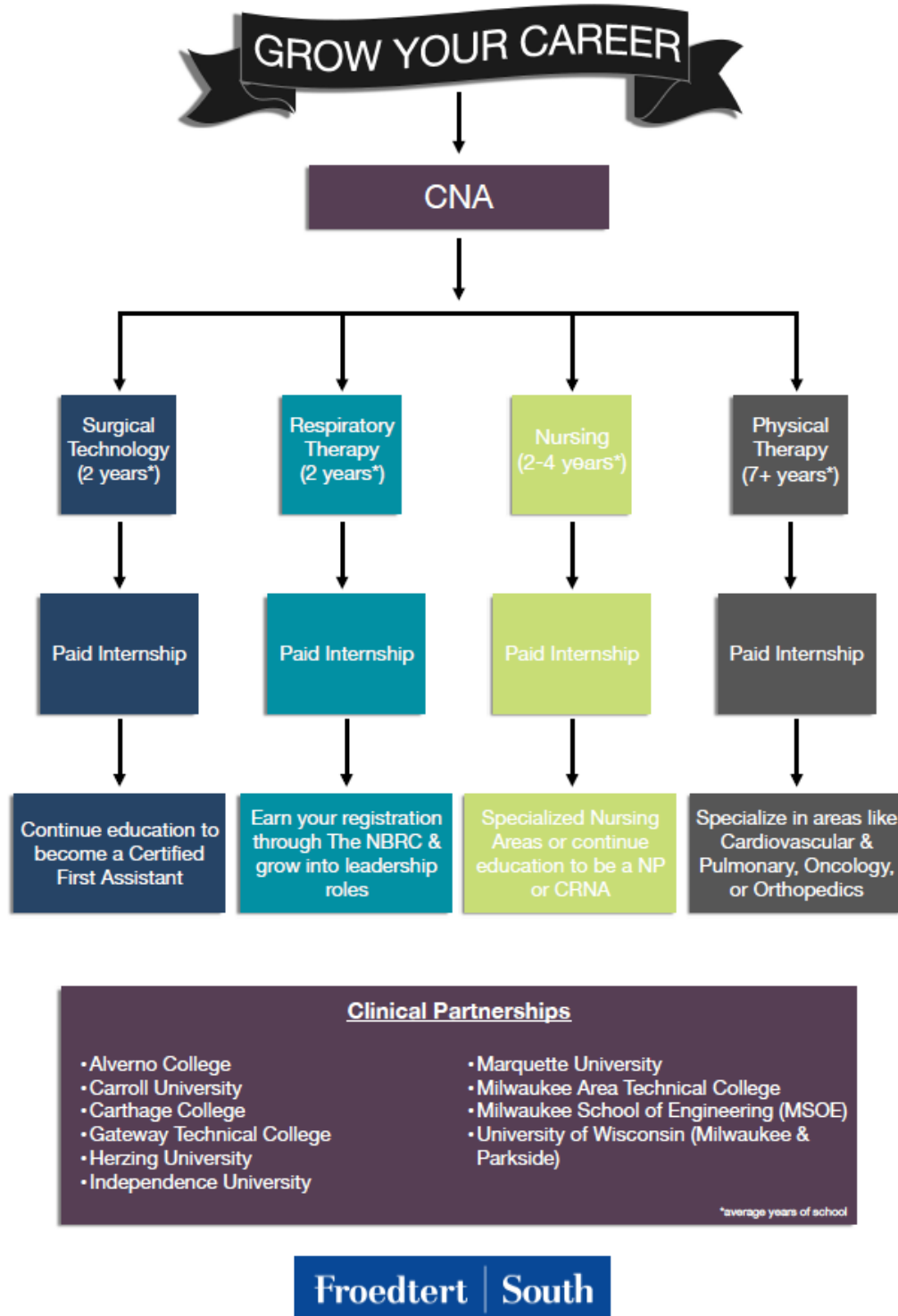
CNA students at Froedtert South Campus- Kenosha Medical Center using the hospital facility to learn and practices skills with their peers and Gateway Technical College instructor.



Bureau of Labor Statistics – Job Outlook



Froedtert South – Kenosha Medical Center Career Pathway Options



Fiscal, Facilities and Personnel Impact Statement

Notes/Assistance provided in this dropdown menu

Title: Transition Readiness 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 grant to eligible applicants who help identify and create competitive work opportunities for students with disabilities who are currently not served adequately by existing programs. Priority consideration for funding will be given to applicants that focus on research-based predictors of post-school success for students with disabilities.

