



REGULAR MONTHLY BOARD MEETING

March 26, 2019

7:00 PM

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

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Regular School Board Meeting
March 26, 2019
Educational Support Center
7:00 PM

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Kenosha Unified School District
Kenosha, WI
March 26, 2019

The Office of Human Resources recommends the following actions:

ACTION	LAST NAME	FIRST NAME	SCHOOL/DEPT	POSITION	STAFF	DATE	FTE	SALARY
Appointment	Cebula	Nancy	Tremper High School	Art	Instructional	02/18/2019	0.83	\$47,162.00
Appointment	De Laat	Peggy	Educational Accountability	Administrative Support (12 MO)	ASP	03/13/2019	1	\$19.32
Appointment	Garcia	Jennifer	Brass Community School	Bilingual	ESP	03/01/2019	1	\$16.20
Appointment	Hughes	Emily	Mahone Middle School	Special Education	ESP	02/18/2019	1	\$17.21
Appointment	Karls	Ashley	EBSOLA DL	Administrative Specialist (12 MO)	ASP	03/20/2019	1	\$19.32
Appointment	Loewen	James	EBSOLA CA	Night Custodian - Second Shift	Facilities	02/11/2019	1	\$19.32
Appointment	Neeson	Robin	EBSOLA CA	Social Worker	Instructional	03/25/2019	1	\$47,162.00
Resignation	Gillfillan	Beth	Prairie Lane Elementary	Special Education	ESP	03/18/2019	1	\$17.21
Resignation	Haubrich	James	Facilities	Electrician	Facilities	03/13/2019	1	\$28.46
Resignation	Jackson	Lawanda	Indian Trail High School & Academy	Security	ESP	03/18/2019	1	\$15.19
Resignation	Joas	Sarah	Lincoln Middle School	Special Education	ESP	03/08/2019	1	\$17.21
Resignation	Kellow	Amanda	Tremper High School	C.D.S.	Instructional	07/26/2019	1	\$42,955.00
Resignation	Kidd	Kim	Bradford High School	Cross Categorical	Instructional	03/19/2019	1	\$48,292.00
Resignation	Lumley	Brittany	Jefferson Elementary School	Multi-Age 2/3	Instructional	02/08/2019	1	\$43,874.00
Resignation	Meli	Lisa	Bradford High School	Italian/ESL Other Language	Instructional	03/06/2019	1	\$58,581.00
Resignation	Sinclair	Kurt	Bradford High School	Principal High School	AST	03/13/2019	1	\$136,297.00
Retirement	Aiello	Richard	Reuther Central High School	Principal High School	AST	06/30/2019	1	\$136,297.00
Retirement	Beeman	Michael	Facilities	Carpenter	Facilities	03/31/2019	1	\$32.41
Retirement	Bilak	Diane	Indian Trail High School & Academy	Administrative Support (12 MO)	ASP	06/30/2019	1	\$19.32
Retirement	Burditt	Judith	Information Services	Technology Support Technician	AST	06/12/2019	1	\$46,148.00
Retirement	Djurickovic	Rebecca	Bradford High School	Facilitator of School Programs	Instructional	06/13/2019	1	\$63,177.00
Retirement	Duros	Ronald	Tremper High School	Technology Education	Instructional	06/13/2019	1	\$68,692.00
Retirement	Giorno	Debra	Bullen Middle School	Assistant Principal Middle School	AST	06/30/2019	1	\$94,387.00
Retirement	Grissom	Diana	Lance Middle School	Administrative Support (12 MO)	ASP	07/31/2019	1	\$21.34
Retirement	Hribal	Alicia	Vernon Elementary School	Elementary Principal	AST	06/28/2019	1	\$112,888.00
Retirement	Jahnke	Lori	Brass Community School	Special Education	ESP	06/12/2019	1	\$18.23
Retirement	Kornder	Katherine	Pleasant Prairie Elementary	Kindergarten	Instructional	06/13/2019	1	\$82,021.00
Retirement	Ludlow	Valerie	Roosevelt Elementary School	Grade 2	Instructional	04/17/2019	1	\$82,021.00
Retirement	Morin	Jolanta	Pleasant Prairie Elementary	Kindergarten	Instructional	04/30/2019	1	\$82,021.00
Retirement	Nelson	Jeannine	Nash Elementary	Kindergarten	Instructional	06/13/2019	1	\$82,021.00
Retirement	Pace	Denise	Brompton	Administrative Specialist (12 MO)	ASP	03/01/2019	1	\$19.32
Retirement	Parker	Carmela	Harvey Elementary	Administrative Specialist (10 MO)	ASP	06/27/2019	1	\$22.36
Retirement	Robson	Colleen	EBSOLA CA	E.C.	Instructional	06/13/2019	1	\$82,021.00
Retirement	Stibb	Kristine	Finance	Financial Analyst I	AST	05/03/2019	1	\$82,105.00
Retirement	Tenuta	Daniel	Kenosha E-School	Principal E-School	AST	06/30/2019	1	\$136,297.00
Retirement	Whittenberg	Jeanette	Bose Elementary	Special Education	ESP	06/12/2019	1	\$18.23
Separation	Seisay	Alpha	Indian Trail High School & Academy	Security	ESP	03/06/2019	1	\$16.20

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A SPECIAL MEETING OF
THE KENOSHA UNIFIED SCHOOL BOARD
HELD FEBRUARY 18, 2019

A special meeting of the Kenosha Unified School Board was held on Monday, February 18, 2019, 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, Wisconsin Ethics Commission Advisory Opinion, and Presentation/Discussion – Health Care Vendor Finalists – Best and Final Offer Update and Alternative Plan Designs.

The meeting was called to order at 5:31 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, Mrs. Ruder, Mr. Hamdan, and Mr. Smessaert of Hays Companies were 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 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.

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

Dr. Savaglio-Jarvis presented the Wisconsin Ethics Commission Advisory Opinion, as follows:

“Mr. Wade asked for an opinion by the Wisconsin Ethics Commission for Mr. Battle and Mr. Duncan in regards to the interpretation of the Code of Ethics for Local Public Officials, Wis. Stat. §19.59, which provides as follows:

No local public official may use his or her public position or office to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated...

No local public official may take any official action substantially affecting a matter in which the official, a member of his or her immediate family, or an organization with which the official is associated has a substantial financial interest.

No local public official may use his or her office or position in a way that produces or assists in the production of a substantial benefit, direct or indirect, for the official, one or more members of the official's immediate family either separately or together, or an organization with which the official is associated.

Said opinion was sought in order to make sure that the participation of Mr. Battle and Mr. Duncan in the selection of a health vendor would not negatively impact the Board, or its discussions and actions regarding the selection of a health insurance carrier for District employees.

The Ethics Commission, which issued its written opinion on January 18, 2019, confirmed that Mr. Battle and Mr. Duncan could fully participate in any and all health insurance discussions and actions without violating the Code of Ethics for Local Public Officials.”

Mr. Chris Smessaert of Hays Companies; Mr. Tarik Hamdan, Chief Financial Officer; and Mrs. Tanya Ruder, Interim Chief Human Resource Officer; presented a PowerPoint presentation entitled Medical Carrier Finalists - Best and Final Offer Update and Alternative Plan Designs which covered the following topics: 2019-2020 financial preview, 2019-2020 financial consideration, goal, medical carrier finalists updates, customer services statistics, medical plan design benchmarks, questions, goal recap, finalist meeting proposed agenda and current/future consideration

Mr. Smessaert, Mr. Hamdan, and Mrs. Ruder answered questions from Board members.

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

Meeting adjourned at 7:13 P.M.

Stacy Schroeder Busby
School Board Secretary

A SPECIAL MEETING OF
THE KENOSHA UNIFIED SCHOOL BOARD
HELD FEBRUARY 25, 2019

A special meeting of the Kenosha Unified School Board was held on Monday, February 25, 2019, 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 Presentation/Discussion – Health Care Vendor Finalist Presentations.

The meeting was called to order at 5:31 P.M. with the following members present: Ms. Stevens, Mr. Garcia, Mr. Battle, Mr. Duncan, Mr. Kunich, and Mr. Wade. Dr. Savaglio-Jarvis and Mr. Smessaert of Hays Companies were also present. Mrs. Modder was excused.

Mr. 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.

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

Representatives from WEA Trust arrived at 5:31 P.M. They gave a presentation regarding health insurance and then responded to questions from Board members. They were excused at 6:34 P.M.

The Board recessed at 6:34 P.M. and reconvened at 6:48 P.M.

Representatives from Humana arrived at 6:48 P.M. They gave a presentation regarding health insurance and then responded to questions from Board members. They were excused at 8:15 P.M.

The Board recessed at 8:15 P.M. and reconvened at 8:32 P.M.

Representatives from UnitedHealthcare arrived at 8:33 P.M. They gave a presentation regarding health insurance and then responded to questions from Board members. They were excused at 9:54 P.M.

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

Meeting adjourned at 9:55 P.M.

Stacy Schroeder Busby
School Board Secretary

SPECIAL MEETING & EXECUTIVE SESSION
OF THE KENOSHA UNIFIED SCHOOL BOARD
HELD FEBRUARY 26, 2019

A special meeting of the Kenosha Unified School Board was held on Tuesday, February 26, 2019, 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 6:00 P.M. with the following members present: Ms. Stevens, Mr. Garcia, Mr. Battle, Mr. Duncan, Mrs. Modder, and Mr. Wade. Dr. Savaglio-Jarvis and Attorney Lewis were also present. Mr. Kunich arrived later.

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 Items Relating to Students Requiring Confidentiality by Law, Review of Findings/Orders by Independent Hearing Officers, and Personnel: Problems.

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

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

1. Personnel: Problems

Mr. Kunich arrived at 6:06 P.M.

Attorney Shana Lewis from Strang, Patteson, Renning, Lewis & Lacy presented information to Board members in regards to two personnel matters and she answered questions. Board direction was given.

Attorney Lewis was excused at 6:50 P.M.

2. Items Relating to Students Requiring Confidentiality by Law and Review of Findings/Orders by Independent Hearing Officers

Mr. Brian Geiger, Regional Coordinator of Secondary Leadership and Learning, arrived at 6:50 P.M. and presented Board members with information relating to an expulsion and an out of district expulsion request.

Dr. Savaglio-Jarvis and Mr. Geiger departed the meeting at 6:56 P.M.

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

Mr. Duncan moved to approve Administration's recommendation to honor and uphold the out of district expulsion with conditional reinstatement to Hillcrest effective March 1, 2019, and the option for review and placement at a boundary school at the beginning of the 2019-2020 school year. Mr. Garcia seconded the motion. Unanimously approved.

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

Meeting adjourned at 6:43 P.M.

Stacy Schroeder Busby
School Board Secretary

REGULAR MEETING OF
THE KENOSHA UNIFIED SCHOOL BOARD
HELD FEBRUARY 26, 2019

A regular meeting of the Kenosha Unified School Board was held on Tuesday, February 26, 2019, 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 7:01 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. Julie Housaman, Chief Academic Officer, presented the Wisconsin High School Theatre Festival Awards and the National AP Scholar Award. Mr. Kevin Velvikis, owner of Pacetti's Maestro of Music, presented the National Association of Music Merchants Best Community for Music Education Award.

There were no Administrative or Supervisory Appointments.

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

Mrs. Modder gave the legislative report.

Views and/or comments were made by the public.

There were responses/comments by Board members.

The Board President made his remarks.

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

Consent/Approve item XI-F – Policy 6610 – Procedures for Selecting and Using Supplementary Instruction Materials was pulled from the consent agenda.

Board members then 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 1/22/19 Special Meeting and Executive Session and 1/22/19 Regular Meeting.

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

“It is recommended that the January 2019 cash receipt deposits totaling \$376,818.80, and cash receipt wire transfers-in totaling \$39,923,877.43, be approved.

Check numbers 574100 through 575231 totaling \$8,782,510.45, and general operating wire transfers-out totaling \$309,475.39, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the January 2019 net payroll and benefit EFT batches totaling \$15,635,191.87, and net payroll check batches totaling \$13,809.11, be approved.”

Consent-Approve item XI-D – Policy 1310 – Tobacco Use submitted by Mrs. Tanya Ruder, Chief Communications Officer and Interim Chief Human Resource Officer; and Dr. Savaglio-Jarvis, excerpts follow:

“Each year the Office of Human Resources reviews the Employee Handbook for updates and clarity to ensure we have the best possible resource available for our staff. Upon our initial review of the handbook, it was found that Policy 1310 – Tobacco Use and the 2018-19 handbook should be updated to reflect that vaping is prohibited in addition to traditional tobacco products.

In March of 2017, the Tobacco Use policy was updated, but it did not include language around vaping. While a vaping machine may be considered a tobacco product, the Office of Human Resources believes it is best to clarify that tobacco products of any kind includes vaping with or without nicotine products. The addition of this language gives clear direction that the use of tobacco products and/or vaping with or without nicotine is strictly prohibited on district owned property.

Approved policy changes also will be reflected in the 2019-20 Employee Handbook slated to be reviewed by the Board in February 2019.

Administration recommends that the board approve updated Policy 1310 – Tobacco and/or Vaping Device Use as a second reading on Feb. 26, 2019.”

Consent-Approve item XI-E – Administrative Regulation 4223.1 – Family and Medical Leave Notice of Rights submitted by Mrs. Ruder and Dr. Savaglio-Jarvis, excerpts follow:

“Each year the Office of Human Resources reviews the Employee Handbook for updates and clarity to ensure we have the best possible resource available for our staff. Upon our initial review of the handbook, it was found that the state and federal Family Medical Leave Act (FMLA) section had become outdated as outlined in the handbook and in Administrative Regulation 4323.1.

Because FLMA is a state and federal law, we are recommending shortened language in the handbook, which will be brought to the board in February, that provides our employees

notice that we honor FMLA, the calendar year we have established as a measurement period, and the rights and obligations they have regarding FMLA (see attachment A). We also would like to eliminate the administrative regulation so that the specifics of FMLA are not frequently outdated as the law changes. The human resource team refers directly to the U.S. Department of Labor for any federal FMLA and Department of Workforce Development for any state WFMLA needs to ensure the most accurate version/information is being used.

Administration Recommendation: Administration recommends that the board approve the elimination of Administrative Regulation 4323.1 – Family and Medical Leave Notice of Rights as a second reading on Feb. 26, 2019.”

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

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

“The purpose of this report is to ensure community and school board awareness of the progress of the Kenosha Unified Head Start Program. This is an informational report provided every six months to the School Board. Head Start is defined as a program that works with the most identified at-risk 3 and 4 year-old children and their families.

The Head Start Program has the capacity to serve 389 enrolled children. Three hundred thirty of these children are funded through the Federal Head Start Grant. Fifty-nine of these children are funded through the state Head Start Supplemental Grant.

All Head Start programs are structured through a common framework with the following components: Program Design and Management, Family and Community Partnership, and Early Childhood Development and Health Services. This report will summarize activities in each of these components from July 2018 through December 2018.

Head Start enrollment as of December 31, 2018 was 384 students. The program must enroll a majority of four-year-old children. Currently, 215 of the children enrolled are four years old and 169 are three years old. There are 44 three-year-old children on the waiting list. Sixteen children have withdrawn from the program this year for either a transportation issue, an attendance issue, moving out of town, or because of parent choice to withdraw from the program.

The family and community partnership component of Head Start focuses on strengthening families through connecting school and home, and strengthening community awareness, collaboration, and outreach.

Family service providers work to develop relationships with Head Start families to provide support for their physical, social, and educational needs. Spanish speaking family service providers have supported families by providing translation support for families during home visits, for newsletters and during parent-teacher conferences. These support

mechanisms promote parent involvement which is among the primary desired outcomes of our Head Start program. Family Support initiatives resulted in the following:

- 341 family contacts were made for health services, attendance and parent engagement from August 2018 through December 2018.
- 115 families were identified as needing services through the Family Needs Assessment.
- 109 Community Agency referrals were made from August 2018 through December 2018. The agencies most utilized were the Kenosha Community Health Center, Holiday House, Kenosha County Jobs Center, Boys and Girls Club, and United Migrant Opportunity Services (UMOS).

