



**REGULAR MONTHLY BOARD MEETING**

**May 28, 2019**

**7:00 PM**

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

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Regular School Board Meeting  
May 28, 2019  
Educational Support Center  
7:00 PM

I. Pledge of Allegiance	
II. Roll Call of Members	
III. Awards/Recognition	
IV. Administrative and Supervisory Appointments	
V. Introduction and Welcome of Student Ambassador	
VI. Legislative Report	
VII. Views and Comments by the Public	
VIII. Response and Comments by Board Members (Three Minute Limit)	
IX. Remarks by the President	
X. Superintendent's Report	
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K. Discussion/Action Request to Purchase and Implement Continuous Improvement Model	73
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## Kenosha Unified School District

Kenosha, WI

May 28, 2019

The Office of Human Resources recommends the following actions:

ACTION	LAST NAME	FIRST NAME	SCHOOL/DEPT	POSITION	STAFF	DATE	FTE	SALARY
Appointment	Maravilla	Michelle	Indian Trail HS & Academy	Security	ESP	04/18/2019	1	\$15.19
Appointment	Milkie	Marcey	The Brompton School	Administrative Support (10 Mo)	ASP	04/29/2019	1	\$18.31
Appointment	Scott	Jamie	Food Service	Food Service Worker	Food Service	04/15/2019	1	\$16.21
Resignation	Benton	Anna	Indian Trail High School & Academy	Psychologist	Instructional	06/13/2019	1	\$50,344.00
Resignation	Falaschi	Benjamin	Information Services	Technology Support Technician	AST	05/15/2019	1	\$46,148.00
Resignation	Foster	La'Porsha	Chavez Learning Station	Preschool Associate	ESP	05/06/2019	1	\$17.21
Resignation	Franklin	Marcus	Brass Community School	Family/School TI	ESP	05/13/2019	1	\$15.19
Resignation	Gavin	Ashley	Bradford High School	Marketing/Business	Instructional	06/13/2019	1	\$48,292.00
Resignation	Glembocki	Carrie Ann	Lakeview Technology Academy	Biology/Life Science	Instructional	06/13/2019	1	\$51,228.00
Resignation	Houghton	Amber	McKinley Elementary School	Kindergarten	Instructional	06/13/2019	1	\$48,470.00
Resignation	Hoy	Jacqueline	Bullen Middle School	Dual Spanish	Instructional	06/13/2019	1	\$42,955.00
Resignation	Hudson III	Theodore	Indian Trail HS & Academy	Special Education	ESP	05/10/2019	1	\$17.21
Resignation	Knolmayer	Sarah	Somers Elementary School	Special Education	ESP	05/10/2019	1	\$17.21
Resignation	Konitzer	Tammy	Indian Trail HS & Academy	English	Instructional	06/13/2019	1	\$58,475.00
Resignation	Kragt	Jessica	Nash Elementary	Cross Categorical	Instructional	06/13/2019	1	\$44,793.00
Resignation	Lampada	Erin	Tremper/Hillcrest	Speech Therapist	Instructional	06/13/2019	1	\$48,292.00
Resignation	Metzger	Karl	Harborside Academy	English	Instructional	06/13/2019	1	\$53,984.00
Resignation	Moses	Kristen	Mahone Middle School	Cross Categorical	Instructional	06/13/2019	1	\$42,955.00
Resignation	Pustina	Samantha	Bullen Middle School	Math	Instructional	06/13/2019	1	\$51,228.00
Resignation	Schnell	Carrie	Jefferson Elementary School	Grade 1	Instructional	06/13/2019	1	\$42,955.00
Resignation	Schrader	Amber	Strange Elementary School	E.C.	Instructional	06/13/2019	1	\$53,950.00
Resignation	Sustachek	William	Lance Middle School	Cross Categorical	Instructional	06/13/2019	1	\$49,424.00
Resignation	Tomal	Allison	Bullen Middle School	Cross Categorical	Instructional	06/13/2019	1	\$42,036.00
Resignation	Walling	Melissa	Mahone Middle School	English	Instructional	06/13/2019	1	\$42,955.00
Retirement	Beach	Sue	EBOLA CA	Art	Instructional	06/13/2019	1	\$82,021.00
Retirement	Chase	Sandra	Vernon Elementary School	Grade 4	Instructional	06/13/2019	1	\$82,021.00
Retirement	Christy	Susan	Information Services	Technology Support Technician	AST	06/01/2019	1	\$46,148.00
Retirement	Gentz	Barbara	Stocker Elementary School	Grade 2	Instructional	06/13/2019	1	\$82,021.00
Retirement	Johnson	Laurie	Bose Elementary School	Grade 2	Instructional	06/13/2019	1	\$76,364.00
Retirement	Kreuser	Lisa	Food Service	Food Service Worker	Food Service	05/31/2019	1	\$19.25
Retirement	Ladousa	Rob	Prairie Lane Elementary	Head Custodian	Facilities	05/29/2019	1	\$23.48
Retirement	Moddes	Jane	Forest Park	Special Education	ESP	06/12/2019	1	\$19.24
Retirement	Paulus	Kimberly	Bose Elementary School	Speech Therapist	Instructional	06/13/2019	1	\$82,021.00
Retirement	Unger	Margaret	Stocker Elementary School	Grade 2	Instructional	06/13/2019	1	\$82,021.00
Retirement	Weber	Janice	Stocker Elementary School	Kindergarten	Instructional	06/13/2019	1	\$82,021.00
Retirement	Wiele	Karen	Indian Trail HS & Academy	Administrative Support (12 MO)	ASP	07/31/2019	1	\$20.33
Retirement	Wolfers	Margaret	Reuther Central High School	Adult Graduation Test Teacher	Instructional	06/13/2019	1	\$70,708.00
Retirement	Wright	Nancie	Frank Elementary	Social Worker	Instructional	06/13/2019	1	\$80,890.00
Separation	Beattie	Derek	Forest Park	Classroom	ESP	04/18/2019	1	\$16.20
Separation	Blise	Nicole	Indian Trail HS and Academy	Infant Lab	ESP	06/12/2019	1	\$16.20
Separation	Collum	Rocky	Bradford High School	Security	ESP	04/18/2019	1	\$16.20
Separation	Dare	Tina	Indian Trail HS and Academy	Infant Lab	ESP	06/12/2019	1	\$17.21
Separation	Lang	Fay	Indian Trail HS and Academy	Infant Lab	ESP	06/12/2019	1	\$15.19
Separation	Loewen	Sharon	Indian Trail HS and Academy	Infant Lab	ESP	06/12/2019	1	\$17.21
Separation	Santelli	Mary Jo	Indian Trail HS and Academy	Infant Lab	ESP	06/12/2019	1	\$16.20

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SPECIAL MEETING & EXECUTIVE SESSION  
OF THE KENOSHA UNIFIED SCHOOL BOARD  
HELD APRIL 29, 2019

A special meeting of the Kenosha Unified School Board was held on Tuesday, April 29, 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 5:45 P.M. with the following members present: Ms. Stevens, Mr. Garcia, Mr. Battle, Mr. Duncan, Mr. Kunich, Mrs. Modder, and Mr. Wade. Dr. Savaglio-Jarvis was also present.

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

Mr. Wade announced that an executive session had been scheduled to follow this special meeting for the purpose of Personnel: Position Assignments, Employment Relationship, and Problems.

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

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

1. Personnel: Position Assignments

Dr. Savaglio-Jarvis presented Board members with four position assignment recommendations.

Ms. Christine Geyer arrived at 5:46 P.M. and answered questions from Board members. Ms. Geyer was excused at 5:51 P.M.

Mr. Thomas Tuttle arrived at 5:52 P.M. and answered questions from Board members. Mr. Tuttle was excused at 5:59 P.M.

Mrs. Maria Kotz arrived at 5:59 P.M. and answered questions from Board members. Mrs. Kotz was excused at 6:07 P.M.

Ms. Barb Villont arrived at 6:08 P.M. and answered questions from Board members. Ms. Villont was excused at 6:14 P.M.

2. Personnel: Employment Relationship and Personnel: Problems

Dr. Savaglio-Jarvis updated Board members on several employee relation cases.

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

Meeting adjourned at 6:20 P.M.

Stacy Schroeder Busby  
School Board Secretary



ORGANIZATIONAL MEETING OF THE  
KENOSHA UNIFIED SCHOOL BOARD  
HELD APRIL 29, 2019

An organizational meeting of the Kenosha Unified School Board was held on Monday, April 29, 2018, at 6:30 P.M. in the ESC Board Meeting Room. Mr. Wade, President, presided.

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

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

Mr. Battle, Clerk, asked Ms. Stevens and Mr. Garcia to individually step forward and repeat the Oath of Office. Mr. Battle formally swore in Ms. Stevens and Mr. Garcia who were elected to three-year terms at the April 2, 2019, election.

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

Mr. Battle nominated Mr. Wade for President. Mrs. Modder seconded the motion. Unanimously approved.

Mr. Battle nominated Mr. Garcia as Vice-President. Mr. Duncan seconded the motion. Unanimously approved.

Mr. Kunich nominated Mrs. Modder for Treasurer. Ms. Stevens seconded the motion. Unanimously approved.

Mr. Kunich nominated Mr. Battle for Clerk. Mr. Garcia seconded the motion. Unanimously approved.

Ms. Stevens nominated Ms. Busby for Board Secretary. Mrs. Modder seconded the motion. Unanimously approved.

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

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

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

Mr. Kunich moved that the School Board approve the revised list of legal firms as distributed this evening. Mr. Duncan seconded the motion. Unanimously approved.

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

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

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

Meeting adjourned at 6:40 P.M.

Stacy Schroeder Busby  
School Board Secretary

REGULAR MEETING OF  
THE KENOSHA UNIFIED SCHOOL BOARD  
HELD APRIL 29, 2019

A regular meeting of the Kenosha Unified School Board was held on Monday, April 29, 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 7:00 P.M. with the following Board members present: Mr. Kunich, Ms. Stevens, Mrs. Modder, Mr. Duncan, Mr. Battle, Mr. Garcia, and Mr. Wade. Dr. Savaglio-Jarvis was also present.

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

Mrs. Tanya Ruder, Chief Communications Officer, presented the Wisconsin Association of School Business Officials 2019 Wallace E. Zastrow Award to Mr. Patrick Finnemore, the State Scholastic 3D Archery Competition Awards, and the Wisconsin PTA Reflections Awards.

Dr. Savaglio-Jarvis presented four Administrative/Supervisory Appointments.

Mr. Kunich to approve Ms. Christine Geyer as the Principal at Vernon Elementary effective 7/1/19. Ms. Stevens seconded the motion. Unanimously approved.

Ms. Stevens moved to approve Mr. Thomas Tuttle as Principal at Edward Bain School of Language Arts (EBSOLA) - Creative Arts effective 7/1/19. Mr. Kunich seconded the motion. Unanimously approved.

Ms. Stevens moved to approve Mrs. Maria Kotz as Principal at Reuther Central High School and leader of the District's Equity Team effective 7/1/19. Ms. Modder seconded the motion. Unanimously approved.

Ms. Stevens moved to approve Ms. Barb Villont as the Assistant Principal at Bullen Middle School effective 7/1/19. Mr. Duncan seconded the motion. Unanimously approved.

Mr. Kunich introduced the student ambassador, Amanda Yackley 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.

Board members considered the following Consent-Approve items:

Consent-Approve item XI-A – Recommendations Concerning Appointments, Leaves of Absence, Retirements, Resignations and Separations.