RATIONALE/ INSTRUCTIONAL FOCUS

Data from the United States Bureau of Labor and Statistics predicts employment of certified nursing assistants (CNA) to experience a projected growth rate of 11% during 2016-2026, a faster annual growth rate than most other occupations which are predicted to grow at a rate of 7% (Appendix B). This growth rate is evident in the Kenosha community as there are currently 43 unfilled CNA positions available at Froedtert Hospital--Kenosha Medical Center. According to Indeed.com, there are approximately 400 CNA jobs available in Kenosha and Racine county.

There are numerous KUSD students with identified disabilities who have expressed an interest in the field of healthcare that could potentially fill this employment gap. As illustrated in the Career Pathway Options graphic (Froedtert South--Kenosha Medical Center) there are numerous careers pathways available for students once a CNA license is obtained (Appendix C).

IMPACT

This grant will enable the creation of a partnership between the Kenosha Unified School District, Froedtert South-Kenosha Medical Center, and Gateway Technical College entitled Career Pathways with Community Partners. This partnership will facilitate students with disabilities to participate in an on-site training and employment pathway in the healthcare field. The target group for this pilot project will be students with disabilities in 10th and 11th grades.

BUDGET IMPACT		
Object Level	Descriptive	Amount
100's	Salaries	\$8,661.00
200's	Fringes	\$1,732.00
300's	Purchased Services	\$18,000.00
400's	Non-Capital Objects	\$3,000.00
500's	Capital Objects	\$0.00
		\$0.00
	TOTAL	\$31,393.00

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

FUNDING SOURCES
Select Funding Sources:
DPI Transition Readiness Grant 2018-19

**Kenosha Unified School District
Kenosha, Wisconsin**

June 26, 2018

**REQUEST TO SUBMIT THE WISCONSIN FAST FORWARD – ADVANCED
MANUFACTURING TECHNICAL EDUCATION EQUIPMENT GRANT
TO THE WISCONSIN DEPARTMENT OF WORKFORCE DEVELOPMENT**

Type of Project

The Wisconsin Department of Workforce Development will award this competitive grant to eligible applicants who demonstrate a need for acquisition of equipment used in advanced manufacturing fields in the workplace. The grant seeks to support school districts that are providing workforce skills training for the high demand fields in advanced manufacturing. Applicants are required to identify the specific target occupations for their training and to demonstrate the demand for jobs and career opportunities in that advanced manufacturing industry.

Program Description

The Wisconsin Fast Forward – Advanced Manufacturing Technical Education Equipment Grant focus is the purchase of equipment to support the Industry 4.0 instruction. Kenosha Unified School District will begin to offer this course in the 2018-19 school year.

The current equipment in our schools does not meet the need of training students for the fourth industrial revolution. If we want to prepare our students to work in our local industries, we need to update equipment and up-skill our teachers. GTC has agreed to provide the training to our teachers in the summer and provide a stipend to teachers for the time spent in training. GTC selected the equipment that is required to teach the courses to ensure that it will meet the needs of local employers.

First Technologies Inc. has donated equipment to help prepare our students before entering the first two advanced manufacturing courses. Perkins Grant funding will pay for the equipment in the second course and the online learning platform. This grant will support the purchase of equipment essential for the first course in the Industry 4.0 pathway.

The equipment request for the Introduction to Mechatronics course includes: Skill Boss Smart Factory (\$17,850), Hand Tool Package - Skill Boss (\$1,366), Portable Measurement Tools Learning System (\$4,941), Portable Pneumatic Learning System (\$7,500), Hand Tool Package - Pneumatic Systems (\$580), Portable Basic Hydraulics Learning System (\$12,652) and Portable AC/DC Electrical Learning System (\$5,300) Total equipment is \$50,189. KUSD is requesting the maximum grant amount of \$50,000.

Rationale

As the fourth industrial revolution, commonly referred to as Industry 4.0, emerges the skills required by individuals employed in the industrial sector will change significantly. More than ever before, industrial equipment will be electronically monitored, controlled, interconnected and networked, creating massive amounts of data for use in analysis, process control and improvement. As a result, success in the industrial sector will now require the comprehension of multiple industrial operations, smart sensors and smart devices used to monitor and control production operations, industrial automation, control systems, networking, network security, mobile and internet data communication and data analytics.

The advent of Industry 4.0 creates exciting opportunities for students entering a variety of career pathways, including advanced manufacturing, information technology, industrial design, robotics, industrial maintenance, machining, tool & die and much more. Discussions between the leaders of Gateway Technical College (GTC), the National Coalition of Certification Centers, LAB Midwest, LLC, Amatrol, Inc. and FANUC America Corporation produced the concept of a third party credential process. This would encompass the aptitudes necessary for success in an Industry 4.0 world and would be of great benefit to students at both the high school and college level and for companies looking to up-skill their workforce on emerging technologies.