Each year, the Kenosha Unified Head Start Program is required to write school readiness goals in the five domains of development described in the Head Start Early Learning Outcomes Framework. Below are the 2018-19 School Readiness Goals within each category and students' levels of performance upon entering Head Start in the Fall of 2018:

Approaches to Learning - Children will increasingly demonstrate self-control including controlling impulses, maintaining attention, persisting with activities, and using flexible thinking (ELOF Goal: P-ATL5, 6, 7, 9). Fall, 2018-2019 report: Currently, 77% of children are meeting/exceeding expectations for this goal.

Social and Emotional Development - Children will appropriately express and respond to a broad range of emotions, including concern for others (ELOF Goal: P-SE6, 7). Fall, 2018-2019 report: Currently, 75% of children are meeting/exceeding expectations for this goal.

Language and Literacy - Children will increasingly match the amount and use of language required for different social situations and follow social and conversational rules (ELOF Goal: PLC4). Fall, 2018-2019 report: Currently, 65% of children are meeting/exceeding expectations for this goal.

Cognition - Children will demonstrate understanding of number names and order of numerals, the order of size or measures, the number of items in a set, and use math concepts and language regularly during every day experiences (ELOF Goal: P-MATH1, 2, 4). Fall, 2018-2019 report: Currently, 49% of children are meeting/exceeding expectations for this goal.

Perceptual, Motor, and Physical Development - Children will demonstrate use of small muscles for purposes such as using utensils, self-care, building, writing, and manipulation (ELOF Goal: P-PMP3). Fall, 2018-2019 report: Currently, 79% of children are meeting/exceeding expectations for this goal.

This was an informational report only.”

Dr. Savaglio-Jarvis presented the 2019-2020 Capital Projects Plan submitted by Mr. John Setter, Project Architect; Mr. Patrick Finnemore, Director of Facilities; and Dr. Savaglio-Jarvis, excerpts follow:

“Board Policy 3711 requires that a major maintenance project list be developed annually by the Department of Facilities Services and that the list be reviewed by the Planning, Facilities, and Equipment Committee and taken to the School Board for action no later than April 1 of

each year. This report includes the proposed major maintenance and energy savings projects plans for 2019-20.

Historically during times of rapid enrollment growth this report also includes the capacity projects as required by Board Policy 7210; however, there are no capacity projects proposed for the coming year.

The overall major maintenance budget is \$2,000,000; however, \$500,000 will once again be used to continue to pay off the loan used to fund the Reuther masonry restoration project that was performed in 2009-2011. The current estimate is that the loan for that project will be completely paid off by the end of the 2019-20 fiscal year. That leaves \$1,500,000 available for major maintenance projects this coming fiscal year. In addition, we have a budget of \$500,000 within our utilities/energy budget to fund capital projects each year. The energy project funds were generated from measured savings from previous energy projects over a 10-year period. Energy savings generated from projects the past several years have been placed back in the general fund for other district expenditures.

The 2019-20 capital projects plan is provided as Attachment A to this report. The plan is a continuation of the overall major maintenance plan initiated 18 years ago, and the energy savings project program started 16 years ago. The major maintenance plan includes a proposed contingency of \$50,000 or 3.33% of the available budget for projects that will be performed this year. Board Policy 3711 recommends that a contingency of not more than 5% be reserved at the beginning of each year; contingencies have ranged from 0.86% to 4.25% over the past 18 years.

This report was presented at the February 12, 2019, meeting of the Planning, Facilities, and Equipment Committee and the committee voted unanimously to forward this report to the Board for consideration.

Administration recommends Board approval of the 2019-20 Capital Projects Plan as described in this report.”

Ms. Stevens moved to approve the 2019-2020 Capital Projects Plan as described in the report. Mr. Kunich seconded the motion. Unanimously approved.

Mr. Rade Dimitrijevic, Coordinator of Human Resources, presented the Employee Handbook submitted by Mrs. Ruder and Dr. Savaglio-Jarvis, excerpts follow:

“The 2019-2020 handbook is the fifth edition of the handbook. This year we have a few minor housekeeping updates and grammatical and formatting corrections, but no changes to any currently existing benefits.

This document is being shared as a discussion item for this meeting on Feb. 26, 2019. Any suggestions, comments or reflections by board members will be processed accordingly. This will be presented to the Board for approval on March 26, 2019.”

Dr. Savaglio-Jarvis presented the Adoption of Spanish Language Arts Instructional Materials submitted by Mrs. Sarah Shanebrook-Smith, Coordinator of Language Acquisition; Mrs. Housaman; and Dr. Savaglio-Jarvis, excerpts follow:

“In the fall of the 2016-17 school year, a Spanish language arts curriculum committee was created to begin the curriculum writing process. Teachers and reading specialists from the elementary and middle school dual language buildings were involved in the Spanish language arts curriculum adoption process (Appendix B). The World-Class Instructional Design and Assessment Spanish language arts standards were used for guidance in the curriculum writing process.

A Request for Proposal for Spanish language arts materials was created on August 20, 2018, with the Kenosha Unified School District Office of Finance (Appendix C). The materials sent for consideration were reviewed by the Spanish Language Arts Curriculum Resource Review Team and the coordinator of language acquisition programs and narrowed down to three finalists. The finalists presented to teachers at both dual language buildings, and the educational staff reviewed texts and online resources (Appendix D). The curriculum resource materials identified in the Instructional Materials section of this report were selected.

Purchase of the proposed Spanish language arts materials would allow for professional learning to begin in spring 2019. The professional learning will include presentations and training with the bilingual specialists from the respective companies demonstrating use of online tools, pre and post assessments, and how to access the online bilingual leveled literacy libraries. The elementary dual language teachers would also receive coaching for implementing the new Spanish language arts standards within the parameters of instructional minutes in Spanish.

Spanish Language Arts teachers will begin Phase 4 of the curriculum development process in September 2019. Throughout the school year, the coordinator of language acquisition will work with teachers, instructional coaches, and principals to monitor the impact of the new instructional resources. The Phase 4 work will include:

- Assessing student progress using district common assessments.
- Planning and activating the ongoing program evaluation design.
- Collecting teacher feedback.

Phase 5 of the curriculum review cycle will be conducted from September 2020 through June 2023. Phase 5 work includes monitoring the use of the curriculum with the following processes:

- Analyzing student work on end-of-unit assessments.
- Analyzing state assessment results.
- Reviewing data to determine the extent to which curriculum alignment is present.
- Reviewing and updating curriculum guides and assessments as necessary.
- Continuing professional learning and monitoring impact.
- Evaluating the improvements made.

Administration recommends that the Board of Education grant approval to purchase K-8 Spanish language arts curriculum materials as outlined in this report including Appendix C, showing an estimated purchased cost of \$201,009.65 for materials.”

Mrs. Modder moved to approve the purchase of the K-8 Spanish Language Arts Curriculum Materials as outlined in this report including Appendix C, showing an estimated

purchase cost of \$201,009.65 for materials. Mr. Garcia seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis presented the Adoption of the Science Instructional Materials submitted by Mrs. Christine Pratt, Coordinator of Science; Mrs. Housaman; and Dr. Savaglio-Jarvis, excerpts follow:

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

- High School science elective courses (grades 11 through 12): Anatomy & Physiology, AP Biology, Astronomy, Ecology, and Human Biology; and
- Science courses at Indian Trail Medical Science Academy: Animal Survey, Genetics, Geoscience and Astronomy, and Microbiology.

Kenosha Unified School District science teachers believe that all students must have high-quality opportunities to learn the practices, core ideas, and concepts of science from early childhood education through graduation. Science instruction must integrate technology, mathematics, and engineering. Effective instruction in the practices, core ideas, and concepts of science provide students with sufficient skills and knowledge to:

- Demonstrate success in the classroom.
- Appreciate the significance and usefulness of science.
- Gather information using scientific processes.
- Use critical reasoning to construct explanations and solve problems.
- Communicate findings and solutions through speaking, writing, and creating presentations.

A Request for Proposal (RFP) for the high school science elective courses and Indian Trail Medical Science Academy courses was created in partnership with the Kenosha Unified School District Office of Finance. Responses to the RFP were opened and reviewed by the Office of Finance and the coordinator of science on August 31, 2018. Teachers of the science courses previously listed comprised the Curriculum Resource Review Teams (Appendix B). The course-specific teams met during the months of October 2018, November 2018, and December 2018 to further review all responses to the RFP, including the accompanying book and online resource samples. They used a strengths/weaknesses-opportunities/challenges format to reach consensus on the materials selected (Appendix C).

Purchase of new science curriculum resources in spring 2019 will allow teachers access to materials before leaving for the summer. It will also allow curriculum teams to make the necessary adjustments to documents in order to have a smooth start to the 2019-20 school year.

Planning is in process for professional learning and curriculum document writing sessions. Each vendor provides program introduction and activation workshops as part of the purchase price previously listed.

Science teachers will begin Phase 4 of the curriculum development process for the science elective courses and Indian Trail Medical Science Academy courses in September 2019. Throughout the school year, the coordinator of science will work with teachers, instructional coaches, and principals to monitor the impact of the new instructional resources.

The Phase 4 work will include:

- Assessing student progress using district common assessments.
- Planning and activating the ongoing program evaluation design.
- Collecting teacher feedback.

Phase 5 of the curriculum review cycle will be conducted from September 2020 through June 2023. Phase 5 work includes monitoring the use of the curriculum with the following processes:

- Analyzing student work on end-of-unit assessments.
- Analyzing state assessment results.
- Reviewing data to determine the extent to which curriculum alignment is present.
- Reviewing and updating curriculum guides and assessments as necessary.
- Continuing professional learning and monitoring impact.
- Evaluating the improvements made.

Administration recommends that the Board of Education grant approval to purchase secondary elective science curriculum materials as outlined in this report, including Appendix D, showing an estimated purchase cost of \$237,661.39.”

Mrs. Modder moved to approve the purchase of the Secondary Elective Science Curriculum Materials as outlined in this report, including Appendix D, showing an estimated purchase cost of \$237,661.39. Ms. Stevens seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis presented the School Year 2019-20 Preliminary Enrollment Projections submitted by Mrs. Lorien Thomas, Research Coordinator; Mr. Kristopher Keckler, Chief Information Officer; and Dr. Savaglio-Jarvis, excerpts follow:

“Each year, the Office of Educational Accountability develops enrollment projections for Kenosha Unified School District (KUSD) as required by School Board Policy 7210. Preliminary enrollment projections for School Years 2019-20, 2020-21 and 2021-22 are being submitted to the School Board utilizing enrollment trends, birth rates, and cohort survival rates.

The projections indicate that student enrollment at the elementary level will be 8,640, a decrease of -229 students when compared to this school year. This decrease represents the cumulative effects of the declining birthrate (Appendix D). The annual shift will now impact grade 4 for 2019-20 (Appendix C).

The projected middle school enrollment is 3,794 students, an increase of +75 students when compared to this school year. The declining birth rate is expected to affect the middle school cluster beginning in SY 2021-22.

At the high school level, the projected enrollment of 5,930 students is down -213 students from this school year. This decrease is mainly due to a larger graduation cohort class with smaller incoming high school grade levels. This smaller cohort size is expected to continue for the next few years (Appendix C).

The total enrollment counts for Special Schools are expected to decrease slightly by - 11 students in SY 2019-20 with a total of 2,630 students. The outlook for these schools looks to remain stable for the next few years.

This report is an informational item, presented annually as noted by KUSD Policy 7210 Forecasting Enrollments.

District administration will use these enrollment projections for the preliminary staff allocations coordinated by Human Resources, and the enrollment projections will be periodically reviewed and possibly updated as the school year progresses.”

Mr. Keckler gave a PowerPoint presentation entitled *KUSD Enrollment Projections* which covered the following topics: national decline, WI birth rate, Wisconsin Migration Patterns Worsen, KUSD total enrollment trend, WI large district trends, number of births (Kenosha, Pleasant Prairie, Somers) and KUSD kindergarten enrollment (5 years later), 10 year trend (grades K-5), 10 year trend (grades 6-8), 6 year trend (grades 9-12), cohort average (k-12), boundary schools (5 year change), and non-boundary schools (5 year change).

Mr. Kunich presented the Donations to the District.

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

Dr. Savaglio-Jarvis presented Policy 6610 – Procedures for Selecting and Using Supplementary Instruction Materials submitted by Mrs. Shanebrook-Smith; Mrs. Susan Mirsky, Coordinator of English/Language Arts; Mr. Che Kearby, Coordinator of Educator Effectiveness and Social Studies; Mrs. Housaman; and Dr. Savaglio-Jarvis, excerpts follow:

“School Board Policy 6610 includes a seven-year curriculum cycle that details the selection and purchase of updated curriculum materials in Phase 3 of the seven-year cycle. To be responsive to the continuously changing global community and academic expectations and standards, it is essential that the curriculum cycle is reviewed regularly. When necessary, updates to this cycle are brought to the School Board for approval to ensure the immediate needs of students and teachers alike are addressed through this process.

The revisions to the seven-year cycle in Policy 6610 are based on effective utilization of the \$1.987 million set aside for curriculum resources that will result in providing educators with essential curriculum materials earlier than previously scheduled. The following chart indicates the year an update is made and the rationale for this change:

Year 2018-19

- Phase 1 - Move 6-8 world language to Phase 2. The middle school world language curriculum review team had participated in researching the high school curriculum materials; and as a result of that, they are prepared to complete Phase 2 of the curriculum review cycle in spring 2019.
- Phase 2 - Add 6-12 English language arts. In the existing curriculum review cycle

K-12 English language arts is scheduled to begin the review process in the 2019-20 school year. The 6-12 curriculum team was established in 2015-16, and the team is prepared to embark on the process of material selection. The copyright date of the existing materials is 2005 for grades 6-8 and 2006 for grades 9-12. Neither series are aligned to the KUSD English language arts standards.

- Phase 2 - Move 6-12 social studies (U.S. History) to Phase 3. Advancing the purchase of these materials by one year will support the realignment of courses for 9-12 social studies, specifically U.S. History.

Year 2019-20

- Phase 1 – Change K-12 English language arts to K-5 English language arts. The 6-12 English language arts materials purchase was moved to Phase 3 of the cycle.

Administration recommends that the Board of Education approve the revised Kenosha Unified School District Policy 6610—Procedures for Selecting and Using Supplementary Instructional Materials—as a second reading on February 26, 2019.”

Mr. Kunich moved to approve the revised Kenosha Unified School District Policy 6610—Procedures for Selecting and Using Supplementary Instructional Materials—as a second reading on February 26, 2019. Mr. Battle seconded the motion. Unanimously approved.

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

Meeting adjourned at 8:47 P.M.

Stacy Schroeder Busby
School Board Secretary

A SPECIAL MEETING OF
THE KENOSHA UNIFIED SCHOOL BOARD
HELD MARCH 12, 2019

A special meeting of the Kenosha Unified School Board was held on Tuesday, March 12, 2019, 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, Discussion/Action on Health Care Vendor Finalist Selection, and Discussion/Action on Health Insurance Plan Design Selection.

The meeting was called to order at 5:32 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; Mrs. Ruder; Mr. Hamdan; Mr. Neuberger of Hays Companies; and Mr. Smessaert of Hays Companies were 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 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.

Mrs. Modder moved to extend the time for views and/or comments by the public to allow for all signed up to speak. Ms. Stevens seconded the motion. Unanimously approved.

There were views and/or comments by the public.

Mr. Battle moved to approve UnitedHealthcare as the health care vendor. Mr. Garcia seconded the motion.

Mrs. Tanya Ruder, Interim Chief Human Resource Officer; Mr. Tarik Hamdan, Chief Financial Officer; Mr. Chris Smessaert of Hays Companies; and Mr. Mike Neuberger of Hays Companies answered questions from board members.

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

Mrs. Modder noted that she was abstaining from discussion and voting on the matter due to her conflict as a retired teacher receiving District benefits.

Mr. Battle moved to approve UnitedHealthcare Wisconsin filed (scenario #4) with HSA accounts of \$750 (individual) and \$1,500 (family) for all active employees. Mr. Duncan seconded the motion.

Mrs. Ruder, Mr. Hamdan, Mr. Chris Smessaert and Mr. Mike Neuberger answered questions from board members.

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

Mrs. Ruder noted that at the March 20, 2019, meeting, the board would be taking action on employee premium contributions (currently 6%, 10% and 12%) and plan tier offerings (two tier vs. four tier).

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

Meeting adjourned at 7:13 P.M.