Consent-Approve item XI-B – Minutes of the 3/26/19 and 4/17/19 Special Meetings and Executive Sessions and 3/26/19 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 March 2019 cash receipt deposits totaling \$289,873.82, and cash receipt wire transfers-in totaling \$59,450,680.17, be approved.

Check numbers 576453 through 577767 totaling \$8,035,400.94, and general operating wire transfers-out totaling \$259,586.52, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the March 2019 net payroll and benefit EFT batches totaling \$11,155,456.17, and net payroll check batches totaling \$17,216.05, be approved."

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

Dr. Savaglio-Jarvis presented the Electrical Easement – Bradford Energy Project submitted by Mr. Patrick Finnemore, Director of Facilities, and Dr. Savaglio-Jarvis, excerpts follow:

"One aspect of the energy project at Bradford involves the installation of a new electrical transformer on the east side of the school to provide adequate power to the new central heating and cooling plant for the school. Currently there are three separate boiler rooms and two separate chiller plants scattered throughout the school. These are both being centralized to save on energy consumption and to minimize the construction costs associated with this portion of the project.

The new electrical transformer will be fed through a new underground service that comes from the east side of the Bradford property. WE Energies requires a 12 foot wide easement be granted by KUSD along the length of the new electrical service. The easement covers both the installation of the new electrical service as well as granting access for future maintenance needs of that service. The proposed easement along with a sketch showing the area impacted by the easement are provided in the Attachment to this report.

There are no financial considerations associated with this easement.

Administration recommends Board approval of the proposed electrical distribution easement with WE Energies as described in this report.”

Ms. Stevens moved to approve the proposed electrical distribution easement with WE Energies as described in the report. Mr. Garcia seconded the motion. Unanimously approved.

Mrs. Modder presented the Donations to the District.

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

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

Meeting adjourned at 7:52 P.M.

Stacy Schroeder Busby  
School Board Secretary

SPECIAL MEETING & EXECUTIVE SESSION  
OF THE KENOSHA UNIFIED SCHOOL BOARD  
HELD MAY 14, 2019

A special meeting of the Kenosha Unified School Board was held on Tuesday, May 14, 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 6:31 P.M. with the following members present: Ms. Stevens, Mrs. Modder, Mr. Duncan, Mr. Battle, and Mr. Garcia. Dr. Savaglio-Jarvis was also present. Mr. Wade and Ms. Kunich were excused.

Mr. Garcia, Vice 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. Garcia announced that an executive session had been scheduled to follow this special meeting for the purpose of Personnel: Compensation and/or Contracts.

Mrs. Modder moved that the executive session be held. Ms. Stevens seconded the motion.

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

1. Personnel: Compensation and/or Contracts

Mr. Tarik Hamdan, Chief Finance Officer, and Mrs. Tanya Ruder, Interim Chief Human Resource Officer, arrived at 6:32 P.M. and provided board members with employee compensation information.

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

Meeting adjourned at 6:50 P.M.

Stacy Schroeder Busby  
School Board Secretary

Kenosha Unified School District  
Kenosha, Wisconsin  
Summary of Cash Receipts and Disbursements  
May 28, 2019

<b>CASH RECEIPTS</b>	<b>reference</b>	<b>total</b>
<b>April 2019 Wire Transfers-In, to Johnson Bank from:</b>		
WI Department of Public Instruction	<i>state aids register receipts</i>	\$ 2,872,021.29
District Municipalities	<i>tax settlement - April payment</i>	1,563,311.49
Johnson Bank	<i>account interest</i>	2,054.59
Bankcard Services (MyLunchMoney.com)	<i>food services credit card receipts (net of fees)</i>	118,747.98
Bankcard Services (Purple Pass)	<i>fine arts ticket sales receipts (net of fees)</i>	11,071.86
Bank (RevTrak)	<i>district web store receipts (net of fees)</i>	15,636.95
Retired & Active Leave Benefit Participants	<i>premium reimbursements</i>	40,098.89
HHS	<i>head start grant</i>	186,528.89
Various Sources	<i>small miscellaneous grants / refunds / rebates</i>	68,431.70
Total Incoming Wire Transfers		4,877,903.64

**April 2019 Deposits to Johnson Bank - All Funds:**

General operating and food services receipts	<i>(excluding credit cards)</i>	485,444.44
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**TOTAL APRIL CASH RECEIPTS**

**\$ 5,363,348.08**

<b>CASH DISBURSEMENTS</b>	<b>reference</b>	<b>total</b>
<b>April 2019 Wire Transfers-Out, from Johnson Bank to:</b>		
<i>Payroll &amp; Benefit wires</i>		
Individual Employee Bank Accounts	<i>net payrolls by EFT (net of reversals)</i>	\$ 7,564,850.09
WI Department of Revenue	<i>state payroll taxes</i>	762,676.12
WI Department of Revenue	<i>state wage attachments</i>	3,112.82
IRS	<i>federal payroll taxes</i>	2,565,120.09
Delta Dental	<i>dental insurance premiums</i>	246,215.72
Diversified Benefits Services	<i>flexible spending account claims</i>	26,769.06
Employee Trust Funds	<i>wisconsin retirement system</i>	3,020,184.43
NVA	<i>vision insurance premiums</i>	15,926.91
Various	<i>TSA payments</i>	322,422.25
<i>Subtotal</i>		14,527,277.49
<i>General Operating Wires</i>		
US Bank	<i>purchasing card payment-individuals</i>	240,263.31 *
Aegis	<i>workers' compensation payment</i>	150,000.00
Kenosha Area Business Alliance	<i>LakeView lease payment</i>	16,666.67
Various	<i>returned checks</i>	380.00
<i>Subtotal</i>		407,309.98
Total Outgoing Wire Transfers		\$ 14,934,587.47

**April 2019 Check Registers - All Funds:**

Net payrolls by paper check	<i>Register# 01008DP, 01009DP</i>	\$ 11,390.53
General operating and food services	<i>Check# 577768 thru Check# 578644 (net of void batches)</i>	7,814,840.82
Total Check Registers		\$ 7,826,231.35

**TOTAL APRIL CASH DISBURSEMENTS**

**\$ 22,760,818.82**

\*See attached supplemental report for purchasing card transaction information

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

Billing Cycle Ending April 15, 2019

Merchant Name	Total
HOTEL	\$ 49,553.57
AIRLINE	\$ 13,484.18
3654 INTERSTATE	\$ 9,164.56
MARK S PLUMBING PARTS	\$ 8,835.79
HOTELS.COM157057384781	\$ 7,947.60
TRANE SUPPLY-116407	\$ 6,783.88
MENARDS KENOSHA WI	\$ 5,799.92
RESTAURANTS & CATERING	\$ 4,461.07
CNK*CINEMARK HQ 001	\$ 3,572.00
TEACHERS COLLEGE WEB COL	\$ 3,400.00
PLAINFIELDCOMMUNITYSCHOOL	\$ 3,325.00
4IMPRINT	\$ 3,298.71
GRAINGER	\$ 2,961.42
BUILDERS HARDWARE	\$ 2,830.00
INDUSTRIAL CONTROLS	\$ 2,790.57
PAYPAL *SAFETYPATRO	\$ 2,408.00
KITCHEN CUBES LLC	\$ 2,372.45
EDU OUTREACH PARTNERSHIPS	\$ 2,325.00
HALLMAN LINDSAY PAINTS -	\$ 2,287.12
NSPRA	\$ 2,238.00
CW TEACHER INSTITUTE	\$ 2,235.00
HEAT & POWER PRODUCTS INC	\$ 2,206.64
HYDRO-FLO PRODUCTS INC	\$ 2,157.73
FIRST SUPPLY LLC #2033	\$ 2,147.86
RHOMAR INDUSTRIES	\$ 2,101.00
NASSP PRODUCT & SERVICE	\$ 1,912.45
VEHICLE MAINT. & FUEL	\$ 1,833.99
ALARM LIQUIDATORS	\$ 1,828.50
SQ *DROPRITE TREE & LANDS	\$ 1,800.00
MILWAUKEE BREWERS BOX OFF	\$ 1,656.00
WEBCONNEX, LLC	\$ 1,624.59
TIMBER-LEE MINISTRIES	\$ 1,600.00
HUDL	\$ 1,599.00
KENOSHA HISTORICAL	\$ 1,587.00
QGV*JUNIOR ACHIEVEMENT OF	\$ 1,562.00
FILTRATION CONCEPTS INC	\$ 1,469.16
NU SCS SUMMER	\$ 1,460.00
KENOSHA PUBLIC MUSEU	\$ 1,436.00
FIREBALL TOOL	\$ 1,372.96
PROVANTAGE	\$ 1,309.00
FESTIVAL FOODS	\$ 1,276.70
COLLEGEBOARD WORKSHOPS	\$ 1,270.00
BUREAU OF EDUCATION AND R	\$ 1,256.00
AMERICAN BUILDERS OUTLET	\$ 1,252.21
WISCONSIN SCHOOL MUSIC AS	\$ 1,214.90
FERGUSON ENT #1020	\$ 1,191.06
KIMBALL MIDWEST	\$ 1,186.18



HALOGEN SUPPLY COMPANY IN	\$	1,126.00
AED SUPERSTORE	\$	1,121.40
GOLF TEAM PRODUCTS	\$	1,111.00
CONNEY SAFETY	\$	1,081.07
ODORFREE/SD INTERNATIONAL	\$	1,047.00
ULINE *SHIP SUPPLIES	\$	1,018.85
JOHNSTONE SUPPLY	\$	1,001.82
GOPHER SPORT	\$	999.99
PARTSWAREHOUSE.COM	\$	998.02
FARM & FLEET STURTEVANT	\$	996.32
HOMEDEPOT.COM	\$	992.09
CKO*WWW.ISTOCKPHOTO.COM	\$	989.06
REGAL CINEMAS LINCOLNSHIR	\$	970.92
CONVERGINT	\$	917.67
USPS.COM POSTAL STORE	\$	885.40
USPS.COM STAMP FLMNT SVCS	\$	881.80
VIKING ELECTRIC-MILWAUKEE	\$	871.10
DIRECT ATHLETICS INC.	\$	857.99
YOURMEMBER-CAREERS	\$	843.00
CHESTER ELECTRONIC SUPPLY	\$	802.08
WM SUPERCENTER #1167	\$	767.76
CHRISTOPHER R GREEN SR	\$	742.23
AIRGASS NORTH	\$	740.00
BETTY BRINN CHILDRENS MUS	\$	736.50
IN *IMAGINE U, LLC	\$	734.40
MEG*LEGOLAND DISCOVERY	\$	732.00
WAL-MART #1167	\$	694.03
DASH MEDICAL GLOVES	\$	690.00
HIGHWAY C SERVICE INC	\$	674.89
WI SHS OFFSITE SALES	\$	621.00
HAJOCA KENOSHA PC354	\$	618.48
MUSIC FOR ALL, INC	\$	615.00
EVERWHITE/GLENROY, INC.	\$	610.99
WISCNET	\$	600.00
COSTCO WHSE #1198	\$	550.09
SQ *EPRO GASKET & BOILER	\$	546.40
TOTALLYPROMOTIONAL.COM	\$	522.18
LAMACCHIA TRAVEL AGENCY	\$	520.00
SHOP.LITTLEFREELIBRAR	\$	515.22
LINKEDIN-457*7461904	\$	511.30
IN *INNOVATIVE SCHOOLS NE	\$	500.00
VEX ROBOTICS INC	\$	498.67
TUNSTALL CORPORATION	\$	473.20
PAYPAL *WISCONSINCO	\$	465.00
OTC BRANDS, INC.	\$	462.69
BESTBUYCOM805617730169	\$	454.67
PAYPAL *EVERTECH	\$	449.87
SEI*SOCCER.COM	\$	445.60
EPIC SPORTS, INC.	\$	444.21
SAMS CLUB #6331	\$	443.09
SQ *SKY TRAIL WISCO	\$	440.44
KRANZ INC.	\$	428.24
TARGET 00022517	\$	420.31
JOHNSON PLASTICS PLUS	\$	417.93
FLUID HANDLING INC	\$	406.23