Grant Information

2018-19 ANTICIPATED FUNDING

Total amount of grant funds requested: \$50,000.00 (Appendix A)

TITLE

Wisconsin Fast Forward – Advanced Manufacturing Technical Education Equipment Grant

FUNDING SOURCE

State of Wisconsin, Department of Workforce Development

TIME PERIOD

The project period covered by this application is July 1, 2018, through June 30, 2019.

APPLICATION DUE DATE

May 15, 2018

Recommendation

Administration recommends that the school board approve the application for the Wisconsin Fast Forward – Advanced Manufacturing Technical Education Equipment Grant in the amount of \$50,000 and to implement the grant if received from the Wisconsin Department of Workforce Development.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Ms. Julie Housaman
Chief Academic Officer

Ms. Cheryl Kothe
Coordinator of Career and Technical Education

Fiscal, Facilities and Personnel Impact Statement

Title:	Wisconsin Fast Forward – Advanced Manufacturing Technical Education Equipment Grant	Budget Year:	2018-19
Department:	Teaching & Learning	Budget Manager:	Cheryl Kothe

REQUEST

The request for equipment will focus on the Introduction to Mechatronics course. The following items need to be purchased: Skill Boss Smart Factory (\$17,850), Hand Tool Package - Skill Boss (\$1,366), Portable Measurement Tools Learning System (\$4,941), Portable Pneumatic Learning System (\$7,500), Hand Tool Package - Pneumatic Systems (\$580), Portable Basic Hydraulics Learning System (\$12,652) and Portable AC/DC Electrical Learning System (\$5,300) Total equipment is \$50,189. KUSD is requesting the maximum grant amount of \$50,000.

RATIONALE/ INSTRUCTIONAL FOCUS

The current equipment in our schools does not meet the need of training students for the fourth industrial revolution. If we want to prepare our students to work in our local industries, we need to update equipment. The Introduction to Mechatronics course was approved by the Board of Education in March of 2018. The equipment used for this course will allow our students to be college and career ready for advanced manufacturing.

IMPACT

The total of the Introduction to Mechatronics course is \$50,000. This equipment is necessary for the coursework required. Teachers will be trained in the summer by Gateway Technical College to learn to operate the equipment. This course is the first in a pathway to obtain industry certification. Students will earn technical college credits upon successful completion of this course.

BUDGET IMPACT

Object Level	Descriptive	Amount
100's	Salaries	\$0.00
200's	Fringes	\$0.00
300's	Purchased Services	\$0.00
400's	Non-Capital Objects	\$6,698.00
500's	Capital Objects	\$43,302.00

		\$0.00
	TOTAL	\$50,000.00

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

FUNDING SOURCES
Select Funding Sources: Additional Source of Revenue Available
Wisconsin Fast Forward – Advanced Manufacturing Technical Education Equipment Grant

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**Kenosha Unified School District
Kenosha, Wisconsin**

June 26, 2018

**HEAD START FEDERAL GRANT COST-OF-LIVING
ADJUSTMENT (COLA) REQUEST**

At the March 27, 2018 School Board Meeting, the Board of Education approved the submittal and implementation of the Federal Head Start Grant. On May 22, 2018 School Board Meeting, the Board of Education approved the submittal and implementation of the Head Start State Supplemental Grant. On May 21, 2018 the Kenosha Unified School District Head Start Program has received notification of a Supplemental Federal Head Start Cost-of-Living Adjustment (COLA) Grant award of \$53,177. Application for the separate Cost-of-Living Adjustment (COLA) Grant is due June 18, 2018.

Approval from the Board of Education is requested to submit and implement the Supplemental Head Start Federal Cost-of-Living Adjustment (COLA) Grant for the 2018-2019 school year. The funding of this grant is \$53,177. As stated in the program instruction memorandum, COLA funds are to be used to increase staff salaries and fringe benefits to pay for higher operating costs. KUSD Head Start will use these monies to off-set the increased costs of employee health and dental insurance benefits for the 2018-2019 school year. The anticipated increase in costs is estimated to be \$79,015. This is a grant given annually to help offset the cost of living for employees working under the Head Start Grant.