Stacy Schroeder Busby
School Board Secretary

A SPECIAL MEETING OF
THE KENOSHA UNIFIED SCHOOL BOARD
HELD MARCH 20, 2019

A special meeting of the Kenosha Unified School Board was held on Tuesday, March 20, 2019, 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, Discussion/Possible Action – Employee and Retiree Health Insurance Contribution Rates, Discussion/Possible Action – Tiers (Two Tier: Employee/Family or Four Tier: Employee/Employee and Child/Employee and Spouse/Family), Discussion/Possible Action – HSA Vendor Selection, Discussion/Possible Action – Limited Purpose FSA and Discussion/Action – COBRA Vendor.

The meeting was called to order at 5:30 P.M. with the following members present: Ms. Stevens, Mr. Garcia, Mr. Battle, Mr. Kunich, Mrs. Modder, and Mr. Wade. Dr. Savaglio-Jarvis; Attorney Jacob Curtis from vonBriesen & Roper, S.C., Mrs. Ruder; Mr. Hamdan; Mr. Neuberger from Hays Companies; and Mr. Smessaert from Hays Companies were also present. Mr. Duncan arrived later.

Mr. 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.

Mr. Duncan arrived at 5:33 P.M.

There were views and/or comments by the public.

Mrs. Modder noted that she was abstaining from discussion and voting on matters due to her conflict as a retired teacher receiving District benefits.

Mr. Hamdan and Mr. Smessaert gave a PowerPoint presentation entitled *Contribution, Plan Tier and Other Vendor Considerations Discussion* which covered the following topics: meeting goals, estimated employee contribution structure impact, estimated employee contribution impact, HSA, FSA and COBRA considerations, HSA, FSA and COBRA marketing comparison, goal recap, and other considerations.

Mr. Hamdan and Mr. Smessaert answered questions from Board members.

Mr. Kunich moved to approve 10, 10 and 6 percent contribution rates for active benefit-eligible employees for the 2019-2020 fiscal year. Ms. Stevens seconded the motion.

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

Mr. Kunich moved to remain at the contribution rates already in place for pre-65 benefit-eligible retirees for the 2019-2020 fiscal year. Ms. Stevens seconded the motion.

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

Mr. Duncan moved to remain at the two tier structure with the single/family for the 2019-2020 fiscal year. Mr. Kunich seconded the motion.

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

Mr. Battle moved to approve UHC/Optum Bank as the district's health savings account vendor for all active benefit-eligible employees. Ms. Stevens seconded the motion.

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

Mr. Duncan moved to remain with DBS as the district's FSA vendor and as of July 1, 2019, remove them as the general purpose health care FSA vendor and add them as a limited purpose FSA vendor while maintaining them as the dependent care FSA vendor. Ms. Stevens seconded the motion.

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

Mr. Kunich moved to approve UHC as the district's COBRA vendor. Ms. Stevens seconded the motion.

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

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

Meeting adjourned at 6:54 P.M.

Stacy Schroeder Busby
School Board Secretary

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Kenosha Unified School District
Kenosha, Wisconsin
Summary of Cash Receipts and Disbursements
March 26, 2019

CASH RECEIPTS	reference	total
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February 2019 Wire Transfers-In, to Johnson Bank from:

WI Department of Public Instruction	<i>state aids register receipts</i>	\$ 3,064,071.54
District Municipalities	<i>tax settlement - February payment</i>	21,947,843.53
Johnson Bank	<i>account interest</i>	1,528.77
US Treasury	<i>interest refund - various bond issues</i>	170,183.68
Bankcard Services (MyLunchMoney.com)	<i>food services credit card receipts (net of fees)</i>	123,099.23
Bankcard Services (Purple Pass)	<i>fine arts ticket sales receipts (net of fees)</i>	48,303.53
Bank (RevTrak)	<i>district web store receipts (net of fees)</i>	19,773.29
Retired & Active Leave Benefit Participants	<i>premium reimbursements</i>	41,403.79
HHS	<i>head start grant</i>	239,884.28
Various Sources	<i>small miscellaneous grants / refunds / rebates</i>	31,815.21
Total Incoming Wire Transfers		25,687,906.85

February 2019 Deposits to Johnson Bank - All Funds:

General operating and food services receipts	<i>(excluding credit cards)</i>	415,948.51
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TOTAL FEBRUARY CASH RECEIPTS

\$ 26,103,855.36

CASH DISBURSEMENTS	reference	total
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February 2019 Wire Transfers-Out, from Johnson Bank to:

Payroll & Benefit wires

Individual Employee Bank Accounts	<i>net payrolls by EFT (net of reversals)</i>	\$ 7,822,371.51
WI Department of Revenue	<i>state payroll taxes</i>	762,007.96
WI Department of Revenue	<i>state wage attachments</i>	2,909.21
IRS	<i>federal payroll taxes</i>	2,702,740.39
Delta Dental	<i>dental insurance premiums</i>	246,264.93
Diversified Benefits Services	<i>flexible spending account claims</i>	27,991.04
Employee Trust Funds	<i>wisconsin retirement system</i>	3,831,902.25
NVA	<i>vision insurance premiums</i>	16,106.32
Various	<i>TSA payments</i>	433,591.19
Subtotal		15,845,884.80

General Operating Wires

US Bank	<i>purchasing card payment-individuals</i>	216,523.49 *
Kenosha Area Business Alliance	<i>LakeView lease payment</i>	16,666.67
Various	<i>returned checks</i>	1,000.00
Subtotal		234,190.16

Total Outgoing Wire Transfers **\$ 16,080,074.96**

February 2019 Check Registers - All Funds:

Net payrolls by paper check	<i>Register# 01004DP, 01005DP</i>	\$ 17,954.37
General operating and food services	<i>Check# 575232 thru Check# 576452 (net of void batches)</i>	9,601,260.86
Total Check Registers		\$ 9,619,215.23

TOTAL FEBRUARY CASH DISBURSEMENTS

\$ 25,699,290.19

*See attached supplemental report for purchasing card transaction information

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

Billing Cycle Ending February 15, 2019

Merchant Name	Total
HOTEL	\$ 24,001.08
AIRLINE	\$ 16,713.63
INDUSTRIAL CONTROLS	\$ 7,767.32
3654 INTERSTATE	\$ 7,427.79
FILTRATION CONCEPTS INC	\$ 6,804.48
TODD@KSAEVENTS.NET	\$ 6,000.00
BUILDERS HARDWARE	\$ 5,480.00
IN *A BEEP, LLC	\$ 5,112.00
MAXON EQUIPMENT INC.	\$ 4,663.95
JOHNSTONE SUPPLY	\$ 4,119.55
HOTELS.COM155656530139	\$ 4,110.44
THOMSON WEST*TCD	\$ 3,866.35
FIRST SUPPLY LLC #2033	\$ 3,440.71
RESTAURANTS & CATERING	\$ 3,169.49
MENARDS KENOSHA WI	\$ 3,050.11
HOTELS.COM155507378719	\$ 2,927.20
LUBE-TECH 2	\$ 2,829.10
SPEEDY METALS - WEBSITE	\$ 2,495.68
MSU PAYMENTS	\$ 2,275.00
VEHICLE MAINT. & FUEL	\$ 2,251.98
HIGHWAY C SERVICE INC	\$ 2,042.56
PESI INC	\$ 2,018.49
NATL CNCL COMM BHVRL HTH	\$ 2,000.00
TRANE SUPPLY-116407	\$ 1,996.82
HOMEDEPOT.COM	\$ 1,924.29
GRAINGER	\$ 1,880.43
PROVANTAGE	\$ 1,710.54
PAYPAL *REALTIMEMUS	\$ 1,695.00
SHAPE AMER-CNV	\$ 1,570.00
HUDL	\$ 1,563.00
HALLMAN LINDSAY PAINTS -	\$ 1,529.36
WISCONSIN ESC	\$ 1,522.00
NBA*MILWAUKEE BUCK	\$ 1,520.00
HOTELS.COM155656561571	\$ 1,483.43
HAJOCA KENOSHA PC354	\$ 1,439.80
HOTELS.COM155722233792	\$ 1,433.40
OFFICEMAX/DEPOT 6358	\$ 1,415.84
IN *ASC PUMPING EQUIPMENT	\$ 1,358.78
HEAT & POWER PRODUCTS INC	\$ 1,353.74
WSCA	\$ 1,320.00
BUREAU OF EDUCATION AND R	\$ 1,287.00
HOTELS.COM155876581746	\$ 1,255.10
CHESTER ELECTRONIC SUPPLY	\$ 1,200.00
HYDRO-FLO PRODUCTS INC	\$ 1,177.55
HOTELS.COM155276421183	\$ 1,170.88
PAYPAL *WEMTA	\$ 1,135.00
STERICYCLE	\$ 1,103.34

JOHNSON CONTROLS SS	\$	1,100.20
EVERGREENEDGROUP	\$	1,098.00
PLAYBILLONLINE	\$	1,096.78
CHRISTOPHER R GREEN SR	\$	1,088.95
WISCONSIN DRYWALL DISTRBU	\$	1,072.54
FASTENAL COMPANY01	\$	1,055.54
MARK S PLUMBING PARTS	\$	979.00
EATALY CHICAGO MARKET	\$	975.00
AIRGASS NORTH	\$	886.94
STATSMEDIC.COM	\$	875.00
CONNEY SAFETY	\$	870.82
AMAZON.COM*MB53N7BZ2	\$	861.61
FESTIVAL FOODS	\$	839.73
WISCONSIN STATE READING A	\$	787.00
VIKING ELECTRIC-MILWAUKEE	\$	756.14
SAMSClub #6331	\$	744.79
EVERWHITE/GLENROY, INC.	\$	716.99
MCMaster-CARR	\$	708.02
PAYPAL *KCPHOTBOOTH	\$	700.00
HERTZ RENT-A-CAR	\$	688.38
HUMAN RELATIONS MEDIA	\$	665.78
THE GILDER LEHRMAN INS	\$	660.00
GUTTORMSEN RECREATION CEN	\$	660.00
HOLLAND SUPPLY INC	\$	639.71
PAYPAL *TRANSDISCIP	\$	625.00
AMZN MKTP US*MB5ZR6W51	\$	602.41
GOODMAN THEATRE - BOX	\$	600.00
WI ASCD	\$	588.00
HOTELS.COM155296013909	\$	585.44
AMAZON.COM*MI6L68NA1 AMZN	\$	584.54
DIETZ ELECTRIC CO INC	\$	582.00
HOTELS.COM155306722693	\$	581.22
WALMART.COM 8009666546	\$	579.44
ACRA MACHINERY INC	\$	561.00
SWANK MOTION PICTURES IN	\$	536.00
AMZN MKTP US*MI0WN44N0	\$	535.52
JOHNSON CONTROLS SP	\$	533.28
META INC	\$	529.00
TOOLBARN.COM	\$	528.00
L AND S ELECTRIC INC	\$	516.56
GFS STORE #1919	\$	512.22
APPLIED IND TECH 2306	\$	510.25
COLLEGEBOARD WORKSHOPS	\$	500.00
OTC BRANDS, INC.	\$	488.89
WASBO FOUNDATION	\$	485.00
JMB & ASSOCIATES	\$	467.77
SAN-A-CARE	\$	466.31
THE ART OF EDUCATION	\$	447.00
HARBOR FREIGHT TOOLS 358	\$	442.23
OATES SPECIALTIES LLC	\$	432.47
NEOPOST USA	\$	427.00
CPO COMMERCE, LLC	\$	421.98
COSTCO WHSE #1198	\$	420.06
WISCONSIN SCHOOL SAFETY	\$	420.00
REI*GREENWOODHEINEMANN	\$	418.00

PITNEY BOWES PI	\$	377.24
EB IXL LIVE-MILWAUKEE	\$	375.00
SHIFFLER EQUIPMENT	\$	373.17
WAL-MART #1167	\$	365.02
CUE INC	\$	363.10
DESIGN AIR	\$	360.71
UWSP - PAYMENT	\$	355.00
ULINE *SHIP SUPPLIES	\$	350.56
SAMS CLUB #6331	\$	346.54
FIRST STAGE CHILDRENS THE	\$	345.50
AMZN MKTP US*MI6R63CQ2	\$	325.13
BATTERIES PLUS #0561	\$	316.08
USPS PO 5642807500	\$	315.00
SP * DISTRIBUTITVE EDU	\$	315.00
EREPLACEMENTPARTS.COM	\$	313.68
PAYPAL *WISCONSINCO	\$	310.00
SCHOLASTIC READING CLUB	\$	303.00
ALLIANCE FRANCAISE DE CH	\$	300.00
CYT CHICAGO	\$	300.00
PEARDECK.COM	\$	299.98
LITTLE FLOWER YOGA	\$	290.00
AWS MOTO	\$	288.00
AT&T*BILL PAYMENT	\$	281.94
KENOSHA PUBLIC MUSEU	\$	268.00
SENIOR FLEXONICS	\$	259.03
MENARDS RACINE WI	\$	255.94
VIKING ELECTRIC - KENOSHA	\$	251.44
WALMART.COM	\$	247.83
MICHAELS.COM	\$	243.64
EXPERTS EXCHANGE LLC	\$	239.88
WISMATH	\$	225.00
SQ *INTENTS INFLATA	\$	220.00
YOURMEMBER-CAREERS	\$	217.00
LTS*LOGO&TEAM SPORTSWEAR	\$	215.05
THE WEBSTAURANT STORE	\$	203.48
SQ *SAVHHAIRPORTTAX	\$	203.00
SHRM	\$	198.00
USPS PO 5642800260	\$	198.00
AMZN MKTP US*MB3VN6EL2	\$	191.97
4IMPRINT	\$	187.50
DICKOW CYZAK TILE CARP	\$	187.00
GREEN LAKE CONFERENCE	\$	186.00
MUSIC CENTER INC	\$	179.00
QUALITYMATTERS	\$	175.00
AMAZON.COM*MB1Y62IE2 AMZN	\$	173.34
AMZN MKTP US*MB8Z14DN2	\$	172.21
RETHINKING SCHOOLS	\$	172.16
FIBERFIN INC	\$	171.40
DOLLAR TREE	\$	165.33
AMAZON.COM*MB3YR2H31	\$	158.24
AMZN MKTP US*MB10I2S52	\$	155.98
FLORIDA VIRTUAL SCHOOL	\$	154.50
MARCUS GURNEE CINE BOX	\$	150.50
PURA VIDA BRACELETS	\$	150.00
PENSKE TRK LSG 567538	\$	149.92

FREDPRYOR CAREERTRACK	\$	149.00
KRANZ INC.	\$	148.05
TRAVEL GUARD GROUP INC	\$	140.28
FARM & FLEET STURTEVANT	\$	139.55
WM SUPERCENTER #1167	\$	139.44
SKY IMAGE LAB	\$	139.00
ABILITY GLASS	\$	138.00
PICK N SAVE #874	\$	137.73
JOANN STORES #2468	\$	137.72
HOTELS.COM155412456571	\$	128.17
AMZN DIGITAL *MB63K58G2	\$	126.59
AMZN MKTP US*MB8OY47V2	\$	125.16
SUPER SPORTS FOOTWEAR ETC	\$	124.00
NASRO	\$	120.00
SUPERSHUTTLE/EXECUCARMCO	\$	119.64
VIKING ELECTRIC-CREDIT DE	\$	117.50
PAYPAL *ISTE	\$	115.00
ROADRUNNER CHARTER	\$	112.00
AMZN MKTP US*MI1W30JL0 AM	\$	111.85
AMZN MKTP US*MI5C05OI2	\$	111.85
USPS.COM POSTAL STORE	\$	111.80
WIAA	\$	110.00
VISTAPR*VISTAPRINT.COM	\$	108.53
AMZN MKTP US*MI9PG8OL1	\$	107.48
WALGREENS #12413	\$	105.36
V BELT GLOBAL SUPPLY	\$	103.92
AMAZON.COM*MI5E81FE1 AMZN	\$	101.47
AMZN MKTP US*MB29B6P42	\$	100.98
AMAZON.COM*MB3VG3YI0	\$	98.18
AIRPORTSHUTTLES.COM	\$	91.60
ASSOC SUPERV AND CURR	\$	90.58
IN *IMAGINE U, LLC	\$	90.00
REMEDIA PUBLICATIONS	\$	88.95
AMZN MKTP US*MB9UP1581	\$	88.33
SQ *JACK ANDREA	\$	86.83
CROWN TROPHY	\$	85.60
LOWES #02560*	\$	83.60
SHOPWOODMANS.COM	\$	81.55
JONES SCHOOL SUPPLY CO.,	\$	81.41
MAILCHIMP *MONTHLY	\$	75.00
TAXI SVC GARDENA	\$	74.04
DW DAVIES AND CO INC	\$	73.12
SPELLCITY	\$	69.95
PRAIRIE SIDE TRUE VALUE	\$	68.43
BOSTON TRANSPORTATION GRO	\$	67.20
NNA SERVICES LLC	\$	63.26
SOLUTION TREE INC	\$	62.90
VACUUMCLEANERMARKET	\$	59.95
AMAZON.COM*MB4OI7DQ2	\$	56.52
JAM SOFTWARE GMBH	\$	54.95
PICK N SAVE #871	\$	52.87
AMZN MKTP US*MB2RZ6K90	\$	49.99
MARTIN PETERSEN COMPANY I	\$	46.49
AMZN MKTP US*MI5XM3CS1	\$	45.54
AMZN MKTP US*MB2GB5BT0	\$	43.62