FACEBK ULZK6JW782	\$	402.96
ADOBE *CREATIVE CLOUD	\$	400.76
BAUDVILLE INC.	\$	392.44
SHERWIN WILLIAMS 703180	\$	388.23
OFFICEMAX/DEPOT 6358	\$	382.55
VISTAPR*VISTAPRINT.COM	\$	379.04
HOBBY LOBBY #350	\$	377.70
SUPER SPORTS FOOTWEAR ETC	\$	371.00
DOLLAR TREE	\$	360.40
HEMISPHERE ED TRVL	\$	340.48
BACKYARD DREAM STUDIOS	\$	336.27
123 SECURITYPRODUCTS.C	\$	318.10
ESTES INDUSTRIES	\$	315.95
24HOURWRISTBANDS.COM	\$	313.08
AT&T*BILL PAYMENT	\$	302.69
SP * AIRROCKETWORKS.CO	\$	282.00
THE MASTER TEACHER	\$	268.63
THE KEMPER CENTER, INC.	\$	264.00
SPEEDY METALS - WEBSITE	\$	261.00
CROWN AWARDS INC	\$	250.43
FIVE BELOW 734	\$	245.19
ARC*SERVICES/TRAINING	\$	245.00
WALMART.COM 8009666546	\$	244.18
FASTENAL COMPANY01	\$	244.01
PRAIRIE SIDE TRUE VALUE	\$	243.26
MSC	\$	242.51
GFS STORE #1919	\$	231.00
L AND S ELECTRIC INC	\$	225.00
ROSS STORES #1950	\$	223.99
RACINE ZOO - OFFICE	\$	208.82
MEIJER STORE #284	\$	181.66
SUPERSHUTTLE-EXECUCARTPA	\$	181.12
GLOW WITHUS	\$	175.50
BLAIN'S FARM & FLEET	\$	169.99
ZOOM.US	\$	164.89
EB 2019 STATE YA DAY	\$	164.01
WAVES INC	\$	160.35
SCHOLASTIC READING CLUB	\$	160.12
SAMSClub #6331	\$	157.72
ACT*MARINEADVANCEDTECH	\$	155.00
TECHNITROL,INC.	\$	154.60
ASSOC SUPERV AND CURR	\$	150.72
RVT*KENOSHA UNIFIED SD	\$	150.00
INFOSOURCE, INC.	\$	147.00
PBBS EQUIPMENT CORP	\$	138.22
AMZN MKTP US*MW06W6P41	\$	137.81
AMZN MKTP US*MW6232GL2	\$	135.94
NATIONAL ASSOCIATION FOR	\$	135.00
SUPERSHUTTLE EXECUCARSAN	\$	134.04
HARBOR FREIGHT TOOLS 358	\$	132.92
HOLLAND SUPPLY INC	\$	131.30
AMZN MKTP US*MW5YU7PC0	\$	131.18
WWWPLUMBERSSTOCKCOM	\$	126.23
MONSTER JANITORIAL LLC	\$	125.50
FLAG CENTER	\$	124.80

HOTELS.COM157519674612	\$	124.37
PARTY CITY 5174	\$	122.09
PHI DELTA KAPPA INTL INC	\$	120.00
LAPTOPSCREEN 8556301111	\$	111.02
KALEIDOSCOPIES TO YOU	\$	110.95
WISCONSIN SCHOOL SAFETY	\$	110.00
USPS PO 5642807500	\$	110.00
PICK N SAVE #871	\$	109.25
AMZN MKTP US*MI09L63J1	\$	107.64
NATIONALCOU	\$	107.10
REINDERS - BRISTOL	\$	105.97
WWW.THEDANCINGHORSES.COM	\$	105.00
SDP-SI	\$	104.64
GOODWILL RETAIL #037	\$	103.84
MADISON CHILDREN'S MUS F	\$	102.00
MAXON EQUIPMENT INC.	\$	100.72
DPI WS2 MQR EPAY	\$	100.00
CAVEOFTHEMOUNDS_2	\$	100.00
ACMETOOLS.COM	\$	99.88
MIDTOWN FLORIST	\$	99.11
DROPBOX*KG1VPKT1YWYD	\$	99.00
OLD NAVY ON-LINE	\$	93.79
DISCOUNTSAFETYGEAR	\$	93.00
AMZN MKTP US*MI7Z08301	\$	92.48
KOHL'S #0212	\$	92.09
SHIFFLER EQUIPMENT	\$	89.80
AAA CLUB/INSUR 0470590R	\$	86.70
SQ *NCSM	\$	86.20
ROGANS SHOES INC KENOSHA	\$	85.00
AMZN MKTP US*MW4SK0WR0 AM	\$	84.36
IN *A BEEP, LLC	\$	81.96
HN E-COMMERCE	\$	81.48
FAKE FOOD DECORCENT	\$	81.40
WISCONSIN COACH LINES	\$	81.00
ACT PROGRAMS	\$	80.50
AMZN MKTP US*MZ6RF7CK0	\$	80.49
UW ATHLETIC EVENT	\$	75.00
EMER EYE CARE SC	\$	75.00
MAILCHIMP *MONTHLY	\$	75.00
SOUTHEASTERN EQUIPMENT &	\$	74.15
POCKETPRINT	\$	71.98
SQ *GOSQ.COM WILBER	\$	70.00
IN *B AND L OFFICE FURNIT	\$	69.95
JADE LEARNING LLC	\$	69.00
MCMASTER-CARR	\$	68.34
PLAYBILLONLINE	\$	67.50
VIKING ELECTRIC-CREDIT DE	\$	67.10
AMAZON.COM*MW83W7220	\$	66.45
TAXI SVC LAS VEGAS	\$	64.49
AMZN MKTP US*MW6FM6Y80 AM	\$	63.98
JON DON ECOMM #999	\$	63.50
SQ *BREAKPOINT CONV	\$	61.98
1800DOORBELL	\$	60.12
KENOSHA AREA BUSINESS	\$	60.00
TLF*SUNNYSIDE FLORIST OF	\$	60.00

BANGGOOD.COM	\$	59.96
J.W. PEPPER	\$	53.75
AMZN MKTP US*MW83E8RN2	\$	51.80
RESTROOM STRATEGIC REST	\$	51.34
AMZN MKTP US*MW3BO2XK2 AM	\$	50.61
TOWN & COUNTRY GLASS INC	\$	50.00
PAYPAL *ILHOLOCAUST	\$	50.00
V BELT GLOBAL SUPPLY	\$	49.54
GYAZO.COM	\$	47.88
USPS PO 5642800260	\$	47.70
REVERE ELECTRIC SUPPLY CO	\$	44.42
PIGGLY WIGGLY #203	\$	44.05
CVS/PHARMACY #08777	\$	43.83
BATTERIES PLUS #0561	\$	41.95
MICHAELS STORES 4733	\$	40.00
EDUCATION WEEK	\$	39.00
SQ *DUCK DUCK GOOSE	\$	36.89
WALGREENS #3153	\$	36.72
LEARNING A-Z, LLC	\$	36.65
WALGREENS #9363	\$	35.96
AMZN MKTP US*MZ6R53OZ1 AM	\$	35.78
SMK*WUFOO.COM CHARGE	\$	34.00
AMZN MKTP US*MW9GH2QR1 AM	\$	32.89
SQ *ASCD	\$	32.44
MCCALL S	\$	32.00
AMZN MKTP US*MW21S5WI0 AM	\$	31.99
FEDEX 813859078297	\$	31.71
ADOBE *STOCK	\$	31.64
WM SUPERCENTER #2668	\$	30.45
INDEED	\$	28.42
PICK N SAVE #874	\$	28.28
U.S. PLASTIC CORPORATION	\$	27.95
AMAZON.COM*MW4P920H2 AMZN	\$	27.93
AMZN MKTP US*MZ8DJ0CS1 AM	\$	27.92
WAL-MART #3488	\$	27.88
SEARCHINSTITUTESTORE.O	\$	27.62
HOERNEL LOCK & KEY INC-KE	\$	27.00
DOA GAMING	\$	25.50
CAREERSAFE ONLINE	\$	25.00
UW MADISON ATHLETICS	\$	25.00
IN *ASHMUS BELTING INCORP	\$	25.00
LOWES #02560*	\$	24.89
ADOBE *EXPORTPDF SUB	\$	23.88
LEE'S TRUE VALUE	\$	23.47
AMZN MKTP US*MW12B27X1	\$	22.99
TRAVELOCITY*7424572096	\$	22.29
WAL-MART #2668	\$	20.94
TRAVELOCITY*7424567713	\$	20.54
CROWN TROPHY	\$	20.00
PARACORDGALAXY YFSM	\$	18.98
EB KENOSHA CHAMBER LE	\$	17.55
YUTKA FENCE - YUTKAFENCE	\$	17.00
TMS*BAY RIDGE CLEANERS	\$	16.95
PURPLEPASS TICKETING SERV	\$	16.25
SOI*SNAPON TOOLS CO	\$	15.24

THE UPS STORE 3860	\$	15.10
AMZN MKTP US*MW5KC7TO1	\$	14.64
AMZN MKTP US*MZ58B54U1	\$	14.00
SKILLSUSA ORG	\$	13.00
DESIGN AIR	\$	12.65
AMAZON PRIME	\$	12.35
WERNER ELEC SUP KE	\$	11.20
SPOTIFY USA	\$	10.54
PAYPAL *WRAPABLES	\$	10.44
SWA INFLIGHT WIFI	\$	8.00
SP * FIXMYBINDING.COM	\$	7.99
THE WEBSTAURANT STORE	\$	(3.40)
AMZN MKTP US	\$	(35.55)
HOBBY-LOBBY #0184	\$	(68.41)
AMERICAN TIME	\$	(82.35)
AMERICAN TIME AMERICAN	\$	(149.13)
GOTSOCCEER EVENTS	\$	(300.00)
USA CLEAN	\$	(1,039.81)
US Bank Purchasing Card Payment	\$	240,263.31

KENOSHA UNIFIED SCHOOL DISTRICT  
Kenosha, Wisconsin

May 28, 2019

**Administrative Recommendation**

It is recommended that the April 2019 cash receipt deposits totaling \$485,444.44, and cash receipt wire transfers-in totaling \$4,877,903.64, be approved.

Check numbers 577768 through 578644 totaling \$7,814,840.82, and general operating wire transfers-out totaling \$407,309.98, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the April 2019 net payroll and benefit EFT batches totaling \$14,527,277.49, and net payroll check batches totaling \$11,390.53, 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**

**May 28, 2019**

**Head Start State Supplemental Grant – 2019-2020 School Year**

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

**Grant Title**

Head Start State Supplemental Grant

**Funding Source**

State of Wisconsin

Department of Public Instruction

**Grant Time Period**

July 1, 2019 to June 30, 2020

**Purpose**

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

**Number of Students Served**

59 Eligible Head Start Students

**Relationship to District Goals**

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

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

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

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

### **Fiscal Impact**

See Attachment A: Fiscal Impact Statement.