Grant Title

Supplemental Head Start Federal Cost-of-Living Adjustment Grant

Funding Source

U.S. Department of Health and Human Services
Administration for Children and Families

Grant Time Period

July 1, 2018 to June 30, 2019

Purpose

The purpose of the Head Start program is to provide comprehensive services in the areas of health, education, social/emotional development, and parent involvement for low-income preschool children and their families. This grant will service 330 high-risk children who will be three or four years of age on or before September 1, 2018. Funds will be utilized to serve the children and their families in all program component areas as required in the Head Start Act and through the Head Start Performance Standards. The Head Start Approach to School Readiness means that children are ready for school, families are ready to support their children's learning, and the transition into kindergarten is effective. Readiness goals are defined as the expectations at children's developmental levels and progress across domains of language, literacy, cognition/general knowledge, approaches to learning, physical health, well-being, motor and social/emotional development. Success in these areas will support each child's readiness for kindergarten.

Fiscal Impact

See attached Fiscal Impact statements.

Program Services

All Head Start staff is employed through the Kenosha Unified School District and follow the contract agreements for their work classification. The monies that are provided in the Supplemental Cost-of-Living (COLA) Grant will be dedicated toward the anticipated increases in health and dental insurance benefit costs for the 2018-2019 schoolyear.

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

Notes/Assistance provided in this dropdown menu

Title: COLA – Supplemental Head Start 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 Supplemental Head Start Federal Grant – Cost of Living Adjustment for the 2018-19 school year. The funding for this grant is \$53,177. It is designed to fund cost of living adjustments to the salaries and benefits of Head Start employees.

RATIONALE/ INSTRUCTIONAL FOCUS

This grant serves the academic social/emotional and health needs of low-income three and four year old children and their families. Children who qualify must reside within KUSD boundaries. Providing these children a base of strong academic skills, self-esteem, and a love of learning will lead to stronger attendance, academic performance, and higher graduation rates.

IMPACT

All Head Start staff is employed through Kenosha Unified School District and follow the contract agreements for their work classification. The monies that are provided in this cost of living adjustment will be dedicated to offset the increased costs in health insurance benefits for the 2018-2019 school year.

BUDGET IMPACT

Object Level	Descriptive	Amount
100's	Salaries	
200's	Fringes	\$53,177
300's	Purchased Services	

400's	Non-Capital Objects	
500's	Capital Objects	
	Indirect Cost	
	TOTAL	\$53,177

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

FUNDING SOURCES

Select Funding Sources:

Head Start Federal Grant – COLA

Kenosha Unified School District
Kenosha, Wisconsin

June 26, 2018

**Authorization of 2018-2019 Expenditures
Prior to Formal Adoption of the Budget**

The budget adoption cycle for Wisconsin school districts is such that school boards do not adopt a final budget until October of each year, despite the fact that the fiscal year begins in July. The primary reason for this delay is that many of the factors needed to finalize the budget are not known until October. Equalized property values and official 3rd Friday student counts will not be known until the end of September. Certification of state aid from the Department of Public Instruction (DPI) will not occur until October.

It is customary for school boards to approve a resolution authorizing district administration to expend funds between July 1 and the time that the budget is formally adopted in October.

Administrative Recommendations

Administration recommends that the Board authorize the payment of all currently authorized salaries and benefits beginning July 1 and continuing until the budget is formally adopted.

Administration also recommends that the Board authorize expenditures in other areas to continue at the discretion of the administration. Expenditures should not exceed 34 percent of the funding authorized in the prior year's budget, unless specific board action has occurred to modify specific programs or activities.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Tarik Hamdan
Chief Financial Officer

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June 26, 2018

DONATIONS TO THE DISTRICT

The District has received the following donations:

1. Disney Worldwide Services, Inc. donated \$25,000 to the Bradford High School Theatre Arts Program. The donation is to be used for the Nebraska Thespian Festival.
2. Ocean Spray Cranberries donated \$2,000 to the LakeView Technology Academy Supermileage Vehicle Club.
3. Seymour & Associates donated \$500 to the Bradford High School Greek Dinner.
4. Kurt and Lacy Pearl donated \$250 to the Fine Arts Department. The donation is to be used for cost associated with student solo and ensemble fees.
5. Lilli Cross donated \$70 to Stocker Elementary School. The donation was used towards a sponsorship of a tree.
6. Isla Goyette donated \$70 to Stocker Elementary School. The donation was used towards a sponsorship of a tree.
7. Forester Tree Service donated \$90 to Stocker Elementary School. The donation was used towards a sponsorship of a tree.

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

June 26, 2018

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

June

- June 12, 2018 – CANCELED: 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
- June 27, 2018 – Special Board of Education Meeting – 5:30 P.M. in ESC Boardroom

July

- July 10, 2018 – CANCELED: Standing Committee Meetings
- July 24, 2018 - Regular Board of Education Meeting – 7:00 P.M. in ESC Boardroom

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