AMAZON.COM*MB2HQ1E12	\$	42.22
AMAZON.COM*MB2D10V10	\$	42.16
VILLAGE OF PLEASANT PRAIR	\$	41.40
CSH ELECTRIC MOTOR SUP	\$	40.82
SUPERSHUTTLE EXECUCARAUS	\$	40.34
AMZN MKTP US*MB4FN2I01	\$	39.99
SKILLSUSA.ORG	\$	39.00
LIBRERIA LECTORUM	\$	38.56
AMAZON.COM*MB3J10LZ2	\$	38.43
AWSA	\$	38.20
SP * IM FIRST/STRIVE	\$	38.14
PARTY CITY 5154	\$	36.73
ERGOTRON INC	\$	35.61
QUIZLET.COM	\$	34.99
AMZN MKTP US*MB23K0IX0	\$	34.18
SMK*WUFOO.COM CHARGE	\$	34.00
NAEIR	\$	33.00
ADOBE *STOCK	\$	31.64
AMAZON.COM*MB5WH9Q21	\$	31.64
SCHOOL NURSE SUPPLY INC	\$	30.45
AIRFARE.COM	\$	30.00
K12SCHOOLSUPPLIES.NE	\$	29.71
PRICELINE*UNITED AIRL	\$	29.40
CODE ELECTRICAL CLASS	\$	29.00
ZAZZLE USD	\$	27.27
HOBBY LOBBY #350	\$	25.35
PIGGLY WIGGLY #203	\$	24.95
SCREENCASTIFY PREMIUM	\$	24.00
ALLIED ELECTRONICS INC	\$	23.39
AMZN MKTP US*MB53M2DY1	\$	21.88
WONDERSHARE.COM WS	\$	21.34
ADOBE *CREATIVE CLOUD	\$	21.09
STEAMGAMES.COM 4259522985	\$	21.09
KENOSHA APPLIANCE PARTS I	\$	20.35
WI DFI WS2 EFI CC EPAY	\$	20.00
TARGET 00022517	\$	19.99
PRENTKE ROMICH	\$	19.95
NAMEBADGE.COM	\$	19.94
AMZN MKTP US*MI9JN24L1	\$	19.37
JON DON ECOMM #999	\$	19.14
USPS PO 5676800171	\$	17.80
ZOOM.US	\$	14.99
AMAZON.COM*MI0V87491	\$	14.96
AMAZON.COM*MI0C47AY0	\$	13.03
TRAVELOCITY*7405926181	\$	11.65
AMAZON.COM*MB7077IE1	\$	11.59
ARC*SERVICES/TRAINING	\$	10.00
AMZN MKTP US*MI97Y9OT0	\$	9.99
TRAVELOCITY*7407250259	\$	9.75
WAL-MART #3247	\$	8.31
AMZN MKTP US*MB4WD58N0	\$	7.99
RALPHS #0022	\$	6.96
RENAISSANCE LEARNING	\$	6.90
PURPLEPASS	\$	5.75
DBC*BLICK ART MATERIAL	\$	5.06

AMZN MKTP US*MB2J64BI0	\$	4.49
BNP*ENR/AR/NEWS/PS	\$	(36.81)
AMZN MKTP US	\$	(59.95)
WWW COSTCO COM	\$	(68.92)
US Bank Purchasing Card Payment - Individuals	\$	216,523.49

KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, Wisconsin

March 26, 2019

Administrative Recommendation

It is recommended that the February 2019 cash receipt deposits totaling \$415,948.51, and cash receipt wire transfers-in totaling \$25,687,906.85, be approved.

Check numbers 575232 through 576452 totaling \$9,601,260.86, and general operating wire transfers-out totaling \$234,190.16, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the February 2019 net payroll and benefit EFT batches totaling \$15,845,884.80, and net payroll check batches totaling \$17,954.37, be approved.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Tarik Hamdan
Chief Financial Officer

Lisa M. Salo, CPA
Accounting Manager

Kenosha Unified School District
Kenosha, Wisconsin

March 26, 2019
Board of Education Meeting

EMPLOYEE HANDBOOK

Background:

The 2019-2020 handbook is the fifth edition of the handbook. This year we have a few minor housekeeping updates and grammatical and formatting corrections, but no changes to any currently existing benefits.

The following are the recommended changes for the 2019-2020 handbook:

Section title	Change	Page #
Table of contents	Layout and final page numbers will be updated once changes are approved/denied.	1-3
Emergency closings	Policy reference title update.	11-12
Job postings	Clarifying the length of time we post a position online to include that the time requirement is based on calendar days.	11
Payroll	Updating to reflect the new intranet that has been rolled out and spelling out sections rather than numbers that didn't align.	12
Employee Online	Removed portal because it is not part of the formal name.	12
Payroll deduction	Added Wisconsin Retirement System deductions note and clarified language regarding premiums withheld from checks. Also adjusted language about ability to update Employee Online.	14
Vacation days	Cleaned up language to make it easier to read and added language regarding when an employee may begin using accrued vacation days.	17-18
Carryover vacation days	Clarified language.	18
Jury duty	Clarified which office to send payment to – Finance.	20
FMLA	Cleaned up language to reflect that the district honors FMLA, share the calendar we have established as a measurement period, outline the requirements to qualify and notify the district, and employee rights and obligations under FMLA and WFMLA. This information all existed previously, but was mixed in with the actual law, which has been removed to ensure the handbook does not lag actual law.	20-25

Wisconsin bone marrow and organ donation leave	Added this section in its own area, was part of FMLA but it was deemed appropriate and important enough to call out on its own.	25
Unpaid medical leave	Clarified what a benefit-eligible employee is, cleaned up language so as not to imply that all employees will qualify for unpaid medical leave, reordered the content for clarity purposes, added language to notify employees of what occurs if they cannot return after the 12 month leave period. These cleanups were done to ensure proper administration of this benefit, the benefit itself is unchanged.	26
Tuition assistance	This section was modified to align the tuition assistance offered to all groups other than AST because the amount of assistance provided was the same regardless of employee group, however, the stipulations varied slightly. This was also revised to outline the process an employee must follow to receive tuition assistance. There was no change to the \$50/credit amount previously offered. The process has been automated to save administrative time, so the steps have changed.	28
Tobacco and/or Vaping Device Use	This was updated to align with the updated policy, which now includes a reference to prohibiting vaping on school premises in addition to traditional tobacco products.	36
New employee introductory period	This section is being eliminated because it was not tied to anything and employees in their introductory period have the same standards for termination or non-contract renewal as all other employees, so this language is not necessary.	37
Unpaid medical leave separation	Language was added in line with Policy 4361 to outline what options an employee has at the end of a 12 month unpaid medical leave. This language was necessary as we have had employees unable to return or inquire about the process.	38
Job abandonment	This language was added and is taken from Wis. State Statute 230.34 and Board Policies 4280 and 4244 regarding what happens to an employee who is a no call/no show and how this will be handled by the district. This language was necessary as we have had this occur.	38
Employee acknowledgement	This section was updated to reflect the rollout of the new staff intranet.	47
Various pages	Grammatical updates and/or formatting was done to remove spacing issues, extra commas and to align paragraphs/titles.	Throughout

Administration Recommendation:

This document was shared as a discussion item on Feb. 26, 2019. Suggestions, comments and reflections by Board members were processed accordingly. This is being presented to the Board for approval on March 26, 2019.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Tanya Ruder
Chief Communications Officer &
Interim Chief Human Resource Officer

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INTRODUCTION

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

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

DISCLAIMER STATEMENT

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

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

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

COMMON TERMS AND DEFINITIONS

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

MANAGEMENT RESPONSIBILITIES AND EMPLOYEE EXPECTATIONS

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

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

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

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

SECTION 1: EMPLOYMENT

EQUAL OPPORTUNITY EMPLOYER

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

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

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

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

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

Reference: Board Policy/Rule 4110

ANTI-HARASSMENT

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

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

- physical or mental abuse;
- offensive or derogatory comments to any person, either directly or indirectly, based on the person's membership in any protected class;
- racial, ethnic or religious insults or slurs;

- unwelcome sexual advances, touching or demands for sexual favors, accompanied by implied or overt promises of preferential treatment or threats concerning an individual's employment or academic status;
- sexual comments, jokes or display of sexually offensive materials;
- sex-oriented name-calling or bullying;
- inappropriate staring at another individual or touching of his/her clothing, hair or body;
- asking personal questions about another individual's sex life and
- repeatedly asking out an employee who has stated that he/she is not interested.

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

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

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

Reference: Board Policy 4111

USE OF TELEPHONES/MOBILE PHONES/PAGERS

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

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

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

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

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

USE OF CAMERAS, VIDEO AND AUDIO RECORDING DEVICES

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

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

STAFF ACCEPTABLE USE

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

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

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

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

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

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

4. **Prohibited use of the District's electronic communication system:** Employees' use of the District's Electronic Communication System must reflect the District's standards for professionalism. Employees shall not use the District's electronic communication system for:

- a. Accessing, sending, viewing or storing messages, images, websites or other materials which are sexually explicit, obscene, pornographic, or harmful to minors;
- b. Soliciting for personal commercial activities or non-District related organizations or activities, unless approved by the District pursuant to the procedures in Board Policy 1500;
- c. Accessing or disclosing confidential information without authorization any access to or disclosure of confidential student information must comply with the Family Educational Rights and Privacy Act, Section 118.125 of the Wisconsin statutes and the District's student records policy); or
- d. Any other purpose which would violate law or Board policy (including harassment policies).

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

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

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

6. **Personal use of the District's electronic communication system:** Incidental and occasional personal use of the District's electronic communication system is permitted, but such use is subject to this policy. Personal use of technology must be limited to break time and time outside the workday. Personal use must not interfere with student instruction, the performance of an employee's job duties or District business. Employees shall not use their District email address for personal commercial purposes. Employees may connect personal technology devices to the District's network, as long as this does not interfere with the operation, integrity or security of the District's network. The District is not responsible for the safety or security of personal technology devices or the software on them that employees choose to bring into the District. The District does not provide technology support for personal devices.
7. **Personal/off-duty use of social media and personal web pages:** Even if an employee is off-duty and not using the District's electronic communication system, an employee's personal use of technology or social media may be subject to this policy and regulated by the District if: the employee chooses to identify himself/herself as a District employee; the use affects the employee's job performance or the performance of other District employees or the use involves or relates to the District, District students/families or District employees. Unless authorized to do so by the superintendent or his/her designee, employees shall not represent themselves as a spokesperson for the District or create or post content to a personal/non-authorized website that purports to be an official/authorized website of the District. Employees shall not use their District email address to register for a personal social media account and shall not post photos of students or other personally identifiable confidential student information on personal pages and/or sites

without the written consent of the adult student or the minor student's parent/guardian.

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

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

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

Reference: Board Policy and Rule 4226

CONFLICT OF INTEREST

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

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

Positions of conflicting interest are defined as follows:

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

positions.)

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

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

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

Reference: Board Policy 4331

SCHOOL YEAR/HOURS OF THE DAY/WORKDAY

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

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

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

LUNCH PERIODS

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

BREAK TIME FOR NURSING MOTHERS

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

Reference: Board Policies 4351 and 4351.1

EMERGENCY CLOSINGS

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

Refer to Policy 3643 - See the Inclement Weather Emergency School Closings section to
determine who reports to work during a school closing.

Reference: Board Policies 3643 and 6210
Wisconsin Statutes
Sections 115.01(1)
121.006(2)
121.02(1)

~~INCLEMENT WEATHER~~

~~Please refer to Board Policy and Rule 3643.~~

~~*Reference: Board Policy/Rule*~~
~~*3643*~~

JOB POSTINGS

When the District determines to post a position, the vacancies will be posted ~~on the District website~~ **online** for a minimum of five **calendar** days **or until filled**.

EMPLOYMENT ID

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

FACILITY VISITORS

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

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

SECTION 2: COMPENSATION

BASE PAY

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

JOB CLASSIFICATIONS

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

PAYROLL

KUSD runs payroll on a biweekly cycle. Payroll information, including payroll periods and pay dates, is updated and published annually **and can be viewed** on the KUSD ~~intranet~~ **Staff Information web page** and by **. This information is also accessibly by** contacting the Payroll Department, ~~in addition to~~ **and is distributed** to all new hires. All employees' normal wages are paid through the end of the current pay period. Special wages, like overtime and call-in pay (see **Overtime/Compensatory Time Off for Hourly Employees #5** below), will be included in the next pay period.

DIRECT DEPOSIT

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

EMPLOYEE ONLINE ~~PORTAL~~

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

OVERTIME/COMPENSATORY TIME OFF FOR HOURLY EMPLOYEES

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

Call-in pay: *Employees may be called in to work by the District as needed.* Only non-exempt employees will receive a minimum of one hour pay per occurrence for each time called into work. If call-in hours result in more than 40 hours for the week, non-exempt employees will be paid overtime pay for time worked over 40 hours.

Overtime pay: Only non-exempt employees will receive compensation at the rate of one and one-half

times their regular hourly rate of pay for all hours worked over 40 hours in any given work week. A supervisor must always approve overtime before it is performed. Only actual hours worked will be used to calculate overtime. Paid time off for vacation, holidays, sick days, leaves of absence or other reasons will not be considered hours worked. Supervisors will attempt to provide employees with reasonable notice when the need for overtime arises, however, advance notice may not always be possible.

TIME AND ATTENDANCE

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

PAYROLL DEDUCTION

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

GARNISHMENTS AND WAGE ASSIGNMENTS

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

TAX DEFERRED INVESTMENTS

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

Reference: Wisconsin Statutes

Sections 71.64

103.457

109.03

241.09

812.42

812.43

Fair Labor Standards Act

26 U.S.C. 3102

26 U.S.C. 3402

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

SECTION 3:

EMPLOYMENT RECORDS

PERSONNEL DATA CHANGES

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

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

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

PERSONNEL RECORDS

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

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

Reference: Board Policy/Rule 4260

EMPLOYEE EVALUATIONS

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

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

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

Reference: Board Policy/Rule 4380

SECTION 4: EMPLOYEE BENEFITS AND GENERAL LEAVES

BENEFITS

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

VACATION DAYS

Benefit eligible employees will earn ~~V~~vacation ~~will is earned~~ on the fiscal year (July 1-June 30) and **may** take ~~it~~ on the calendar year (Jan. 1-Dec. 31). ~~New employees may not take vacation for six months from the date of hire. However, n~~New employees will earn vacation time on a prorated basis at the rate of 1/12 of their allocated amount per month **and may begin using accrued vacation upon completion of six months of service.**

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

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

Administrative, Supervisory and Technical employees (AST)

See AST Policy

Non-exempt/hourly 12-month employees

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

One week = five days

During first year, two weeks prorated

After first year, two weeks

After second year, three weeks

After third year, four weeks

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

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

grandfather status is gone. The sunset of this benefit was effective June 30, 2013.