### **Program Services**

Funding received through the 2019-2020 Head Start State Supplement Grant will remain the same as the previous year. At this time no revisions to program services are anticipated. The number of Head Start children served will remain at 59 children. This state grant will cover the cost for:

- 1.6 teachers
- 2.5 educational assistants
- 1 family service provider
- Supplies

### **Evaluation Plan**

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

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

Luanne Rohde, Director of Early Education

Alex Haubrich, ERSEA Coordinator

Samantha McGovern, Education and Disabilities Coordinator

Bridget Cardinali, Health Coordinator



**Administrative Recommendation**

Administration recommends that the school board approve the 2019-2020 Head Start State Supplemental Grant.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Ms. Susan Valeri  
Chief of School Leadership

Mr. Martin Pitts  
Regional Coordinator of Leadership  
and Learning Elementary

Ms. Luanne Rohde  
Director of Early Education

## Fiscal, Facilities and Personnel Impact Statement

**Title:** Head Start State Supplemental Grant

**Budget Year:** 2019-2020

**Department:** Early Education

**Budget Manager:** Luanne Rohde

### REQUEST

Approval from the Board of Education is requested to submit and implement the Head Start State Supplemental Grant for the 2019-2020 school year. The funding for this grant is \$336,005. It is designed to supplement operating costs for the Kenosha Unified School District Head Start Program.

### RATIONALE/ INSTRUCTIONAL FOCUS

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

### IMPACT

This supplemental grant will provide:

- Funding for staffing (1.6 teachers, 2.5 educational support personnel) to serve 59 children within the requirements of the Head Start Performance Standards and Head Start Act.
- Funding for Head Start support staff (1 Family Service Provider) for Head Start families
- Funding for supplies for Head Start children (ie diapers, classroom materials, paper, copy costs, field trip costs)

### BUDGET IMPACT

Object Level	Descriptive	Amount
100's	Salaries	\$169,506
200's	Fringes	\$164,579
300's	Purchased Services	\$0.00

400's	Non-Capital Objects	\$1,920
500's	Capital Objects	\$0.00
	<b>TOTAL</b>	<b>\$336,005</b>

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

### FUNDING SOURCES

Select Funding Sources:

Head Start State Supplemental Grant

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KENOSHA UNIFIED SCHOOL DISTRICT  
Kenosha, Wisconsin

May 28, 2019

**Negotiations with the Kenosha Education Association for the 2019-2020 Collective Bargaining Agreement**

**Background**

On May 9, 2019, the District's and Kenosha Education Association's negotiations teams met to exchange initial bargaining proposals. Both parties exchanged proposals and reached a tentative agreement of a maximum base wage increase of 2.44 percent effective July 1, 2019, which will be distributed across the board to the members of the bargaining unit represented by the Kenosha Education Association. The collective bargaining agreement shall be in effect July 1, 2019, through June 30, 2020.

Please see attached for terms and conditions of the tentative collective bargaining agreement.

**Recommendation**

Administration recommends that the Board adopt the attached 2019-2020 collective bargaining agreement and implement the Kenosha Unified School District's offer to the members of the bargaining unit represented by the Kenosha Education Association pursuant to Wis. Stat. § 111.70, which results in a total base wage increase of 2.44 percent across the board effective July 1, 2019.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Tanya Ruder  
Interim Chief Human Resource Officer and  
Chief Communications Officer

Mr. Tarik Hamdan  
Chief Financial Officer

**INITIAL PROPOSAL OF THE  
KENOSHA UNIFIED SCHOOL DISTRICT**

**FOR A  
2019-2020 COLLECTIVE BARGAINING AGREEMENT**

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

**AND THE  
KENOSHA EDUCATION ASSOCIATION**

**ARTICLE 1 – RECOGNITION**

This Agreement applies to all regular full-time and all regular part-time certificated teaching personnel employed by the Kenosha Unified School District (District), but excluding all other employees, supervisors, and administrators.

**ARTICLE 2 – DURATION**

This Agreement shall be binding and in full force and effect from July 1, 2019, through June 30, 2020.

**ARTICLE 3 – WAGES**

Pursuant to this Agreement, effective July 1, 2019, all bargaining unit members shall receive a 2.44% base wage increase for the 2019-2020 contract year to be distributed across-the-board to each member of the bargaining unit.

**ARTICLE 4 – MISCELLANEOUS**

This Agreement is subject to the Municipal Employment Relations Act (MERA), as revised, and applicable administrative regulations. It is intended to conform to state laws and regulations, including MERA and applicable administrative regulations. In the event that any provision of this Agreement is contrary to law, then such provision shall not be applicable, performed, or enforced, except to the extent permitted by law; however, the remaining provisions shall continue to be in effect. Furthermore, this Agreement is the complete agreement between the parties and supersedes and replaces all previous agreements between the parties.

*If this Initial Proposal is acceptable to both parties, the signatures below represent a tentative agreement and a commitment to bring this tentative agreement to a ratification vote before the Board and the Association in separate meetings.*

**KENOSHA UNIFIED SCHOOL DISTRICT**

\_\_\_\_\_

5/9/19  
Date

\_\_\_\_\_

5/9/19  
Date

\_\_\_\_\_

\_\_\_\_\_  
Date

**KENOSHA EDUCATION ASSOCIATION**

\_\_\_\_\_

5-9-19  
Date

\_\_\_\_\_

5-9-19  
Date

\_\_\_\_\_

\_\_\_\_\_  
Date

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KENOSHA UNIFIED SCHOOL DISTRICT  
Kenosha, Wisconsin

May 28, 2019

**Level/tier advancement for all employee groups and base wage increases for employee groups other than teachers**

Background

In 2016, the Board approved a new teacher salary structure that has levels and tiers built in with the understanding that movement on the structure occurs upon Board approval. In 2018, the Board approved structures for regular full-time equivalent hourly employees that mimic the teacher salary structure and contain levels that also must be approved annually. The administrative, supervisory and technical salary structure remained unchanged, but also contains steps that require Board approval for implementation.

On May 9, 2019, the District's and Kenosha Education Association's negotiations teams exchanged proposals and reached a tentative agreement of a maximum base wage increase of 2.44 percent effective July 1, 2019. This same base wage increase is being recommended for all regular full-time equivalent employees in all other employee groups effective July 1, 2019.

NOTE: The term full-time equivalent refers to all employees other than part-time timesheet staff. Our employee groups include administrative support professionals; administrative, supervisory and technical; community and student support; educational support professionals; facilities; food services; interpreters; and teachers.

Recommendation

Administration recommends that the Board impose and implement the following for the 2019-20 year:

- A total base wage increase of 2.44 percent across the board to be effective July 1, 2019, for all regular full-time equivalent employees not represented by the Kenosha Education Association.
- Level advancements for all regular full-time equivalent employees (i.e. administrative support professionals; administrative, supervisory and technical; community and student support; educational support professionals; facilities; food services; interpreters; and teachers).
- Tier movement for teachers who turn in the required documentation to the Office of Human Resources on or before June 30, 2019.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Tanya Ruder  
Interim Chief Human Resource Officer and  
Chief Communications Officer

Mr. Tarik Hamdan  
Chief Financial Officer

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Kenosha Unified School District  
Kenosha, Wisconsin

May 28, 2019

**2018-19 Estimated Available Staffing Vacancy Funds**

**Background**

When attempting to estimate potential staffing vacancy savings, the District must keep in mind that variances between authorized and filled positions are a point-in-time snapshot. It is also important to understand that the District's budget follows fiscal year cycles. While we may realize some savings in a particular area during a fiscal year due to spending less than budgeted (authorized), that does not necessarily mean the savings can be applied to help the budget position the following year. Budget impact, or district expense reductions, can only occur if the authorization of a district funded position is completely eliminated and never filled again.

By projecting the expenditures for district funded teaching positions to the end of the fiscal year and comparing that to the budgeted amount (\$103.33MM), it is estimated that 98 percent of the budgeted amount will be used in the 2018-19 fiscal year. The remaining 2 percent variance (savings) related to staffing vacancies suggests the potential for approximately \$2.07MM in the budget to actual variance. Along with the savings in salary expense come related benefits that are based on the actual salary amount paid. These benefits would add about \$409K to the total savings for a grand total variance of approximately \$2.48MM.

However, there are other costs being incurred that may offset these savings. Those offsetting costs include the amount spent on district funded contracted services as well as any amount which exceeds the substitute teacher budget.

In addition, any staffing vacancy savings in 2018-19 will be factored into the entire budget position at the end of the fiscal year and could be offset by variances in other areas. The final fiscal year budget results will not be known until sometime in July when year-end reconciliations and final closing accounting entries take place.

**Administrative Recommendation**

Administration requests that the Board consider authorization of a one-time, non-base building stipend in the 2018-19 fiscal year in an amount to be determined by the Board for all regular full-time equivalent (FTE) staff (i.e. administrative support professionals; administrative, supervisory and technical; community and student support; educational support professionals; facilities; food services; interpreters; and teachers). Eligible FTE must have an active assignment as of May 28, 2019, to receive the stipend that will be distributed on a pro-rated basis per FTE and will be paid before June 30, 2019.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Tarik Hamdan  
Chief Financial Officer

Tanya Ruder  
Interim Chief Human Resources Officer  
and Chief Communications Officer

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Kenosha Unified School District  
Kenosha, Wisconsin

May 28, 2019

**Board Approved Student User Fees and Recreation Department  
Fees for the 2019-2020 School Year**

As a component of the budget development process, a review of the fees charged by the District is conducted every year. The administration is not recommending any changes to the 2019-20 student user fees and recreation department fees.

Attachment A delineates the proposed 2019-2020 Student User Fees Schedule and Attachment B delineates the proposed 2019-2020 Recreation Department Fees Schedule.

**District-wide Fee Procedures:**

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

**Administrative Recommendation**

Administration requests that the Board of Education approve the attached schedules in order to establish the fiscal year 2019-2020 student user fees and recreation department fees.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Tarik Hamdan  
Chief Financial Officer

**Historical Schedule of Student User Fees  
Proposed Fees for the 2019-2020 School Year**

Base User Fees	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
High School	\$ 62	\$ 64	\$ 67	\$ 67	\$ 67	\$ 67	\$ 67	\$ 67	\$ 67
Middle School	70	72	72	72	72	72	72	72	72
Elementary School	43	44	44	44	44	44	44	44	44
Pre-School <sup>(1)</sup>	22	22	22	22	22	22	22	22	22

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

Grade Level Fees	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
Writer's Inc. (9th Grade)	\$ 24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Program Fees	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
1:1 Electronic Device Program	\$ 30	\$ 30	\$ 30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Kenosha Military Academy Leadership	25	25	25	25	25	25	25	25	25

Course Fees	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
Physical Education Fee (High School)	\$ 24	\$ 24	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Physical Education Fee (Middle School)	15	-	-	-	-	-	-	-	-
Technology Education (LakeView Academy)	30	35	35	35	35	35	35	35	35

Athletic Fees	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
Athletic Fee High School <sup>(2)</sup>	\$ 55	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75
Athletic Fee Middle School <sup>(3)</sup>	25	50	50	50	50	50	50	50	50
Hockey Participation Fee	-	-	900	900	900	900	900	900	900

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

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

Other School Fees	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
Activity Fee <sup>(4)</sup>	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15	\$ 15
Music Activity Fee <sup>(5)</sup>	30	30	30	30	30	30	30	30	30
Instrument Usage <sup>(6)</sup>	50	50	50	50	50	50	50	50	50
Parking <sup>(7)</sup>	50	50	50	50	50	50	50	50	50
After School Program (per day)	5	5	-	-	-	-	-	-	-