CARRY-OVER VACATION DAYS

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

Reference: Board Policy 4280

PERSONAL DAYS

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

ILLNESS ON A HOLIDAY OR VACATION DAY

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

HOLIDAYS

Administrative, Supervisory and Technical employees (AST)

See AST Policy

Non-exempt/hourly 12-month employees

Independence Day

Labor Day

Thanksgiving Day

Day after

Thanksgiving

Christmas Eve

Christmas Day

New Year's Eve

New Year's Day

Martin Luther King, Jr. Day

Good Friday

Memorial Day

Exempt and non-exempt/hourly 10-month employees

Labor Day

Thanksgiving Day

Day after Thanksgiving

Christmas Day

New Year's Day

Martin Luther King, Jr. Day

Additional holiday information

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

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

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

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

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

SICK DAYS

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

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

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

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

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

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

BEREAVEMENT

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

JURY DUTY

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

FAMILY AND MEDICAL LEAVE ACT (FMLA)

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

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

- 1. Leave entitlement.** The actual amount of time you spend on family and/or medical leave will be subtracted from your unpaid leave entitlement for a calendar year. Your family and medical leave, under state and federal laws, will run concurrently with any other leave for which you are eligible under applicable District policies.
- 2. Medical certification.** If your request is based on your serious health condition or the serious health condition of your child, spouse, parent, domestic partner or covered service member, you must provide the District with a medical certification ("Health Care Provider Certification") prepared by the health provider. This certification must be provided to the District within 15 calendar days of the request for leave, unless it is not practicable under the particular circumstances to do so despite the employee's diligent, good-faith efforts, in which case it must be provided as soon as practicable. If you fail to provide a timely certification, your leave request or your continuation for leave may be denied or delayed until the required certification is provided.
- 3. Additional certification.** If the District has any doubts about the accuracy of your initial medical certification, you must submit to another certification, at the District's expense, by a health care provider selected by the District. If the second opinion differs from the initial certification, a third opinion may be obtained. The third opinion is final and binding.
- 4. Re-certification.** On a periodic basis, you must provide the District with subsequent re-certifications that your serious health condition still prevents you from performing your job functions or that you are still needed to care for a family member with a serious health

condition.

5. **Intent to return to work.** You must provide the District with a periodic report on your status and intent to return to work.
6. **Fitness for duty.** If you are on medical leave because of your own serious health condition, you must provide the District with a medical release, "Fitness for Duty Certification" form signed by your health care provider before you can return to work. If you fail to provide the District with a medical release, your reinstatement will be delayed until the required certification is provided or denied.
7. **Substitution.** You may be paid by the District, or you may request payment, for any paid leave to which you have a right to payment at the time of your leave under the District's applicable leave policies. When paid leave is substituted for your unpaid leave, the paid leave will run concurrently with your family and medical leave and will not be available to you later. Under no circumstances will you be entitled to additional family and/or medical leave as a result of the substitution of paid leave.
8. **Maintenance of insurance coverage.** In order to maintain your group health coverage during your family or medical leave you must continue to pay any employee required contributions towards the health insurance premiums, as you did prior to your leave. If you elect to substitute paid leave, or if the District requires the substitution of paid leave, your share of premiums, if any, will be paid through the District's normal payroll deduction method. Otherwise, the District will designate a method for collecting premiums when your leave is unpaid.
9. **Employment protection.** Upon returning to work from family or medical leave, you will be reinstated to the position you held prior to leave or, if your position has been filled, to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment. You will have no greater right to employment at the end of your leave than you would have had with the District if you had not taken leave.

In the case of instructional employees, your re-employment may be delayed until the commencement of the next school semester if your leave begins in the last five weeks of the semester. Please contact the Office of Human Resources for additional information on your reinstatement rights.

10. **Recovery of premiums.** If you fail to return to work after your family or medical leave, you will be liable to the District for any health coverage premiums paid on your behalf during your leave.

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

~~Under the Wisconsin Family and Medical Leave Act (WFMLA), an employee attains eligibility if he/she has~~

~~worked for the District at least 52 consecutive weeks and at least 1,000 hours in the preceding 52 weeks prior to the commencement of family medical leave. Eligible employees are entitled to six weeks of unpaid family leave in a calendar year for the birth of a child or placement of a child with the employee for adoption and two weeks of unpaid family leave to care for the employee's child, spouse, domestic partner or parent if the child, spouse, domestic partner or parent has a serious health condition. Eligible employees are entitled to two weeks of unpaid medical leave for a serious health condition of the employee which makes the employee unable to perform his or her employment.~~

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

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

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

~~1. Type of leave available~~

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

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

~~b. Serious health condition of employee~~

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

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

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

d. ~~Qualifying exigency~~

~~Under the FMLA, unpaid leave may be taken for any qualifying exigency arising out of the fact that a spouse, son, daughter or parent is a military member on covered active duty or call to covered active duty status. An employee may be required to provide certification of the need for exigency leave. Accrued leave, as defined under the applicable District policy or the employee handbook, that the employee may have at the time the leave begins may be used, or may be required to be used as permitted under federal law, for all or a portion of the otherwise paid leave period. Any substituted paid leave used will not be available later.~~

e. ~~Military caregiver leave~~

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

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

1. **Leave entitlement.** The actual amount of time you spend on family and/or medical leave will be subtracted from your unpaid leave entitlement for a calendar year. Your family and medical leave, under state and federal laws, will run concurrently with any other leave for which you are eligible under applicable District policies.
2. **Medical certification.** If your request is based on your serious health condition or the serious health condition of your child, spouse, parent, domestic partner or covered service member, you must provide the District with a medical certification ("Health Care Provider Certification") prepared by the health provider. This certification must be provided to the District within 15 calendar days of the request for leave, unless it is not practicable under the particular circumstances to do so despite the employee's diligent, good faith efforts, in which case it must be provided as soon as practicable. If you fail to provide a timely certification, your leave request or your continuation for leave may be denied or delayed until the required certification is provided.
3. **Additional certification.** If the District has any doubts about the accuracy of your initial medical certification, you must submit to another certification, at the District's expense, by a health care provider selected by the District. If the second opinion differs from the initial certification, a third opinion may be obtained. The third opinion is final and binding.
4. **Re-certification.** On a periodic basis, you must provide the District with subsequent re—

certifications that your serious health condition still prevents you from performing your job—functions or that you are still needed to care for a family member with a serious health condition.

5. **Intent to return to work.** You must provide the District with a periodic report on your status and intent to return to work.
 6. **Fitness for duty.** If you are on medical leave because of your own serious health condition, you must provide the District with a medical release, “Fitness for Duty Certification” form signed by your health care provider before you can return to work. If you fail to provide the District with a medical release, your reinstatement will be delayed until the required certification is provided or denied.
 7. **Substitution.** You may be paid by the District, or you may request payment, for any paid leave to which you have a right to payment at the time of your leave under the District’s applicable leave policies. When paid leave is substituted for your unpaid leave, the paid leave will run concurrently with your family and medical leave and will not be available to you later. Under no circumstances will you be entitled to additional family and/or medical leave as a result of the substitution of paid leave.
 8. **Maintenance of insurance coverage.** In order to maintain your group health coverage during your family or medical leave you must continue to pay any employee required contributions towards the health insurance premiums, as you did prior to your leave. If you elect to substitute paid leave, or if the District requires the substitution of paid leave, your share of premiums, if any, will be paid through the District’s normal payroll deduction method. Otherwise, the District will designate a method for collecting premiums when your leave is unpaid.
 9. **Employment protection.** Upon returning to work from family or medical leave, you will be reinstated to the position you held prior to leave or, if your position has been filled, to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment. You will have no greater right to employment at the end of your leave than you would have had with the District if you had not taken leave.
- In the case of instructional employees, your re-employment may be delayed until the commencement of the next school semester if your leave begins in the last five weeks of the semester. Please contact the Office of Human Resources for additional information on your reinstatement rights.
10. **Recovery of premiums.** If you fail to return to work after your family or medical leave, you will be liable to the District for any health coverage premiums paid on your behalf during your leave.

Wisconsin Bone Marrow and Organ Donation Leave Act

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

If an employee requests bone marrow and organ donation leave, the employer may require the employee to provide certification issued by the health care provider of the bone marrow or organ recipient or the employee, whichever is appropriate, of any of the following: that the recipient has a serious health condition that necessitates

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

Legal Ref.: 29 USC Chapter 28 Sections 2601-2654 (Family and Medical Leave Act) 29 C.F.R. Part 825

Wisconsin Statute Section 103.10 (Family or Medical Leave) Wis. Admin. Code Ch. DWD 225

Wisconsin Statute Section 103.11 (Bone Marrow and organ donation leave) Cross Ref: Board Policy 4280

Board Policy, Rule and Administrative Regulation 4323.1

WISCONSIN BONE MARROW AND ORGAN DONATION LEAVE ACT

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

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

Legal Ref.: Wisconsin Statute Section 103.11 (Bone Marrow and organ donation leave)

MATERNITY/PATERNITY LEAVE

Employees will be allowed up to 12 weeks of unpaid leave during a calendar year as a result of a birth or placement of a child for adoption or foster care. This leave will run concurrently with any other leave which is available to the employee under other District leave and absence policies, or state and federal family and medical leave laws. All or a portion of this period may be paid in certain instances. The taking of leave under this policy and its accompanying guidelines (FMLA) will not be used against an employee in any employment decision, including the determination of raises or discipline.

CHILD-REARING LEAVE

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

UNPAID MEDICAL LEAVE

Benefit-eligible employees (**as defined in the Introduction of this Handbook**) who have exhausted FMLA, or did not originally qualify for FMLA, and are still unable to perform their regular duties due to their need to continue to care for the individual who was the subject of the original FMLA request ~~may will~~ be **eligible for** placed on an unpaid medical leave. **Combined total Such leaves shall not extend more than 12 months. Unpaid medical leave shall not be taken on an intermittent basis. Subsequent unpaid medical leave will not be granted unless the employee has returned to normal work duties for a minimum of six months.** ~~Such leave shall not be taken on an intermittent basis.~~

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

During the **unpaid** medical leave, the employee will receive no compensation from the District. The District reserves the right to determine ~~if the position is vacant and the whether the~~ position will be permanently filled ~~during such leave after one year. If When~~ the employee is able to return **within the 12 month leave period, the employee may return to his/her original position if not filled by the District. If the District has filled the position, the** District may assign the employee to a **comparable** vacant position for which he/she is qualified or the employee may apply for an open position through the **District’s** application process.

Employees who are unable to return to work following 12 months of such leave shall retire, resign or will be separated from the District in accordance with section 6 – Employment Separation of this Handbook.

Participation in the District’s insurance coverage ~~may will~~ be available ~~as outlined~~ **subject to provisions** in the health insurance summary plan description **which can be found on the HR section of the District’s intranet.**

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

MILITARY LEAVE

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

*Reference: Wisconsin Statutes
Sections 321.63 – 321.66*

RETIREMENT IN WISCONSIN RETIREMENT SYSTEM

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

EMPLOYEE ASSISTANCE PROGRAM

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

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

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

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

The program will operate within the following guidelines:

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

Reference: Board Policy 4233

TRAVEL PAY POLICY

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

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

Under ordinary circumstances, it is the policy of the District to reimburse travel expenses on the basis of actual - expenses incurred. Persons traveling on District business are entitled to transportation, hotel accommodation, -meals, and limited incidentals (for example, taxis and telephone calls) that meet reasonable and adequate standards for convenience, safety, and comfort.

Reference: Board Policy 3412
Wisconsin
Statutes Sections
118.24
Fair Labor Standards Act
29 C.F.R. Part 541, et seq.

TUITION ASSISTANCE REIMBURSEMENT

~~Non-instructional staff~~ All staff other than AST

The District shall provide ~~tuition assistance payment~~ of \$50 per credit up to ~~12~~^{six} credits maximum per school year. **Courses taken during the summer will be considered part of the up and coming school year.** ~~semester. Prior approval by the Office of Human Resources is required. Employees must:~~ **Facilities employees only: All costs to maintain employment certifications and/or licenses will be paid by the District.**

To receive tuition assistance, employees must:

- 1. Prior to taking the course:**
 - a. Visit Frontline – Professional Growth to complete *either* an Out of District Course Approval Form or select a course from the District's activity catalog**
 - i. Requests will be routed to the building administrator/department supervisor for review and/or approval**
 - ii. Out of district courses must be taken via a regionally accredited school**
- 2. Following completion of the course:**
 - a. Complete all course evaluations on Frontline – Professional Growth**
 - b. Upload a copy of the official transcript showing the credits earned or a certificate of completion and a copy of receipts for courses taken**
 - i. Only courses earning a "B" or higher, or pass for non-graded courses, will be considered for assistance**
 - c. This will be routed to department supervisors/building administrators for review and/or approval**
 - i. If approved, this will be routed to the Office of Human Resources for processing as outlined below**

Requests for tuition assistance will be processed biannually in February and October by the Office of Human Resources. Due dates for requests will be January 31 for February processing and September 30 for October processing.

***Submitting a form or selecting a course in Frontline does not track credits needed for Tier advancement. This process will be communicated separately to teaching staff each spring.**

- ~~1. Submit their request in writing to the Office of Human Resources no later than 30 days before the start of the course.~~
- ~~2. Choose a course related to the improvement of their ability to perform his/her present job expectations or to advance their career within the District.~~
- ~~3. Take courses on his/her own time.~~
- ~~4. Take courses offered by a regionally accredited school.~~
- ~~5. Have a completion grade of "B" or higher, or pass for non-graded courses.~~
- ~~6. Provide the official transcript and/or certificate of completion to the Office of Human Resources within 30 days of completion.~~
- ~~7. Provide proof of tuition payment.~~
- ~~8. Continue employment within the District for three years after the completion of the coursework or must repay the prorated amount~~
 - ~~a. Less than one year = 100 percent~~
 - ~~b. One to less than two years = 50 percent~~
 - ~~c. Two to less than three years = 25 percent~~
- ~~9. (Facilities employees only) All costs to maintain employment certifications and/or licenses will be paid by the District.~~
 - ~~—~~
 - ~~— Teachers and interpreters~~
 - ~~— The District shall provide a payment of \$50 per credit up to six credits maximum per semester.~~
 - ~~— Employees must:~~
 - ~~1. Choose a course related to the improvement of their ability to perform his/her present job expectations or to advance their career within the District.~~
 - ~~2. Take courses on his/her own time.~~
 - ~~3. Take courses offered by a regionally accredited school.~~
 - ~~4. Have a completion grade of "B" or higher.~~
 - ~~5. Provide the official transcript and/or certificate of completion to the Office of Human Resources within 30 days of completion.~~
 - ~~6. Provide proof of tuition payment.~~
 - ~~7. (Interpreters only) Educational interpreters who successfully pass the Educational Interpreter Performance Assessment (EIPA) will be reimbursed every five years by the District once they submit a copy of their test results to the Office of Human Resources. This skills test is required for all five-year licensed educational interpreters by the Department of Public Instruction (DPI) and is therefore an expense that will be covered by the District.~~

Administrative, Supervisory and Technical employees (AST)

WORKER'S COMPENSATION

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

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

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

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

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

LIGHT DUTY

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

Reference: Worker's Compensation Act

EMPLOYEE PROPERTY

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

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

The District will assist individuals seeking redress by providing any available information that will help to facilitate reimbursement from others for any loss or damage of personal property on District premises, but assumes no responsibility for such loss as a District.

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

Reference: Policy 3623

SECTION 5: CONDITIONS OF EMPLOYMENT

REQUIRED MEDICAL DOCUMENTATION: NON-CERTIFIED POSITIONS

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

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

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

REQUIRED TRANSCRIPTS, CERTIFICATION AND MEDICAL DOCUMENTATION FOR CERTIFIED STAFF

The following conditions of employment apply for all certified staff:

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

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

employment.

LICENSURE

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

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

STAFF PHYSICAL EXAMINATIONS

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

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

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

Reference: Board Policy 4231

EMPLOYEE ATTENDANCE AND PUNCTUALITY

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

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

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

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

Reference: Board Policy 4280

ABSENCE REPORTING/PROCEDURES

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

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

ACCIDENT REPORTS

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

Reference: Board Policy 3631

EMPLOYEE DRESS AND GROOMING

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

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

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

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

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

Reference: Board Policy 4229

ALCOHOL AND DRUG-FREE WORKPLACE

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

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

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

Reference: Board Policy/Rule 4221

DRUG TESTING: REASONABLE SUSPICION

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

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

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

A laboratory licensed by the state will conduct any drug testing required or requested by the District. Before being asked to submit to a drug test, the employee will receive written notice of the request or requirements from

the lab. The employee must also sign a testing authorization and acknowledgement form confirming that he or she is aware of Policy 4221 and employee's rights. The District will incur all expenses related to the test.

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

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

TOBACCO AND/OR VAPING DEVICE USE ON SCHOOL PREMISES

Smoking and the use of tobacco products and/or vaping devices in any form, including those with or without nicotine, is strictly prohibited for all persons on district premises. "Premises" is defined as all property owned by, rented by or under the control of the district, including grounds, schools, offices, work areas, school buses and other school vehicles.

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

Reference: Board Policy 1310

EMPLOYEE RIGHT TO KNOW: TOXIC SUBSTANCES AND INFECTIOUS AGENTS

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

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

Reference: Board Policy 4235

EMPLOYEE TRAINING AND PROFESSIONAL LEARNING

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

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

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

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

~~NEW EMPLOYEE INTRODUCTORY PERIOD~~

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

- ~~1. **Licensed teachers:** The introductory period for a teacher is three years.~~
- ~~2. **Support/non-exempt staff:** The introductory period for support staff is 90 working days.~~
- ~~3.1. **Exempt/professional/administrative staff:** The introductory period is one year.~~

SECTION 6: EMPLOYMENT SEPARATION

TERMINATION OF EMPLOYMENT BY THE DISTRICT

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

Reference: Wisconsin Statutes

*Sections 118.22
66.0509*

REDUCTION IN FORCE

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

EMPLOYEE RESIGNATION/RETIREMENT

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

Reference: Board Policy 4361

TEACHER RESIGNATION FORFEITURE

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

UNPAID MEDICAL LEAVE SEPARATION

Employees who are unable to return to work following 12 months of unpaid medical leave as outlined herein shall retire, resign or will be involuntarily separated from the District. Resignations and retirements shall align with Policy 4361. Individuals who do not resign or retire in accordance with Policy 4361 will be involuntarily separated from the District upon the expiration of their approved unpaid medical leave.

JOB ABANDONMENT

If an employee fails to report for work as scheduled, or to contact his or her supervisor to report an absence for a minimum of three working days during a calendar year, the District shall consider the employee's position abandoned and may treat the employee as having voluntarily resigned his or her position. If the District decides to treat the position abandonment as a voluntary resignation, the District shall notify the employee in writing that the employee is being treated as having voluntarily resigned as of the end of the last day worked.

Reference: Wisconsin Statute Section 230.34 and Board Policy 4280 and 4244

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

GENERAL RULES OF CONDUCT

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

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

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

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

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

EMPLOYEE CODE OF ETHICS

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

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

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

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

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

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

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

Reference: Board Policy 4224

EMPLOYEE DISCIPLINE

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

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

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

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

Reference: Board Policy/Rule 4362

PROGRESSIVE DISCIPLINE/TERMINATION PROCEDURES

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

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

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

Step 1 - Verbal reminder

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

Step 2 - Written reminder

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

Step 3 - Disciplinary

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

Step 4 - Involuntary separation (termination of employment)

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

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

EMPLOYEE COMPLAINT (GRIEVANCE) PROCEDURE

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

1. DEFINITIONS

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

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

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

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

2. TIME LIMITS

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

3. PROCEDURE

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

attempted resolution, and the results of such discussion; and

- The specific requested remedy.

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

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

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

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

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

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

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

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

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

The school board shall decide the matter by a majority vote and the decision of the school

board is final and binding and is not subject to further review.

f. **General requirements:**

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

Reference: Board Policy 4271

STAFF GIFTS

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

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

Reference: Board Policy 4240

STAFF MISCONDUCT REPORTING

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

Reference: Board Policy 4223

LEADERSHIP CALLED MEETINGS

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

TEACHER PLANNING AND COLLABORATION TIME

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

VIOLENCE IN THE WORKPLACE

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

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

Conduct that threatens, intimidates, or coerces another employee, a student, or a member of the public at any time, including off-duty periods, will not be tolerated. All threats of (or actual) violence, both direct and indirect, must be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by students, vendors, solicitors or other

members of the public. When reporting a threat of violence, the employee should be as specific and detailed as possible.

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

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

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

Reference: Board Policy 4112

EMPLOYEE INFORMATION BOARDS

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

ANTI-GRAFFITI

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

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

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

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

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

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

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

SEARCHES

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

EMPLOYEE ACKNOWLEDGEMENT

Employees must acknowledge receipt and review of the Kenosha Unified School District Employee Handbook by accessing the handbook **on the District’s intranet in the HR portal**. The ~~intranet HR portal~~ is accessible on the KUSD website under ~~the staff button information~~. Once in the ~~intranet HR portal~~ **click on the “HR/Benefits” quick link and then click on “eSignature” to access the employee handbook**~~click on the “E-Signature” tab and then click on the “Employee Handbook” tab to access the employee handbook.~~

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Kenosha Unified School District
Kenosha, Wisconsin

March 26, 2019

REPORT OF CONTRACTS IN AGGREGATE OF \$50,000

School Board Policy 3420 requires that “all contracts and renewals of contracts in aggregate of \$50,000 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 \$50,000 that have been added to the Contract Management Database subsequent to March 26, 2019 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 \$50,000

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
Equal Opportunity Schools	The acquisition of Equal Opportunity Schools for our district high schools Bradford, Indian Trail and Tremper will increase the number of students of color who participate in Advanced Placement (AP) courses.	\$72,900.00

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Mr. Tarik Hamdan
Chief Financial Officer

Julie Housaman
Chief Academic Officer

Patricia Clements
Coordinator of Talent
Development

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: Equal Opportunity Schools (EOS)

Purchased Good/Program: Program to help close race and income enrollment gaps in Advanced Placement courses

Start Date/Date Needed: September 2019

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

Background

One component of the District Title IV plan is to close the discrepancy between the number of white/Asian students and students of color who participate in Advanced Placement (AP) courses. Working collaboratively on this effort are administrators and teachers representing the departments of teaching and learning and school leadership as well as Bradford, Indian Trail and Tremper high schools.

Student participation in academically intense high school coursework predicts college completion results far more than race, poverty, or earlier-grade achievement test scores. Students who take an AP course are more likely to complete college. AP courses are a powerful means of disrupting high-end achievement gaps, but too many low-income students and student of color are missing out. National and state assessment data reveal a troubling, well-documented, pattern: students of color and low income students lag behind white/Asian and middle class students. KUSD AP course enrollment data from 2017/18 and 2018/19 reveals the same troubling pattern.

Proposal

KUSD will purchase the services of Equal Opportunity Services (EOS) to partner with Bradford High School, Indian Trail High School, and Tremper High School. EOS will partner with the schools and district leaders to close race and income enrollment gaps in AP programs, while maintaining or increasing the success of these programs. EOS provides tools, such as a gap chart analysis, equity pathways report, and beginning and end of year student/administrator surveys, as well as shared best practices to make equity a priority and improve access to AP courses.

Program Features

- Studying the data.

EOS will collect AP enrollment data and survey all students in grades 9, 10 and 11 and staff to better understand the access to AP courses and success within those course. Each of the three high schools will receive a Student Insight Card* for each student. The school-based AP Steering Committees will review this information to guide their work in achieving equity in participation and success in AP courses.

**The Student Insight Card includes the following information: potential, career aspirations, potential barriers to success and staff recommendations.*

- Strategy Development

EOS will work with the AP Steering Committee at each high school to develop a set of strategies to engage and advocate for underrepresented students. This work includes the development of an Outreach Lists of underrepresented students that could benefit from AP courses.

- Monitoring Success

EOS will support each school in the development of a AP Support Plan that will include the current AP enrollment status and AP pass rate for each demographic group as well as establishing how outcomes will be measured.

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

- One-year contract for Bradford HS, Indian Trail HS and Tremper HS is **\$72,900.00**

- Bradford HS - \$24,300.00
- Indian Trail - \$24, 300.00
- Tremper - \$24, 300.00
- **Total: \$72, 900.00**

- 2019/20 Title IV Grant will be funding the purchase

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

YES X NO If no, please request an RFP packet

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

The AP Steering Committee at each high school will work with EOS to establish a plan that includes measurable outcomes in order to:

- Close race and income participation gaps in AP, as measured by equally high AP participation rates for students of color and low-income students as compared to their peers
- Raise AP performance, as measured by the number of students passing AP exams
- Develop systems and structures for the schools to sustain and improve upon these results in future years

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

- September, 2019

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

Appropriate Leadership Signature

Julie Hunsama Date 2-21-19

**Kenosha Unified School District
Kenosha, Wisconsin**

March 26, 2019

HEAD START FEDERAL GRANT REQUEST

Approval from the Board of Education is requested to submit and implement the Head Start Federal Grant for the 2019-2020 school year. The funding for this grant is \$2,166,902 for Head Start operations. The grant is designed to fund the operating costs of the Kenosha Unified School District Head Start Program.

Grant Title

Federal Head Start Grant

Funding Source

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

Grant Time Period

July 1, 2019 to June 30, 2020

Purpose

The purpose of Head Start 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, 2019. 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.

Number of Students Served

330 eligible Head Start Students

Relationship to District Plan and Goals

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

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

Fiscal Impact Statement

Attachment A

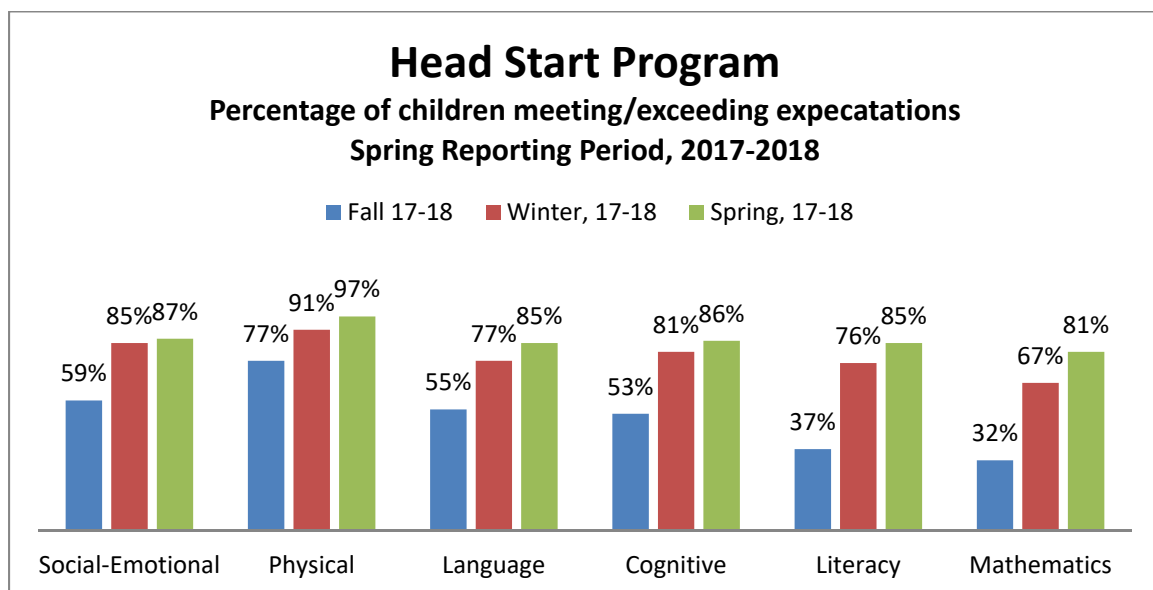
Changes in Program Service

There are no changes in service locations for the 2019-2020 school year. All Head Start sites will remain the same.

The results of Head Start's annual self-assessment from February 2019 identified the need to strengthen the Mental Health Consultant role in the Head Start Program. To meet this need, the Family Services Coordinator position was redesigned to include supporting the mental health needs of our children and their families. By restructuring this position, a more coordinated and informed effort to support the mental health needs of children and families can be implemented. This position would begin as a .6 position, with the possibility of increasing to a fulltime position if it is determined to be a need in the future.

Current Status:

- As of February 2019, Head Start has 386 students enrolled (330 Federal slots and 56 state slots).
- Head Start has increased the number of students with completed physical exams from 56% in September 2018 to 70% in January 2019.
- Head Start has increased the number of students with completed dental exams from 53% in September 2017 to 72% in January 2019.
- As of January 2019 45 children have received dental follow up work, such as having cavities filled.
- Head Start academic achievement is listed below.



As evidenced by the graph, the most significant domains of improvement during the 2017-2018 school year were math (49% increase in children meeting or exceeding expectations from Fall to Spring) and literacy (48% increase in children meeting or exceeding expectations from Fall to Spring). The highest areas of achievement overall are physical development and social-emotional development.

Head Start Five Year Grant Goals:

The Management Team will continue to work on the goals for this five year grant:

- Increase the social-emotional competence of children to ensure success in kindergarten.
- Partner with families to ensure they have the knowledge and skills to be advocates for their children's education.

Progress towards these goals:

- Staff who have already received Pyramid Model (PBIS) training have been documented, and face to face and online Pyramid Modules trainings are being offered to staff needing to be trained.
- ChildPlus is being used to document and track children who scored in the monitoring or concern zone on the Ages and Stages: Social Emotional Questionnaire (ASQ:SE).
- The monthly communication tool that Family Service Providers and teachers use to regularly review and discuss child and family data has been updated to include a section specifically about mental health and social emotional needs of the child and family.
- The Head Start attendance plan has been updated to include family efforts and program efforts to increase children's attendance.
- Attendance information was shared with families during October conferences.
- The Family Service Providers hosted a Meet and Greet event at their school sites in September to begin building relationships with their families.

Service Area:

Head Start will continue to hold sessions at the same sites as the previous year. For the 2019-2020 school year. Head Start will serve children and families at:

Head Start Locations 2018-2019
Two Sessions (AM and PM)
Bose Elementary School
Brass Community School
C. Strange Elementary School
Cesar Chavez Learning Station
Edward Bain School of Language and Art – Creative Arts
Frank Elementary School
McKinley Elementary School
Wilson Elementary School
One Session (AM or PM)
Grewenow Elementary School –PM Session
Jefferson Elementary – PM Session
Jane Vernon Elementary School – AM Session

Evaluation Plan

- Head Start meets a community need with the services that it provides. This will be evidenced through a Head Start waiting list for families that qualify.
- Student outcomes are monitored within the Head Start Child Development and Early Learning Framework in eight developmental domains. The progress of every child is reported to parents/guardians three times during the school year. The outcomes measured are aligned with Wisconsin Model Early Learning Standards and Common Core Standards.
- Semi-annual Program Reports are presented to the Policy Council and School Board to provide information to monitor the success of the program.
- A Program Plan Report is submitted to the Head Start Region V office in Chicago.
- Head Start monthly reports (HS 22) are shared with the Policy Council and School Board.
- Monthly informational calls are made to the Head Start Region V office in Chicago.
- Head Start conducts an annual self-assessment to determine strengths and areas that are in need of improvement.
- An annual report is available to the community and all stakeholders providing statistics, services and budget information.

Staff Persons involved in preparation of the grant application:

Luanne Rohde, Director of Early Education
Samantha McGovern, Education & Disabilities Coordinator
Bridget Cardinali, Health Coordinator
Alexandria Haubrich, ERSEA Coordinator
Head Start Policy Council

Administrative Recommendation

Administration recommends that the school board approve Head Start Federal Grant for the 2019-2020 school year.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Ms. Susan Valeri
Chief of School Leadership

Mr. Martin Pitts
Regional Coordinator of
Leadership and Learning

Ms. Luanne Rohde
Director of Early Education

Fiscal, Facilities and Personnel Impact Statement

Notes/Assistance provided in this dropdown menu

Title: Head Start Federal Grant

Budget Year: 2019-2020

Department: Early Education

Budget Manager: Luanne Rohde

REQUEST

Approval from the Board of Education is requested to submit and implement the 2019-2020 Head Start Federal Grant. The amount of \$2,166,902 will fund the operating costs of the KUSD Head Start Program. This funding amount includes \$2,098,445 for operations, \$37,142 for Cost of Living Adjustment (COLA) and \$31,315 for Training and Technical Assistance.

RATIONALE/ INSTRUCTIONAL FOCUS

The Head Start program provides comprehensive services in the areas of health, education, social/emotional development, and parent involvement for low-income preschool children and their families. The grant will service 330 high-risk children who will be three and four years of age on or before September 1, 2019. Funds will be utilized to serve the children and their families in all program component areas as required by the Head Start Act and through the Head Start Performance Standards.