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

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

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

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

Summer School Fees <sup>(8)</sup>	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
Elementary and Middle Schools	\$ 20	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
High Schools	20	-	-	-	-	-	-	-	-
Gear-Up (MS, HS)	10	-	-	-	-	-	-	-	-

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

Miscellaneous School Fees	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
Fines for Lost or Damaged Locks (MS, HS)	\$ 9	\$ 9	\$ 9	\$ 9	\$ 9	\$ 9	\$ 9	\$ 9	\$ 9
Copy of Student Records (per page)	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Copy of Student Transcripts	5	5	5	5	5	5	5	5	5
Lost I.D./Library Card (MS/HS)	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50
I.D. Card Lanyard Replacement	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Library Fines and Breakage Charges	At Cost								
Students Unable to Pay	Per School Board Policy								

**Historical Schedule of Recreation Department Fees  
Proposed Fees for the 2019-2020 School Year**

<b>Adult Basketball</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
Team Fee <sup>(1)</sup>	\$ 394	\$ 394	\$ 394	\$ 394	\$ 680	\$ 680	\$ 680	\$ 680
Player Fee	40	40	40	40	-	-	-	-
Trophy Fee	8	8	8	8	-	-	-	-

<b>Adult Softball</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
Team Fee <sup>(1)</sup>	\$ 297	\$ 297	\$ 297	\$ 297	\$ 675	\$ 675	\$ 675	\$ 675
Player Fee	39	39	39	39	-	-	-	-
Trophy Fee	8	8	8	8	-	-	-	-

<b>Adult Volleyball</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
Team Fee <sup>(1)</sup>	\$ 129	\$ 129	\$ 129	\$ 129	\$ 280	\$ 280	\$ 280	\$ 280
Player Fee	24	24	24	24	-	-	-	-
Trophy Fee	8	8	8	8	-	-	-	-

<b>Swim Fees</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
Employee Swim	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lifeguard Training (Red Cross Certification)	-	-	-	-	150	150	150	150

<b>Student Player Fees</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
Instructional Swim	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Competitive Swim	25	25	25	25	25	25	25	25
Basketball	-	-	-	-	-	-	-	-
Tennis	-	-	-	-	-	-	-	-
Weight Training	20	20	20	20	20	20	20	20
Baseball/Softball	-	-	-	-	-	-	-	-
Soccer	-	-	-	-	-	-	-	-

<b>Fine Arts</b>	<b>2012-13</b>	<b>2013-14</b>	<b>2014-15</b>	<b>2015-16</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
Kenosha Youth Performing Arts Center (KYPAC)	\$ -	\$ -	\$ -	\$ -	\$ 50	\$ 50	\$ 50	\$ 50
Band of the Black Watch <sup>(2)</sup>	-	-	-	-	150	150	150	150
Rambler Band <sup>(2)</sup>	-	-	-	-	125	125	125	125
Summer Classics - High School Theatre	-	-	-	-	-	50	50	50

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

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

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KENOSHA UNIFIED SCHOOL DISTRICT NO. 1  
Kenosha, Wisconsin

May 28, 2019

**2019-20 FACILITY USE PERMIT APPLICATION CHANGES &  
PROPOSED REVISIONS TO BOARD POLICIES 1330 & 1331**

**Background:**

Annually, the fees charged for facilities use permits are revisited to determine if any increases are needed. This year we are proposing only a handful of changes to the fee structure which will be discussed in detail in this report. We are also proposing some language changes in both the permit application and the Board Policies that govern this process for clarity and consistency.

**Proposed Fee Changes (Appendix A):**

As mentioned above, we are not proposing a large number of changes to the facilities use permit fees this year. The changes being proposed are:

- A round-up or round-down of fees to the nearest whole dollar amounts to eliminate increments under one dollar in individual hourly fees. Fees that included increments of \$0.50 or less were rounded down to the nearest whole dollar, and fees that included increments greater than \$0.50 were rounded-up.
- Rates for the costs associated with overtime for custodial and kitchen supervision were increased to reflect new hourly wage scales. In addition, these fees were rounded to the nearest dollar.
- All of our fees are charged on an hourly basis with the exception of Middle/Elementary School fields and Asphalt/Concrete Areas. These have historically been charged at a daily rate. This practice has been problematic for a number of reasons. The first, and most important, is that groups that rent these spaces rent them for the day based on the rental rate even if they are only using the space for an hour or 90 minutes. This results in spaces being unavailable for others that same day even though they could have been used. An example would be a soccer team that uses a field at an elementary school on a Saturday currently books that space for the day at the daily rate. If they use the field for only 90 minutes from 9:00- 10:30 a.m. no one else is able to rent the field for the remainder of the day. The daily rates have been \$15.50 for partial cost users and \$20.75 for full cost users. The proposed hourly rate would be \$10 for partial and \$15 for full, as a comparison, we charge \$15 and \$21 per hour for grass fields at our high schools. The most common duration for use of these spaces is 90 minutes.

In addition to providing greater opportunity for groups to use our fields this change will eliminate something that has caused confusion by rental groups over the years.

**Proposed Language Changes - Facility Use Permit Application (Appendix A):**

The following language changes are being proposed to the facilities use rental application.

1. Language regarding payment deadlines and interest charged for late payments is being revised to reflect the existing language in Board Rule 1330 which is a net 30 days from the date of billing and a 12% annual interest for late payments.
2. Bold lines were added to the Classification of Groups Renting School District Facilities table to show delineation of the four different fee structures that exist amongst the various classifications of Priority Use.
3. Notes were added below that same table to better help distinguish as to what types of uses under Priority Use 5 would be subject to the partial use rental rate and what uses would see that fee waived. Priority Use 5 is used for Kenosha Unified Community Youth Groups. The most common type of uses in this group are practices by recreational, club and travel athletic teams. Our practice has been to charge the partial use fee to teams that charge its participants fees that are used in part to compensate organizers, coaches, and/or leaders associated with that group, and to waive the rental fees where everyone involved in the program are fully volunteering their time. The existing language has, at times, been misunderstood and/or exploited by individuals to attempt to have fees waived. An example of a group that would have the fees waived is a Boy's and Girl's Club recreational team that charges participants \$100 or less and the coaches of the team are volunteering all of their time. An example of a group that would be charged the partial use fee would be a travel team that charges participants quite a bit more than \$100 and the organizers and/or coaches are getting compensated financially for their services. Obviously the intent is to avoid having individuals making money from their programs and then using taxpayer funded spaces for their practices or games free of charge, essentially having the taxpayers as a whole help fund a program that benefits only a small number of children when specific individuals are benefitting financially.

**Proposed Language Changes – Board Policy and Rule 1330 (Appendix B):**

1. Added the word "Youth" to Community Groups to reflect the proper title for groups governed by Priority Use 5.

2. The time frame referenced for submitting permit requests in Item 3 in the Rule is being changed from two to three weeks to reflect what has been required for years and to match the existing language in facilities use permit application.
3. Language was added to items 6 and 7 in the Rule for clarity on terms as well as to prohibit additional use of facilities to any group that has outstanding fees that are 90 days or greater past due since the date of billing.

**Proposed Language Changes – Board Policy 1331 (Appendix C):**

1. A handful of additional examples were added to the School Activity Group classification definition.
2. The same change made to the facilities use permit application regarding fees for Kenosha Unified Community Youth Groups as described earlier in item 3 of the proposed language changes made to the permit application.

**Administration Recommendation:**

Administration recommends Board approval of the revisions to the Facilities Use Permit Application as well as a first reading of changes to Board Policy and Rule 1330 and Board Policy 1331 as described in this report.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Mr. Patrick M. Finnemore, PE  
Director of Facilities

**DRAFT**

# **2019 - 2020 PERMIT FEES & REGULATIONS FOR THE USE OF KUSD FACILITIES**



## **Kenosha Unified School District**

**PRICING EFFECTIVE FOR ALL PERMITS TAKING PLACE BETWEEN  
SEPTEMBER 1, 2019 - AUGUST 31, 2020**

**ALL PERMITS SHALL BE REQUESTED THROUGH THE ONLINE PERMIT REQUEST SYSTEM.  
GO TO THE FOLLOWING WEBSITE TO GET STARTED: [KUSD.EDU/BUILDING-RENTAL-PERMITS](https://www.kusd.edu/building-rental-permits)**

**A \$20<sup>00</sup> PERMIT FEE MUST BE PAID FOR EACH PERMIT REQUESTED**

School programs and student activities are exempt from paying this \$20 permit processing fee.

The permit fee should be paid immediately upon submitting your permit request (you will not receive a bill). This fee can be paid in person at the school or mailed to the school. Only cash, checks and money orders are accepted at this time. Please make checks and money orders out to Kenosha Unified School District, and note the 5-digit "Schedule ID" # of your permit, the name of your group or event, and school, with your payment.

**GENERAL REGULATIONS FOR ALL AREAS**  
**AS PER SCHOOL BOARD POLICIES: 1330, 1331 & 1610**

1. All permits for use of school property must be requested online at [www.kusd.edu/building-rental-permits](http://www.kusd.edu/building-rental-permits). To initiate the request process, follow the step-by-step instructions provided at this link. Paper permits are not accepted.
2. Due to the online permit process, permit requests for use of school facilities must be submitted at least **three (3) weeks in advance** of the date of desired use. It is highly recommended that you request your permit as far in advance as possible. Last minute requests cannot be guaranteed.
3. **Fees:** Each permit request is charged an initial Permit Processing Fee of twenty dollars (\$20.00). In order for your request to be finalized, this fee shall be paid at the building being requested to use promptly upon entering your request. The rental fee per hour applies from the time the user group enters the building until the user group leaves. There are additional fees charged for custodial, auditorium, kitchen, and stadium personnel, when applicable. **Payment must be paid within 30 days of the billing or shall be subject to the accrual of interest at a rate of twelve-percent (12%) per annum, as per Board Policy & Rule 1330.** Fees are listed on the following pages.
4. **Liability:** User shall assume full liability for any personal injury or property damage arising in connection with the event. A Certificate of Insurance for one-million dollars (\$1,000,000.00) covering the event is required.
5. User agrees to indemnify the school district for any damage to the building or equipment resulting from the event. Repair or replacement shall be made to the satisfaction of the school district.
6. **Cancellation/Denial of Permits:** Vandalism or violation of permit provisions shall be grounds for cancellation of the permit and denial of future permit requests. Permits may be canceled or denied if the event is contrary to School Board Policy, conflicts with School District schedules, or has the potential of inciting disorders that could be a danger to personnel or property, as determined by the Director of Facilities Services.
7. Illegal games of chance are not permitted.
8. Facilities are to be used only for the purpose and areas specified by the permit. Transferring of permits if not permitted.
9. Smoking is prohibited at all school buildings and school property. Possession/use of intoxicants and controlled substances is prohibited.
10. Registered Sex Offenders must obtain prior approval from the Superintendent of Schools before organizing and/or attending any school sponsored event/activity on school premises. Refer to School Board Policy 1610 for more information.
11. User must arrange for their equipment to be unloaded and reloaded. School personnel or students are not available for such work.
12. School personnel shall supervise events and perform stage operations when considered necessary by the school administrator.
13. **Snow Removal:** If it snows, or other winter precipitation such as freezing rain occurs, between the end of the last school day prior to a building rental (this could be on the same day as the rental) and the rental use, and that snow necessitates plowing or salting operations, the permit user/holder will have the option of paying a \$200 snow removal charge, or canceling the permit.
14. KUSD has an alert system in all of our buildings to warn building occupants of an active threat (dangerous person(s) with the intent of doing harm to others) in the building. Permit holders are strongly encouraged to watch the short video on the KUSD website Building Permit homepage. Link to video: <https://drive.google.com/file/d/0B4YruYCDqG6Hdy1HNIRHc2ICVIE/view>

**Classification of Groups Renting School District Facilities**  
Refer to School Board Policy 1331 for complete group classification descriptions.