IMPACT

The Head Start Federal grant will provide:

- Funding for staffing (teachers, educational support personnel) to serve 330 children within the requirements of the Head Start Performance Standards and Head Start Act
- Funding for Head Start support staff (Family Service Providers) for families of Head Start children
- Funding for breakfast, lunch, and snacks for Head Start children
- Funding for bus monitors
- Funding for administrative support personnel (head secretary, data specialist, health specialist, custodial staff)
- Funding for facilities (Chavez Learning Station)

BUDGET IMPACT

Object Level	Descriptive	Amount
100's	Salaries	\$994,219
200's	Fringes	\$918,213
300's	Purchased Services	\$146,315

400's	Non-Capital Objects	\$24,480
500's	Capital Objects	\$10,000
	Indirect Cost	\$73,675
	TOTAL	\$2,166,902

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

FUNDING SOURCES

Select Funding Sources:

Head Start Federal Grant

KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, Wisconsin

March 26, 2019

ADOPTION OF INSTRUCTIONAL MATERIALS

Background and Rationale

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

- Middle school: Grade 8 U.S. History
- High school: AP Human Geography, High School United States History and Government

Social Studies Philosophical Statements

The social studies teachers of Kenosha Unified believe all students should be afforded the opportunity to express themselves in a diverse community supported by a foundation based in equity. They view social studies instruction as an integral and essential part of the students’ learning experience and think it can increase critical thinking skills which foster lifelong learning. Teachers believe their focus on tolerance, acceptance, and perspective will prepare all students to thrive in society of mixed systems, beliefs, and experiences.

Kenosha Unified social studies main objectives will be for students to value and maintain diversity, civility, and individuality while understanding their role in society. They will analyze primary sources and contextualize information while using the content to improve higher order thinking and problem solving skills. They will also learn from the experiences and cultures of others and grow to accept the differences existing in a multicultural society. The goal of our teachers is to graduate students who are good citizens and will positively impact society.

Instructional Materials Review Process

A Request for Proposal (RFP) was created in partnership with the Kenosha Unified School District Purchasing Department. Responses to the RFP were opened and reviewed by the Office of Finance and the coordinator of social studies on October 2, 2018. Materials were requested from four vendors and the public viewing was held from November 19, 2019 to December 8, 2019. The three finalist vendors were invited to provide a full presentation to the design team (Appendix B)

which would include access to the online resources and teacher materials. A rubric was shared with the team for use during presentations to collect data that would guide vendor selection (Appendix C). Following this presentation, the design team took samples back to their schools to share with each social studies teacher. A google form was created to allow teachers to provide feedback that became part of the data collected to finalize the materials selection.

Instructional Materials Selected

The Purchase/Contract Rationale forms include the list of teacher resources and instructional materials (Appendices D/E).

COURSE NAME	MATERIALS SELECTED	VENDOR	COST
8th Grade Social Studies	<i>United States History: Beginnings to 1914.</i> 2018	HMH	\$172,292.50
High School U.S. History	<i>American History/Project Imagine</i> 2018	Pearson	\$173,558.00
U.S. Government and Politics	<i>Magruder's American Government</i> 2016	Pearson	\$70,477.50
AP Human Geography	<i>The Cultural Landscape, ed. 12</i> 2017	Pearson	\$98,982.00
AP Government and Politics	<i>Government in America, ed. 17</i> 2018	Pearson	\$45,891.00
Shipping	N/A	N/A	27,223.60
Total	N/A	N/A	\$588,424.60

New Materials Benefits

HMH and Pearson materials provide an ideal combination of print materials and dynamic digital resources. An expansive variety of engaging opportunities are available for teachers to design lessons that actively immerse students in learning while addressing the new Wisconsin state standards for social studies. Additionally, these materials are available on any device increasing the ease of student learning and teacher preparation. The materials will empower learning for all students through:

- **Interactive eText and Reading Support** provide literacy support for diverse learners. Students can review lesson objectives, key terms, and academic vocabulary to build comprehension.
- **Interactive Galleries** allow close analysis of powerful visuals and primary source images that make the story come to life. These engaging visuals reflect diversity and different perspectives of events and topics.
- **Interactive 3-D models and maps** bring historical locations and iconic landmarks to life while providing opportunities for critical thinking and real-world context.
- **Interactive charts, simulations and cartoons** provide additional exciting ways to present the content.
- **Interactive primary sources** foster close-reading analysis and support Social Studies thinking and literacy skills.
- **Active Classroom Strategies** increase in-class participation, energy, and attentiveness while helping students develop historical thinking skills.

Implementation

Purchase of the HMH and Pearson social studies curriculum resources in April 2019 will allow teachers to access the materials and begin planning prior to leaving for the summer. The design team will complete the curriculum document updates to ensure a seamless implementation in the 2019-20 school year. HMH and Pearson will work with the district to coordinate professional learning opportunities and the District's Social Studies Coordinator will develop specific trainings and support throughout the school year.

DATE	TOPIC	AUDIENCE	PROVIDER
August 2019	Implementing the curriculum and accessing the online	Middle school and high school social studies teachers:	HMH and Pearson Professional Development Staff

	resources.	large group and grade level/course groups	
September - October 2019	Implementation Check in	Building-level Social Studies groups	Social Studies Coordinator
October 2019	Introduction to small group coaching	Middle school and high school World History/Geography teachers: large group and grade level/course groups	Social Studies Coordinator and HMH and Pearson Professional Development Staff
October 2019 - May 2019	Small group coaching	Middle school and high school World History/Geography teachers	Social Studies Coordinator and HMH and Pearson Professional Development Staff

Secondary studies teachers will begin Phase 4 of the curriculum development process in September 2019. Throughout the school year, the social studies coordinator will work with lead teachers, instructional coaches, and principals to monitor the impact of the new instructional resources. The Phase 4 work will include:

- Assessing student progress using district common assessments
- Planning and activating the ongoing program evaluation design
- Collecting teacher feedback

Phase 5 of the curriculum review cycle will be conducted from September 2020 through June 2023. Phase 5 work includes monitoring the use of the curriculum with the following processes:

- Analyzing student work on end-of-unit assessments
- Analyzing state assessment results
- Reviewing data to determine the extent to which curriculum alignment is present
- Reviewing and updating curriculum guides and assessments as necessary
- Continuing professional learning and monitoring impact
- Evaluating the improvements made

Recommendation

Administration recommends that the Board of Education grant approval to purchase secondary social studies curriculum materials as outlined in the chart below, including Appendices D&E, showing an estimated purchase cost of \$561,201.00.

COURSE NAME	MATERIALS SELECTED	VENDOR	COST
8th Grade Social Studies	<i>United States History: Beginnings to 1914.</i> 2018	HMH	\$172,292.50
High School U.S. History	<i>American History/Project Imagine</i> 2018	Pearson	\$173,558.00
U.S. Government and Politics	<i>Magruder's American Government</i> 2016	Pearson	\$70,477.50
AP Human Geography	<i>The Cultural Landscape, ed. 12</i> 2017	Pearson	\$98,982.00
AP Government and Politics	<i>Government in America, ed. 17</i> 2018	Pearson	\$45,891.00
Shipping	N/A	N/A	27,223.60
Total	N/A	N/A	\$588,424.60

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Ms. Julie Housaman
Chief Academic Officer

Mr. Che Kearby
Coordinator of Social Studies

POLICY 6300

CURRICULUM DEVELOPMENT AND IMPROVEMENT

A prekindergarten through twelfth grade curriculum shall be established and maintained in accordance with state law, the needs of society, the local community, and the individual student.

The District's academic content standards adopted by the School Board shall serve as the basis for all curriculum and instructional program development in the District.

A cyclical curriculum development process for all fields of study will provide a comprehensive evaluation of course content, an inclusive curriculum development process, a thoughtful implementation, revisions based on data, and time for program effectiveness to be realized. The cyclical curriculum development process includes five phases encompassing seven years of work. In Phase 3 the curriculum design team will determine the curriculum resources and professional learning needs that are critical to advance the curriculum development process to Phase 4. A budget assumption will be brought to the school board for approval annually during Phase 3.

Recommendation for additions or deletions to the established curriculum shall be reviewed by the Assistant Superintendent of Teaching and Learning and provided to the Superintendent of Schools and School Board for approval.

LEGAL REF: Wisconsin Statutes

- Sections 118.01 (Instructional program goal requirements)
- 118.30 (Academic standards and assessment requirements)
- 120.13 (Board power to do all things reasonable for the cause of education)
- 121.02(1)(k) & (L) (Rules implementing curriculum state standard)
- Wisconsin Administrative Code
- PI 8.01(2)(k) & (l) Rules implementing curriculum program standards

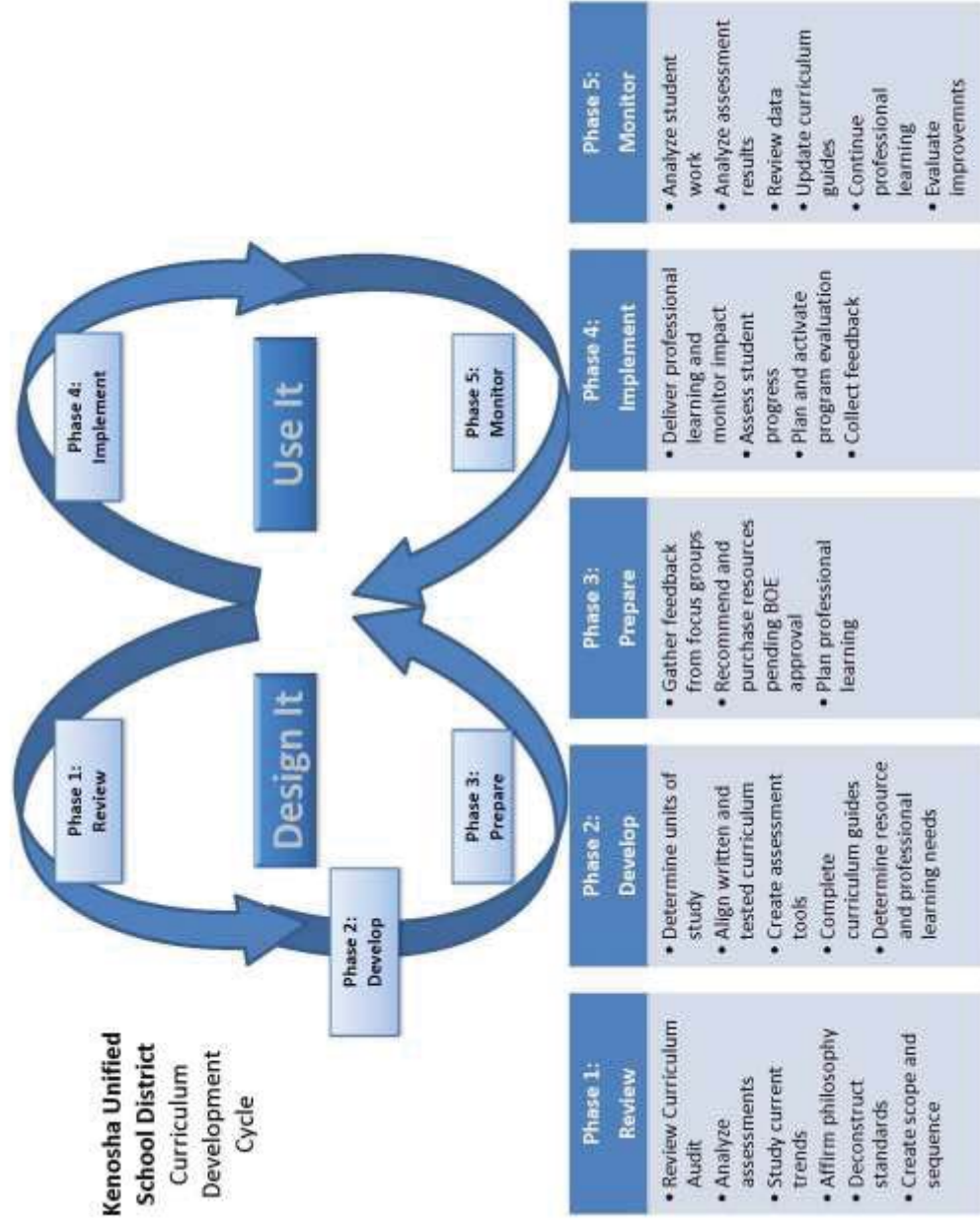
CROSS REF:

- 6100, Mission, Vision, Core Values and Strategic Directions
- 6310, Elementary School Curriculum
- 6610, Selection of Instructional Materials
- 6620, Library Resources
- Board-Adopted Academic Standards
- District Learning and Content Standards

AFFIRMED: September 24, 1991

REVISED: November 8, 1994
October 13, 1998
January 29, 2002
December 20, 2011
June 25, 2013
December 15, 2015

RULE 6300
CURRICULUM DEVELOPMENT AND IMPROVEMENT





SECONDARY SOCIAL STUDIES CURRICULUM DESIGN TEAMS

TEAM MEMBERS		SCHOOL
Course: Eighth Grade Social Studies		
Nicole Aquino		Bullen Middle School
Mary Bohning		Kenosha School of Technology Enhanced Curriculum—East
Mara Degrave		Washington Middle School
Stephanie Denure		Kenosha School of Technology Enhanced Curriculum—West
Erin Gray		Lincoln Middle School
James Kutz		Mahone Middle School
Eric Legler		Lance Middle School
Jennifer Seivert		Mahone Middle Schools
John Ward		Kenosha School of Technology Enhanced Curriculum—West
Course: U.S. Government and Politics		
Eric Beem		Tremper High School
Brian Chike		Bradford High School
Marla Day		Indian Trail High School and Academy
Hoss Jager		Indian Trail High School and Academy
Deirdre Robertson		Reuther Central High School
Course: High School U.S. History		
Michael Allen		Indian Trail High School and Academy
Lindsey Bernhardt		Bradford High School
Jeanne Hamilton		LakeView Technology Academy
Sarah McClellan		Bradford High School
David Strouf		Reuther Central High School
Robert Thomas		Tremper High School
Blake Topel		Tremper High School
Melissa Whitaker		Tremper High School

Grade Level _____

Today's date _____

	HMH	Pearson	McGraw	
4=Excellent 3=Good/Adequate 2=Partial evidence, could be better 1=Very inadequate 0=No evidence of criteria being met				
<i>Content</i>				
<ul style="list-style-type: none"> Content is current, accurate and inclusive. 				
<ul style="list-style-type: none"> The degree to which the instructional material is able to communicate the essential elements of the standards to students. 				
<ul style="list-style-type: none"> Content is grade-level appropriate. 				
<ul style="list-style-type: none"> Readability is on grade level. 				
<ul style="list-style-type: none"> Critical thinking skills are developed. 				
Total for Content section				
<i>Work Teachers Do</i>				
<ul style="list-style-type: none"> Activates prior knowledge: What suggested strategies are provided to alert teacher to common student misconceptions, help frame instruction? 				
<ul style="list-style-type: none"> Provides content support: What level of essential information is included for teacher to succeed, provide resources for teacher to learn more? 				
<ul style="list-style-type: none"> Suggests ways to differentiate instruction: What specific strategies are provided to adapt or modify instruction for various subgroups, including English language learners, special education, gifted and talented? 				
<ul style="list-style-type: none"> Specific English Language Learner support is provided. (examples?) 				
<ul style="list-style-type: none"> Resources to reach all learners are provided—differentiated materials? 				
<hr/> <ul style="list-style-type: none"> User friendly <hr/>				
<ul style="list-style-type: none"> Total for Work Teachers Do section 				

4=Excellent 3=Good/Adequate 2=Partial evidence, could be better 1=Very inadequate 0=No evidence of criteria being met				
<i>Work Students Do</i>				
<ul style="list-style-type: none"> Student tasks and assignments: What is the quantity, quality, relationship with content standards, and level of interest for the student? 				
<ul style="list-style-type: none"> Sequencing of the material: Is it logical, internally consistent, and understandable by the student? 				
<ul style="list-style-type: none"> Reading strategies and reading skills are taught, practiced, and applied. 				
<ul style="list-style-type: none"> Comprehension is reviewed frequently. 				
<ul style="list-style-type: none"> Lesson summaries are provided 				
<ul style="list-style-type: none"> Strategies for learning and remembering vocabulary words are provided. 				
Total for Work Students Do section				
<i>Assessments</i>				
<ul style="list-style-type: none"> Variety (formative, summative, performance, objective, writing assignments, research projects) 				
<ul style="list-style-type: none"> Are two versions of each assessment available? 				
<ul style="list-style-type: none"> Alignment to content standards (the degree to which they measure understanding and mastery of key concepts) 				
<ul style="list-style-type: none"> Grading guides (rubrics, model answers) 				
<ul style="list-style-type: none"> Informing instruction (provides suggestions to teachers on how to interpret student performance as a guide to further instruction) 				
Total for Assessments section				
<i>Other Criteria</i>				
SUPPLEMENTAL MATERIALS: <ul style="list-style-type: none"> What ancillary materials come with the program? 				
<ul style="list-style-type: none"> Technology is available to support teachers and students 				
<ul style="list-style-type: none"> What is available for students online? 				
Total for Other Criteria section				

4=Excellent 3=Good/Adequate 2=Partial evidence, could be better 1=Very inadequate 0=No evidence of criteria being met				
<ul style="list-style-type: none"> How many subsequent years of consumable materials will be included? 				
<ul style="list-style-type: none"> Technology is available to support teachers and students (unit videos, test generators, e -books, lesson planners, audio CDs, etc.). 				
<ul style="list-style-type: none"> What is available for students online? 				
<ul style="list-style-type: none"> Clickers—are materials made for them? 				
<ul style="list-style-type: none"> What training for technology is available? 				
SUPPORT <ul style="list-style-type: none"> What inservice training is available? What about post-sales support? Future follow-up training available? 				
Total for Other Criteria section				

Total for each section for each publisher

Section	Publisher			
Content				
Work Teachers Do				
Work Students Do				
Assessments				
Other Criteria				

Overall recommendation of a book _____
 Explain your answer.