Priority Use	Policy Classification	Examples	\$20 Permit Fee	Rental Fee (Hourly)		Custodial Overtime Fee
				Partial Cost	Full Cost	
1	School Activity Group	Cheerleading; School Socials; Intramural Sports; School Clubs	No	No	No	Yes
2	Recreation Department Sponsored Groups	Senior Citizens; Summer Recreation; Summer Playground; Senior Swim/Exercise	No	No	No	Yes
3	School Related Activity Groups	Parent-Teacher Grps.; Parent Booster Grps.	No	No	No	Yes
4	<b>Non-Curriculum Related Student Groups</b>	<b>Religious Student Grps.; Bible Study Grps.; Chess Club</b>	<b>Yes</b>	<b>No</b>	<b>No</b>	<b>Yes</b>
5	<b>Kenosha Unified Community Youth Groups</b>	<b>Student Activity: Scouts; Youth Grps. and Clubs; Swim Teams</b>	<b>Yes</b>	<b>Yes [see note below]</b>	<b>No</b>	<b>Yes</b>
6	Kenosha Unified Community Groups	Adult Activity: Churches; Public Information Mtgs; Museum	Yes	No	Yes	Yes
7	For-Profit and Other Groups	Private Recreational Activities; Men's Basketball Grps.; Universities/Colleges	Yes	No	Yes	Yes

**Note: Rental fees may or may not be waived based on the nature of the organization:**

- Groups where organizers, coaches, leaders, or other individuals associated with the group are not compensated for their **volunteer** work will have fees waived by the District. This includes, but is not limited to, Scouts and recreational sports programs, such as the Boys & Girls Club recreational teams.
- Groups where organizers, coaches, leaders, or other individuals associated with the group are compensated in some financial manner for their services will be charged the partial rental fee rate. This includes, but is not limited to, club sports teams and travel teams.

## POOL REGULATIONS

*In addition to the General Regulations*

1. Initial Charge is a one-time cost per event in addition to hourly pool rental rate.
2. Number of participating swimmers must be noted on permits, based on maximum allowable attendance.
3. **Swimming Supervisor Requirements:** The user shall provide a supervisor who must be 21 years or older. This individual's name must be listed on the permit.
4. **LIFEGUARD REQUIREMENTS:**

**All lifeguards must have up-to-date lifeguard, first-aid, and CPR certification on file at the Recreation Department. A list of approved lifeguards is available upon request at the Recreation Department, 2717 – 67<sup>th</sup> Street, Phone 359-6255, and online: <http://www.kusd.edu/departments/recreation-0>.**

**Recreational-Type Swim:** One Advanced Guard, certified by the American Red Cross (ARC), is required for each 25 swimmers.

**Instructional-Type Swim:** One ARC Water Safety Instructor (WSI) is required for the first 25 swimmers. One Advanced Guard, certified by ARC, is required for each additional 25 swimmers.

5. All scheduling and payment arrangements of lifeguards must be made between the user and the lifeguard.
6. Swimmers with contagious diseases, open wounds, or sores, and/or wearing any type of bandages will not be permitted in the pool area.
7. All swimmers must furnish their own suit and towel.
8. No street shoes are allowed on pool deck.
9. A soap shower is required before entering the pool.
10. All regulations relating to maximum swimmer capacity and pool safety must be enforced by the Lifeguard Supervisor.

## SWIMMING POOL FEES

INCLUDES LOCKER & SHOWER ROOMS

SCHOOL	MAXIMUM CAPACITY	INITIAL CHARGE	PARTIAL COST RENTAL FEE PER HOUR	FULL COST RENTAL FEE PER HOUR
Reuther	50	\$123.00	\$26.00	\$35.00
Tremper	75	\$180.00	\$33.00	\$45.00
Bradford	100	\$244.00	\$50.00	\$67.00
Vernon	30	\$72.75	\$15.00	\$20.00

## GYMNASIUM REGULATIONS

*In addition to the General Regulations*

1. Permission to use specific apparatus, sound system or scoreboard must be obtained from the Principal.
2. All contracting, scheduling, and payment arrangements of school approved scoreboard operators must be made by the user.
3. Basketballs, volleyballs, and other playing equipment, and towels must be provided by the user.
4. Rubber soled shoes are required for all sport/game activities.
5. Spectators and children are not permitted at athletic practice sessions.

## HIGH SCHOOL GYMNASIUM FEES

LOCKER & SHOWER ROOMS: ADD \$18.00 PER HOUR

SCHOOL	BLEACHER SEATING CAPACITY	PARTIAL COST RENTAL FEE PER HOUR	FULL COST RENTAL FEE PER HOUR
Bradford Fieldhouse	2500	\$140.00	\$186.00
Indian Trail Fieldhouse	2296	\$156.00	\$208.00
Indian Trail Upper Gym	None	\$34.00	\$46.00
Tremper P.E. Center	None	\$93.00	\$124.00
Tremper Gym	1680	\$68.00	\$91.00
Tremper Upper Gym	None	\$28.00	\$38.00
Reuther Gym	377	\$39.00	\$53.00

## MIDDLE & ELEMENTARY GYMNASIUM FEES

INCLUDES LOCKER & SHOWER ROOMS, UNLESS NOTED

SCHOOL	BLEACHER SEATING CAPACITY	PARTIAL COST RENTAL FEE PER HOUR	FULL COST RENTAL FEE PER HOUR
Bullen	294	\$44.00	\$59.00
Lance	300	\$44.00	\$59.00
Lincoln	172	\$39.00	\$53.00
Mahone	1476	\$68.00	\$91.00
Washington	216	\$39.00	\$53.00
Brass, EBSOLA, Frank, Nash, Pleasant Prairie, Somers, Stocker		\$34.00	\$46.00
Bose, Forest Park, Grant, Grewenow, Harvey, Hillcrest, Jefferson, Jeffery, McKinley, Prairie Lane, Roosevelt, Southport, Strange, Vernon, Whittier, Wilson		\$28.00	\$38.00

**AUDITORIUM REGULATIONS**  
*In addition to the General Regulations*

1. The rental fee per hour includes the use of the auditorium, available lighting, sound system, upright piano, adjoining dressing rooms and projection booth.
2. Additional fees are charged for facility managers, stage hands, and custodial staff when such services are required.
3. Ticket printing and sales are the responsibility of the user. Ticket numbering data is available from the Facilities Services Department.
4. Organization must pay the cost of tuning the piano. Tuner must be approved by the KUSD Fine Arts Department (359-7760).
5. Temporary stage extensions or attachments to existing walls or floors are prohibited.
6. All detailed arrangements must be made at least two (2) weeks in advance with facility manager who is responsible for assigning stage manager, stage hands, and ushers required for activity.
7. If interested in using a grand piano at Bradford, Indian Trail, or Tremper High School, please contact the Fine Arts Department (359-7760) for rates and availability.

**AUDITORIUM FEES**

SCHOOL	SEATING CAPACITY	RENTAL FEE PER HOUR
Bradford		
- Performance	1,027	\$110.00
- Rehearsal		\$77.00
Indian Trail		
- Performance	1080	\$160.00
- Rehearsal		\$112.00
Tremper		
- Performance	1,156	\$110.00
- Rehearsal		\$77.00
Tremper		
- Room 120	120	\$42.00
Reuther		
- Performance	1,410	\$110.00
- Rehearsal		\$77.00
Bullen	776	\$67.00
Lance	840	\$67.00
Lincoln	943	\$87.00
Mahone	574	\$87.00
Washington	636	\$67.00



**Indian Trail Auditorium**





## MISCELLANEOUS AREAS

AREA	SCHOOL	SEATING CAPACITY	PARTIAL COST RENTAL FEE PER HOUR	FULL COST RENTAL FEE PER HOUR
Cafeterias & Multi-Purpose Rooms:	Bradford	504	\$53.00	\$71.00
	Indian Trail	675	\$72.00	\$96.00
	Reuther	140	\$36.00	\$49.00
	Tremper	648	\$53.00	\$71.00
	LakeView	120	\$36.00	\$49.00
	Bullen	338	\$36.00	\$49.00
	Lance	295	\$36.00	\$49.00
	Mahone	600	\$53.00	\$71.00
	Lincoln	300	\$36.00	\$49.00
	Washington	333	\$36.00	\$49.00
	Brass, EBSOLA, Nash, Pleasant Prairie, Prairie Lane, Stocker, Whittier		\$36.00	\$49.00
	Bose, Forest Park, Grewenow, Jeffery, Somers, Vernon		\$34.00	\$46.00
	Classrooms:	Bradford Commons		\$36.00
All District Classrooms			\$34.00	\$46.00
Computer Labs:	All District Computer Labs		\$61.00	\$82.00
ESC Boardroom:	Please call 359-6300 to reserve the boardroom.	238	\$32.00	\$43.00
Fields – High School:	Does <u>not</u> include synthetic turf athletic fields and baseball/softball fields – see additional pricing on next two pages		\$15.00	\$21.00
Fields – Middle School, Elementary School:	*		\$10.00	\$15.00
Asphalt/Concrete Areas:	Playgrounds, parking lots, concrete spaces (Fee is applicable if renting an asphalt/concrete area only. This fee will not be charged, in addition to rental fees for other space, if rental includes spaces beyond just the asphalt/concrete areas.)		\$10.00	\$15.00
			*Note: These fees are charged <u>hourly</u> , not <u>daily</u> as they had been in the past.	
Kitchens:	Bradford, Indian Trail, Tremper, EBSOLA		\$39.00	\$52.00
Libraries:	Indian Trail, Bradford, Tremper, Mahone		\$43.00	\$57.00
	Reuther, Bullen, Lance, Lincoln, Washington, Brass, EBSOLA, Frank, Nash, Somers, Stocker, Pleasant Prairie, Prairie Lane		\$39.00	\$52.00
	Bose, Forest Park, Grant, Grewenow, Harvey, Jefferson, Jeffery, KTEC, McKinley, Roosevelt, Southport, Strange, Vernon, Whittier, Wilson		\$35.00	\$47.00
Locker Rooms:	Bradford, Indian Trail, Tremper, Mahone		N/A	\$18.00
Tennis Courts:	Bradford, Indian Trail, Tremper		\$15.00	\$21.00

**Custodial Overtime Fee** ..... \$42.00 per hour  
Charged when rental takes place outside of regular custodian and/or building hours (i.e. weekends, holiday breaks, overnights)

**Kitchen Supervision Fee** ..... \$34.00 per hour  
To arrange for a Kitchen Supervisor, contact Food Services at 359-6382



## ATHLETIC FIELD & STADIUM REGULATIONS

*In addition to the General Regulations*

1. Ameche Field, Jaskwhich Fields, and Bradford Stadium are available only to established organizations, and are not available to individuals for commercial gain or for political/partisan events.
2. Profits resulting from the event are to remain with using organization and are not to be distributed to any individuals.
3. Liability: User shall assume full liability for any personal injury or property damage arising in connection with the event. A certificate of liability covering the event is required.
4. User agrees to indemnify the School District for any damage to the field or equipment resulting from the event. Repair or replacement shall be made to the satisfaction of the School District.
5. Cancellation/Denial of Permits: Vandalism or violation of permit provisions shall be grounds for cancellation of the permit and denial of future permit requests. Permits may be denied if the event is contrary to School Board policy, conflicts with School District schedules, or has the potential of inciting disorder that could be a danger to personnel or property.
6. Illegal games of chance are not permitted.
7. Facilities are to be used only for the purpose and areas specified on the permit. Transfer of permits is not permitted.
8. Possession and/or use of intoxicants, controlled substances, cigarettes, and chewing tobacco is prohibited.
9. **The use of CHEWING GUM & SUNFLOWER SEEDS ON THE FIELD IS PROHIBITED.** Chewing gum is not permitted to be sold in the Concession Stands. Violators of rule #10 & #11 will be subject to an additional \$100.00 cleanup fee and may be denied future access to the athletic fields.
10. Sidelines, bleacher areas, concession stands, and outlying areas are to be cleaned by user prior to leaving.
11. Appropriate shoes are to be worn on the field. Spectators are not allowed on the field.
12. User must check in with Stadium Manager upon arrival and prior to departure at end of rental time.
13. Profanity is strongly discouraged by members of teams and spectators at the stadium. Fighting is not allowed; future permits may be denied.
14. User is responsible for providing adequate security personnel.
15. KUSD has the right of refusal to potential rental groups

## AMECHE FIELD, JASKWHICH FIELD & BRADFORD STADIUM FEES

Description	W/O Lights	With Lights	Stadium Manager Fee Per Hour	Custodial Fee Per Hour
			\$16.24	\$42.00
Football Practice	\$104.00	\$155.00	Yes	Yes
Football Game	\$466.00	\$519.00	Yes	Yes
Soccer Practice	\$104.00	\$155.00	Yes	Yes
Soccer Game	\$310.00	\$362.00	Yes	Yes
Track Practice	\$104.00	\$155.00	Yes	Yes
Track Meet	\$466.00	\$518.00	Yes	Yes
All Day Events***	\$932.00	\$1,035.00	Yes	Yes
Half Day Events ****	\$310.00	\$362.00	Yes	Yes

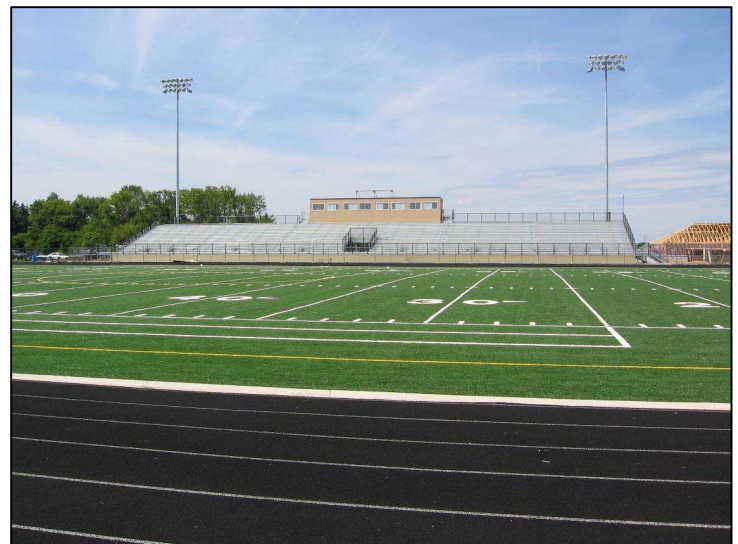
### Notes:

An additional permit must be requested in order to use the locker rooms and showers inside Mahone, Indian Trail, Tremper, and Bradford. An additional \$20 permit fee will also be required along with the locker/shower room rental fee (\$18.00 per hour).

For information on using the facilities at Anderson Park (located behind Ameche Field), please contact the City of Kenosha Parks Department (653-4080).

\*\*\**All Day Events* are defined as events lasting longer than five (5) hours, and include music events, soccer tournaments, football or soccer camps, etc.

\*\*\*\**Half Day Events* are defined as events lasting five (5) hours or less, and do not fall under the categories listed above.



**Jaskwhich Field & Grandstand**

## BASEBALL/SOFTBALL FIELD REGULATIONS

*In addition to the General Regulations*

1. KUSD Varsity Baseball/Softball Fields are available only to established organizations and are not available to individuals for commercial gain or for political/partisan events.
2. Profits resulting from an event are to remain with using organization and are not to be distributed to any individuals.
3. Field preparation in most cases, which includes lining, raking, filling and tamping holes in the home plate area and on the pitching mound, and dragging of the field is the responsibility of the renter. The use of the press box and scoreboard, if applicable, is not part of the permit.
4. Liability: User shall assume full liability for any personal injuries or property damage arising in connection with the event. A certificate of liability covering the event is required.
5. User agrees to indemnify the School District for any damages to the field or equipment resulting from the event. Repair or replacement shall be made to the satisfaction of the School District.
6. Cancellation/Denial of Permits: Vandalism or violation of contract provisions shall be grounds for cancellation of the permit and denial of future permit requests. Permits may be denied if the event is contrary to School Board policy, conflicts with School District schedules, or has the potential of inciting disorder that could be a danger to personnel or property.
7. Illegal games of chance are not permitted.
8. Facilities are to be used only for the purpose and areas specified on the permit. Transfer of permits is not permitted.
9. Possession and/or use of intoxicants and controlled substances are prohibited.
10. All tobacco products are prohibited. Violators of this rule will be subject to an additional \$100 clean up fee and may be denied future access of baseball/softball fields. User is also responsible to inform opposing team of this rule.
11. User is responsible for arranging unloading and reloading of their equipment with outside labor.
12. Spectators are not permitted on the field.
13. Long-term permits must be re-submitted each school (fiscal) year.
14. Scoreboards are not available for rentals of baseball/softball fields.
15. No metal spikes are allowed on synthetic turf fields.

16. The use of **CHEWING GUM & SUNFLOWER SEEDS ON THE FIELD IS PROHIBITED**. Chewing gum is not permitted to be sold in the Concession Stands. Violators of this rule will be subject to an additional \$100.00 cleanup fee and may be denied future access to the athletic fields.

17. Renters must request to use the concession stands and/or to sell concession products.

18. KUSD has the right of refusal to potential rental groups.

### BASEBALL & SOFTBALL FIELD FEES

Description	Fees	
	Mon-Wed	Thurs-Sun
Single Baseball Game	\$80	\$125
Double Header	\$135	\$200
2-Hour Practice	\$50	\$80
All Day Rental	Not Available	\$500

Field Prep & Manager Fee: \$30.00 per game

**AN ADDITIONAL CHARGE OF \$100 WILL BE ASSESSED IF THE ORGANIZATION DOES NOT CLEAN UP AFTER USING THE RENTED AREA(S)**



**Baseball & Softball Fields at Indian Trail**

Kenosha Unified School District is an Equal Opportunity Educator/Employer with established policies prohibiting discrimination on the basis of age, race, creed, religion, color, sex, national origin, disability or handicap, sexual orientation, or political affiliation in any educational program, activity, or employment in the District. The District Superintendent/designee (359-6320) addresses questions regarding student discrimination, and the Executive Director of Human Resources (359-6333) answers questions concerning staff discrimination.

**Kenosha Unified School District**  
**Kenosha, Wisconsin**

**School Board Policies**  
**Rules and Regulations**

POLICY 1330  
FACILITIES USE

Schools are an integral part of the community in terms of its intellectual and social expression and development. To this end, the District encourages the use of District facilities (including grounds) by the community under conditions prescribed or permitted by law and in accordance with adopted policies, rules and procedures of the School Board.

It is the intent of the Board to encourage and prioritize use of the District's facilities by School Activity Groups, Recreation Department Sponsored Groups, School Related Activity Groups, Non-Curriculum Related Student Groups, Community **Youth** Groups, and Community Groups operating as nonprofit organizations when the facilities are available and upon specific request. It is the intent of the Board to allow the use of District facilities by for-profit and other groups on a limited basis.

The primary use of District facilities is for District activities including curricular, extracurricular and recreational activities. School facilities are generally not available for community use during regularly scheduled school hours or when otherwise in use for District activities.

Authorization for use of District facilities shall not be construed as an endorsement of or approval of any group or organization, nor the purpose it represents. Furthermore, such authorization shall not be construed to allow the permanent institutionalization of community groups or organizations within District facilities.

The Board retains the right to deny use of District facilities and shall be the final authority in all cases. Uses of District facilities for the following shall be strictly prohibited: (1) usage for obscene, pornographic, lewd, vulgar or indecent purposes; and (2) usage that will likely cause substantial disruption or materially interfere with the proper and orderly operation and discipline of the District's schools.

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

LEGAL REF.: Wisconsin Statutes

Sections	120.12(1)	[Board duty; care, control and management of school property]
	120.12(9)	[Board duty; use for discussion of public questions]
	120.125	[Use for before and after-school child care programs]
	120.12(17)	[Board power; temporary use of school property and authority to charge use fees]
	120.13(19)	[Board power; use for community education programs]
	120.13(21)	[Board power; use for educational lectures]
	120.13(35)	[Board power; presence of persons in school buildings]

Wisconsin Administrative Code

HSS 172.05 [Swimming pool staffing rules]

Equal Access Act [Access to school facilities by non-curriculum related student groups]

Boy Scouts of America Equal Access Act [Access to school facilities by Boy Scouts and other designated youth groups]

POLICY 1330  
FACILITIES USE  
Page 2

CROSS REF.: 1310, Tobacco Use on School Premises  
1331, Classification of Groups Using School District Facilities  
1333, Charges for Use of District Facilities & Grounds  
1350, Use of District Equipment by Community Groups  
1600, Visitors  
1812, Relations with Parent-Teacher Organizations  
3600, School Safety  
3622, Access to School Buildings and Grounds  
5436, Weapons  
6570, Before and/or After-School Child Care Programs

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: December 28, 1990

REVISED: May 28, 1991  
May 27, 2003  
December 19, 2006  
November 27, 2012  
December 18, 2012  
February 28, 2017  
**June 25, 2019**

RULE 1330  
FACILITIES USE

The following rules govern the use of District facilities (including grounds) by all organizations and individuals. Violation of these rules may result in revocation of approval, denial of future requests for facility use and/or legal action.