Your signature _____

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: Houghton Mifflin Harcourt Publishing Company
Purchased Good/Program: United States History: Beginnings to 1914
Start Date/Date Needed: August 2019/June 2019

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

These resources be used to deliver the eighth grade social studies content.

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

The quote for materials and services is \$172,292.50; and the funding source is the Teaching and Learning budget. The purchase includes:

- Teacher materials,
- Student textbooks,
- Licenses for digital content, and
- Training for instructional staff.

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?

This purchase will support the content teaching standards outlined in the district social studies curriculum and provide resources to support all learners' needs (e.g., students learning a second language, special education students, students needing scaffolded support above or below grade level, etc.).

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

August 28, 2019

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

Appropriate Leadership Signature Julie Housman Date 2-26-19

RFP #5177 U.S. HISTORY AND GOVERNMENT SPECIFICATIONS					
KUSD Course Title	Demonstrate Alignment With These Disciplinary Core Ideas	Teachers Kit	Number of Books	Unit Price	Total
Grade 8 Social Studies	Grades 8 United States History beginning to Progressive Era		1250	\$ 102.45	\$ 128,062.50
Grade 8 Social Studies	Grades 8 United States History beginning to Progressive Era		400	\$ 61.70	\$ 24,680.00
Grade 8 Social Studies	Grades 8 United States History beginning to Progressive Era	50		\$ 391.00	\$ 19,550.00
High School U.S. History	Modern U.S. History starting around Progressive Era Differentiated Between Honors and Regular		750	\$ 116.30	\$ 87,225.00
High School U.S. History	Modern U.S. History starting around Progressive Era Differentiated Between Honors and Regular	50		\$ 476.00	\$ 23,800.00
High School U.S. Government	Upper Level Government Course Differentiated Between Honors and Regular		625	\$ 100.45	\$ 62,781.25
High School U.S. Government	Upper Level Government Course Differentiated Between Honors and Regular		775	\$ 79.50	\$ 61,612.50
High School U.S. Government	Upper Level Government Course Differentiated Between Honors and Regular	25		\$ 398.00	\$ 9,950.00
Professional Services	Online and in-person training, including instructional coaching and getting started	N/A	N/A	See Services Narrative	\$ 58,450.00
Shipping	Shipping				\$ 34,793.72
TOTAL COST					\$ 510,904.97

\$172,292.50
Only items
being purchased

*Note: See the HMH Barcode Instructions and Information document included with this response

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: Pearson

Purchased Good/Program: Pearson Realize

Start Date/Date Needed: August 2019/June 2019

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

The purchase of these materials will provide social studies instructional materials aligned to the district's social studies standards for grades 9,11, and 12 covering United States History, Government, and Geography.

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

The quote for materials and services is \$416,132.09; and the funding source is the Teaching and Learning budget. The purchase includes:

- Teacher materials,
- Student textbooks,
- Licenses for digital content, and
- Training for instructional staff.

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 educational outcome of this purchase will support the content teaching standards outlined in the district social studies curriculum and provide resources to support all learners' needs (e.g., students learning a second language, special education students, students needing scaffolded support above or below grade level, etc.).

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

August 28, 2019

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

Appropriate Leadership Signature *Julie Hunsicker* Date 2-26-19



Che Kearby
Social Studies Coordinator
Kenosha Unified School Dist 1
3600 52nd St
Kenosha, WI 53144-2697
United States

Quote Number: 69120-3

Quote Creation Date: 02-21-2019

Quote Expiration Date: 09-30-2019

Quote Release: 3

Kenosha Humanities 2-21-19 rev

Price Quote Summary

Solution	Base Amount	Free Amount	Total
American Government	\$ 70,477.50	\$ 3,935.25	\$ 70,477.50
Edwards: Government in America	\$ 45,891.00	\$ 374.25	\$ 45,891.00
New Products	\$ 0.00	\$ 2,374.25	\$ 0.00
Project Imagine: U.S. History	\$ 173,558.00		\$ 173,558.00
Rubenstein: The Cultural Landscape:	\$ 98,982.00	\$ 374.25	\$ 98,982.00
US History	\$ 0.00	\$ 3,935.25	\$ 0.00
Solution Subtotal	\$ 388,908.50	\$ 10,993.25	\$ 388,908.50
Shipping & Handling			\$ 27,223.60
Total			\$ 416,132.09

Price Quote Detail

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
American Government						
Grade 9-12 ©2016						
9780133328493	MAGRUDERS 2016 STUDENT EDITION + DIGITAL COURSEWARE 6-YEAR LICENSE	\$93.97	0	750	\$0.00	\$70,477.50
9780328880379	MAGRUDERS AMERICAN GOVERNMENT READING AND NOTETAKING STUDY GUIDE GRADE 12	\$17.97	25	0	\$449.25	\$0.00
9780133307108	MAGRUDERS AMERICAN GOVERNMENT 2016 TEACHER GUIDE GRADE 12	\$127.47	25	0	\$3,186.75	\$0.00
9780328880386	MAGRUDERS AMERICAN GOVERNMENT READING AND NOTETAKING STUDY GUIDE ANSWER KEY GRADE 12	\$11.97	25	0	\$299.25	\$0.00

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
Grade 9-12 ©2016 Subtotal					\$ 3,935.25	\$ 70,477.50
American Government Subtotal					\$ 3,935.25	\$ 70,477.50

Edwards: Government in America

Edwards et al, Government in America: People, Politics and Policy 2016 Presidential Election Edition 17e ©2018 with MyPoliSciLab with Pearson eText						
9780134787183	GOV IN AMERICA AP ED & TST PREP ADV PLACEMNT W/ETEXT UP TO 6-YEAR	\$152.97	0	300	\$0.00	\$45,891.00
9780134036267	TEST PREP FOR GOVERNMENT IN AMERICA: PEOPLE, POLITICS, AND POLICY, 2014 ELECTIONS AND UPDATES EDITION, AP* EDITION	\$14.97	25	0	\$374.25	\$0.00
Edwards et al, Government in America: People, Politics and Policy 2016 Presidential Election Edition 17e ©2018 with MyPoliSciLab with Pearson eText Subtotal					\$ 374.25	\$ 45,891.00
Edwards: Government in America Subtotal					\$ 374.25	\$ 45,891.00

New Products**Project Imagine: U.S. History ©2019**

9781418278151	IMAGINE UNITED STATES HISTORY ©2019 TEACHER EDITION	\$94.97	25	0	\$2,374.25	\$0.00
Project Imagine: U.S. History ©2019 Subtotal					\$ 2,374.25	\$ 0.00
New Products Subtotal					\$ 2,374.25	\$ 0.00

Project Imagine: U.S. History**Project Imagine: U.S. History ©2019**

9781418300999	IMAGINE UNITED STATES HISTORY 2019 PLUS HIGH SCHOOL UNITED STATES HISTORY 2016 RECONSTRUCTION TO THE PRESENT DIGITAL COURSEWARE 6-YEAR LICENSE + STUDE	\$123.97	0	1,400	\$0.00	\$173,558.00
Project Imagine: U.S. History ©2019 Subtotal						\$ 173,558.00
Project Imagine: U.S. History Subtotal						\$ 173,558.00

Rubenstein: The Cultural Landscape: An Introduction to Human Geography

The Cultural Landscape: An Introduction to Human Geography 13th Edition, AP® Edition ©2020 with Mastering Geography with Pearson eText, Rubenstein

ISBN	Description	Price	Free Qty	Charged Qty	Free Amount	Total Charged
9780135234044	AP TEST PREP FOR THE CULTURAL LANDSCAPE: AN INTRODUCTION TO GEOGRAPHY	\$14.97	25	0	\$374.25	\$0.00
9780135221716	RUBENSTEIN, THE CULTURAL LANDSCAPE, AN INTRODUCTION TO HUMAN GEOGRAPHY, 13TH EDITION, ©2020 AP EDITION PLUS TEST PREP WORKBOOK FOR AP WITH MASTERINGGEOGRAPHY WITH ETEXT (UP TO 6-YEARS)	\$164.97	0	600	\$0.00	\$98,982.00
The Cultural Landscape: An Introduction to Human Geography 13th Edition, AP® Edition ©2020 with Mastering Geography with Pearson eText, Rubenstein Subtotal					\$ 374.25	\$ 98,982.00
Rubenstein: The Cultural Landscape: An Introduction to Human Geography Subtotal					\$ 374.25	\$ 98,982.00
US History						
United States History ©2016 - United States History 2016 Reconstruction to Present Edition						
9780328880355	HIGH SCHOOL UNITED STATES HISTORY 2016 RECONSTRUCTION TO THE PRESENT READING AND NOTETAKING STUDY GUIDE GRADE 10	\$17.97	25	0	\$449.25	\$0.00
9780133332582	HIGH SCHOOL UNITED STATES HISTORY 2016 RECONSTRUCTION TO THE PRESENT TEACHER GUIDE GRADE 10	\$127.47	25	0	\$3,186.75	\$0.00
9780328880362	HIGH SCHOOL UNITED STATES HISTORY 2016 RECONSTRUCTION TO THE PRESENT READING AND NOTETAKING STUDY GUIDE ANSWER KEY GRADE 10	\$11.97	25	0	\$299.25	\$0.00
United States History ©2016 - United States History 2016 Reconstruction to Present Edition Subtotal					\$ 3,935.25	\$ 0.00
US History Subtotal					\$ 3,935.25	\$ 0.00
Solution Subtotal					\$ 10,993.25	\$ 388,908.50
Shipping and Handling						\$ 27,223.60
Total						\$ 416,132.09

Addendum

Please submit a copy of this quotation, the District/School Purchase Order, and any other required documentation via one of the below:

eForm: <https://pearsonnacomunity.force.com/support/s/pearson-order-form>

Fax: 1-877-260-2530

Mail: Pearson Education, P.O. Box 6820, Chandler, AZ 85246

For questions regarding your order please call Customer Service: 1-800-848-9500

As of December 31, 2016, Pearson will no longer accept Credit Card information via postal mail, facsimile, or email. Credit Card information will only be accepted via phone, eCommerce, or OASIS.

This is a price quotation for the customer's convenience only, and not an offer to contract. All quotations are subject to review and final acceptance by a duly authorized representative of Pearson at its offices. Pearson reserves the right to correct typographical, computational or other errors. Pearson's standard terms are net 30 days unless otherwise specified. All pricing is in US Dollars unless otherwise specified. Pricing calculations use multiple decimal places to determine the most accurate extended pricing but are represented in standard currency format.

Annual subscriptions and/or maintenance and support charges automatically renew on the anniversary date of the original purchase and will be invoiced accordingly, unless otherwise specified. If you wish to cancel, please let us know in writing prior to the date of renewal by emailing customerservice@pearson.com.

Fees for any renewals of product or support/maintenance subscriptions beyond the period covered by this pricing proposal will be at Pearson's then-current rates and, for products for which such fees are based on student count, the customer's then-current enrollment. All such renewal fees are due at the commencement of the new subscription period.

Implementation services provided by Pearson will be delivered to the customer based on established Pearson processes and billing procedures or through a Custom Scope of Work establishing milestones and/or billing schedule agreed upon by the customer. Changes, requested by the customer, to the original Scope of Work may result in additional costs. Travel related expenses associated with On-Site Training and Services are included in the listed price unless otherwise specified.

S&H charges (where applicable) are shown on the quote. S&H rates quoted are for standard ground transportation and may not reflect account contracted rates. If expedited shipping is requested, actual charges may be higher.

Pearson reserves the right to change and/or update technology platforms, including possible edition updates to customers during the term of access. Customers will be notified of any change prior to the beginning of the new school year.

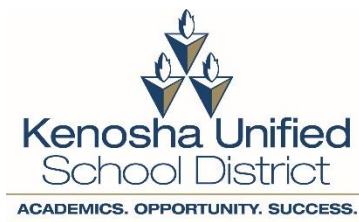
Quoted prices may not reflect contract pricing for some customers. Any applicable contract pricing will be applied to the final invoice. If you require contract pricing reflected on the quote, please work with your Account Manager or contact Customer Service.

All pricing in this quotation is exclusive of any applicable sales, use or other similar taxes or duties. The customer is responsible for any such taxes or duties that may apply; if the customer is tax exempt, evidence of such tax exemption must be provided. Estimated tax may be provided solely for customer convenience. The amount indicated is only an estimate and is intended to be helpful for budgeting purposes. The actual amount of sales tax assessed at time of invoicing may be more or less.

Certain Pearson products may have minimum requirements related to licensing, services, and/or pricing that are reflected in the attached quotation. The breakdown of the fees set forth in this quotation is considered Pearson proprietary information and not subject to disclosure by the customer.

If you are not entirely satisfied with any of our products, then you may, within one year from the date of purchase, return all materials still in new, unused, salable condition for a full refund, credit, or replacement. All materials sold in a set or a package must be returned complete as originally sold. Materials that were provided gratis must be returned proportionate to the purchased items being returned for refund or credit.

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March 26, 2019

DONATIONS TO THE DISTRICT

The District has received the following donations:

1. Kenosha Area Business Alliance donated \$3,000 to the LakeView Technology Academy Supermileage Vehicle Club.
2. Kenosha Wrestling Academy donated \$2,000 to Indian Trail High School and Academy Wrestling Program.
3. Richard E. Uihlein donated \$1,000 to the LakeView Technology Academy Supermileage Vehicle Club.
4. Thermal Care, Inc. donated \$1,000 to the LakeView Technology Academy Supermileage Vehicle Club.
5. PPG donated \$1,000 to the LakeView Technology Academy Supermileage Vehicle Club.
6. Catalyst Exhibits donated \$1,000 to the LakeView Technology Academy Supermileage Vehicle Club.

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

March 26, 2019

**Tentative Schedule of Reports, Events,
and Legal Deadlines for School Board**
March-April

March

- March 12, 2019 – Cancelled: Standing Committee Meetings
- March 12, 2019 – Special School Board Meeting – 5:30 P.M. in ESC Boardroom
- March 20, 2019 – Special School Board Meeting – 5:30 P.M. in ESC Boardroom
- March 26, 2019 – Regular School Board Meeting – 7:00 P.M. in ESC Boardroom
- March 29, 2019 – Third quarter Ends, Staff Workday, No Students Report

April

- April 9, 2019 – Standing Committee Meetings Canceled
- April 19-28 – Spring Recess
- April 29, 2019 – Organizational Meeting and Regular School Board Meeting – 6:30 & 7:00 P.M. in ESC Boardroom

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