1. No organization or individual shall be permitted to use District facilities when such use interferes with the use of the property for school purposes or school related functions. The determination of whether a requested use interferes with use of the facilities for school purposes or school related functions shall be made by the building principal (where applicable) and the District's Director of Facilities Services/designee.
2. Requests for use of District facilities shall be initiated by the sponsoring person or organization by enrolling and requesting facility use through the "CommunityUse" calendar and request system online.
3. Requestors shall log into their account online, complete the Facility Use Request, and enter it into the online request system at least ~~two~~ **three** weeks in advance of the proposed date(s) of use. ~~Upon~~ **At the time of** entering the Facility Use Request online, a \$20.00 permit processing fee shall be paid at the building that is being requested to use. In the event the permit request is denied, the \$20.00 fee will be returned to the requestor. The requested school will approve/decline the Facility Use Request through the online request system. All participating organizations or groups must be named in the request.
4. All requests must be reviewed by and are subject to the approval of the Director of Facilities Services/designee and building principal (where applicable).
5. Agreements for use of District facilities must be acknowledged by all responsible applicants.
6. Applicants and users must follow all policies, rules and procedures of the District, local ordinances, and Wisconsin Statutes governing the use of public school facilities.
7. Applicants are responsible for any applicable **rental** fees and **additional** costs associated with their rental of District facilities in accordance with District Policies 1331 and 1333. Such fees and costs must be paid within 30 days of the billing or shall be subject to the accrual of interest at a rate of twelve percent (12%) per annum. **No future Facilities Usage will be allowed to a requestor/organization that has outstanding fees and costs that are 90 days or greater past due since the date of the billing.**
8. If additional services are required, the applicant must make separate arrangements with the Director of Facilities Services/designee. Such additional services may subject the applicant to additional fees or charges as determined by the Director of Facilities Services/designee.
9. Approved applicants shall not sublet or otherwise transfer their approved usage of District facilities to other persons, entities or organizations.
10. Approved applicants shall be responsible for any damage or loss to District property resulting from their usage and shall reimburse the District for all such damage or loss immediately upon receipt of a written demand for payment from the District.
11. District facilities are to be used only for the purpose and in the areas identified in the rental agreement with the District.
12. Organizations advertising or announcing programs to be held on District property shall identify their sponsorship in any advertisements or announcements of such programs.
13. Applicants will save and hold the District and the District's employees and agents harmless from and against any losses, damages, liability, or expenses (including reasonable attorneys' fees) resulting from, claimed by or against, or incurred by the District, arising from any injury to any person or loss of or damage to any property, to the extent caused by or resulting from any negligence or willful acts or omissions of the applicant or the applicant's use of the District's property and facilities, except to the extent of the negligence or willful conduct of the District or its employees, agents, and invitees.

RULE 1330  
FACILITIES USE  
Page 2

14. As determined by the Director of Facilities Services/designee, liability insurance coverage may be required of an applicant. When requested, a Certificate of Insurance, in a form acceptable to the Facilities Department, must be submitted along with the \$20.00 permit fee. The minimum acceptable policy limit is \$1,000,000.00 and the District must be named as an additional insured covered by the policy.
15. All cancellations must be made at least five (5) business days in advance of the intended use to either the Facilities Services office or at the applicable building location. The rental cost will be assessed for failure to cancel an approved rental.
16. There is a one-hour MINIMUM usage per rental.
17. All applicants shall be responsible for the conduct and control of any patrons, participants or invitees and must provide sufficient supervision to satisfy the Building Principal and/or Director of Facilities Services/designee that the event will be adequately controlled.
18. The District is not responsible for any personal items of the applicant or other persons using the facilities that are lost, stolen or broken.
19. The applicant and users of District facilities must follow and enforce all state and local laws governing fire prevention and safety.
20. Use of District facilities is contingent upon the availability of custodial services and other necessary services.
21. The possession and use of tobacco products, alcoholic beverages, intoxicants or illegal controlled substances on District property is strictly prohibited.
22. Gambling of any kind is prohibited.
23. Disorderly conduct is prohibited.
24. The use of power driven recreational apparatuses such as snowmobiles, go-carts, mini-bikes, miniature airplanes, and self-propelled modes of transportation such as bicycles, skateboards, roller skates, roller blades and scooters shall not be permitted on District property without the express consent of the Director of Facilities Services/designee. This excludes any electronic, battery operated or mechanical transportation aid for individuals with physical disabilities.
25. Practice for the improvement of golf skills, including the swinging of golf clubs or hitting of golf balls, is not permitted on District property.
26. Use of an open flame on District property is strictly prohibited.
27. The District reserves the right to remove any individual or organization from District facilities for violation of District policies or rules.
28. Any individual or organization failing to conduct their usage consistent with District policies, rules and procedures may be denied subsequent rental.
29. All conditions or situations not covered by these rules shall be handled on a case-by-case basis by the District and the Director of Facilities Services/designee.
30. District facilities shall be open to inspection, at all times, by authorized representatives of the School Board.
31. Approval may be denied if the intended use is contrary to District policy, conflicts with use of the property for school purposes, or may result in danger to others or District property.
32. Lifeguards must be chosen from the Recreation Department's approved list, paid by the user, and must be on duty anytime that the pool is rented. State law and regulations shall be followed when staffing the pool.



## POLICY 1331

## CLASSIFICATION OF GROUPS USING SCHOOL DISTRICT FACILITIES

Permitted usage and availability of District facilities shall be determined by classification of the group requesting use of the facility. Charges for use of District facilities, including rental and custodial fees, shall vary in accordance with such classification.

The Director of Facilities Services or designee will categorize groups eligible to use District facilities under one of the seven classifications defined below. District facilities shall be made available to eligible groups in the following order, as space and priority allow:

1. School Activity Groups
2. Recreation Department Sponsored Groups
3. School Related Activity Groups
4. Non-Curriculum Related Student Groups
5. Kenosha Unified Community Youth Groups
6. Kenosha Unified Community Groups
7. For-Profit and Other Groups

Classification of groups using District facilities shall be as follows:

1. School Activity Groups

School Activity Groups are those groups that are directly related to a District educational program or extracurricular program sponsored by the District, including academic, athletic, cultural and social group activities (e.g., drama clubs and cheerleading), **SADD, FBLA, DECA, etc.**)

School Activity Groups will be permitted to use District facilities during non-school hours, with the permission of the Building Principal or Director of Facilities Services, and when such use does not interfere with District purposes. The District will waive the rental fee. The actual custodial fee beyond the normal custodial working hours will be charged to the appropriate school account.

2. Recreation Department Sponsored Groups

Recreation Department Sponsored Groups are those groups or programs that are directly sponsored and administered by the District's Recreation Department.

Recreation Department Sponsored Groups will be allowed to use District facilities for any lawful purpose that promotes the recreation and physical fitness of the District's residents and students. (e.g., senior citizens and summer recreation)

Recreation Department Sponsored Groups will be permitted to use District facilities during non-school hours with the permission of the Coordinator of Athletics/Physical Education and/or Director of Facilities Services, and when such use does not interfere with District purposes or by School Activity Groups. The District will waive the rental fee. The actual custodial fee beyond the normal custodial working hours will be charged to the Recreation Department.

3. School Related Activity Groups

School Related Activity Groups are those groups not under direct sponsorship of the school or District, but related to the schools in that they are organized for the sole purpose of supporting the District's schools and improving District education (e.g., parent-teacher and parent booster groups).

POLICY 1331  
CLASSIFICATION OF GROUPS USING SCHOOL DISTRICT FACILITIES

Page 2

School Related Activity Groups will be permitted to use District facilities during non-school hours with the permission of the Building Principal and/or Director of Facilities Services, and when such use does not interfere with District purposes, or use by School Activity Groups or Recreation Department Sponsored Groups. The District will waive the rental fee. The actual custodial cost beyond the regular custodial working hours will be charged to the School Related Activity Group.

4. Non-Curriculum Related Student Groups

Non-Curriculum Related Student Groups have the following characteristics:

- a. The group is comprised of District students.
- b. The subject matter of the group is not actually taught, or will not soon be taught, as a regularly offered course of the school.
- c. The subject matter of the group does not concern the body of courses as a whole.
- d. Participation in the group is not required for a particular course.
- e. Participation in the group does not result in academic credit.
- f. Group meetings are not directed, controlled, conducted or regularly attended by non-school persons.

Non-Curriculum Related Student Groups will be given equal access and priority to District facilities. The District will not deny equal access or a fair opportunity to, or discriminate against, any Non-Curriculum-Related Student Group who wishes to conduct a meeting on the basis of the religious, political, philosophical, or other content of the speech at such meetings.

Non-Curriculum Related Student Groups may not be sponsored by the school, the District, or their agents or employees. Meetings of Non-Curriculum Related Student Groups must be student-initiated and voluntary.

Non-Curriculum Related Student Groups will be permitted to use District facilities for any purpose that does not materially and substantially interfere with the orderly conduct of educational activities within the school. The District retains the right to deny access to District facilities to maintain order and discipline on school premises, to protect the wellbeing of District students and faculty, and to assure that attendance of students at meetings is voluntary.

Non-Curriculum Related Student Groups will be permitted to use District facilities during non-school hours with the permission of the Building Principal and/or Director of Facilities Services, and when such use does not interfere with District purposes, or by School Activity Groups, Recreation Department Sponsored Groups or School Related Activity Groups. The District will waive the rental fee. The actual custodial cost beyond the normal custodial working hours will be charged to the Non-Curriculum Related Student Groups

5. Kenosha Unified Community Youth Groups

A Kenosha Unified Community Youth Group is a non-profit group or organization whose primary purpose is to serve children and youth of the Kenosha Unified School District (e.g., Scouts and youth sports). The focus of the use of District facilities must be to provide a program that actively involves young people who reside within the boundaries of the District.



The Kenosha Unified Community Youth Groups will be permitted to use District facilities during non-school hours with the permission of the Building Principal and/or Director of Facilities Services, and when such use does not interfere with District purposes, or by School Activity Groups, Recreation Department Sponsored Groups, School Related Activity Groups or Non-Curriculum Related Student Groups. ~~The District will waive the rental fee; however, if the event or activity is a fundraiser, or user/hourly fees are charged to participants, the Kenosha Unified Community Youth Group will be charged a rental fee.~~ **Rental fees may or may not be waived based on the nature of the organization:**

- **Groups where organizers, coaches, leaders, or other individuals associated with the group are not compensated for their volunteer work will have fees waived by the District. This includes, but is not limited to, Scouts and recreational sports programs, such as the Boys & Girls Club recreational teams.**
- **Groups where organizers, coaches, leaders, or other individuals associated with the group are compensated in some financial manner for their services, will be charged the partial rental fee rate. This includes, but is not limited to, club sports teams and travel teams.**

The actual custodial fee beyond the normal custodial working hours will be charged to the Kenosha Unified Community Youth Groups.

6. Kenosha Unified Community Groups

Kenosha Unified Community Groups are nonprofit groups that intend to use District facilities for a lawful non-school purpose primarily for adults.

To qualify as a Kenosha Unified Community Group, at least 51% of the owners or members of the group or at least 51% of its attendees during use of District facilities must be residents of Kenosha Unified attendance area. Certified lists of members, owners, or attendees, with addresses, may be requested when applying for use of District facilities.

Kenosha Unified Community Groups may use District facilities during non-school hours with the permission of the Building Principal and/or Director of Facilities Services and when such use does not interfere with District purposes or by School Activity Groups, Recreation Department Sponsored Groups, School Related Activity Groups, Non-Curriculum Related Student Groups or Kenosha Unified Community Youth Groups.

Kenosha Unified Community Groups will be charged rent for the use of facilities and actual custodial fee beyond the normal custodial working hours.

7. For-Profit and Other Groups

For-Profit and Other Groups are groups, organizations or individual(s) that intend to use District facilities for a lawful non-school purpose and do not fall within any of the other classifications stated herein.

To qualify as a For-Profit and Other Group, at least 51% of the owners or members of the group or at least 51% of its attendees during use of District facilities must be residents of Kenosha Unified attendance area. Certified lists of members, owners, or attendees, with addresses, may be requested when applying for use of District facilities.

POLICY 1331  
CLASSIFICATION OF GROUPS USING SCHOOL DISTRICT FACILITIES  
Page 4

For-Profit and Other Groups may use District facilities during non-school hours with the permission of the Building Principal and/or Director of Facilities Services and when such use does not interfere with District purposes, or by School Activity Groups, Recreation Department Sponsored Groups, School Related Activity Groups, Non-Curriculum Related Student Groups, Kenosha Unified Community Youth Groups or Kenosha Unified Community Groups. For-Profit and Other Groups will be charged rent for use of facilities and actual custodial fee beyond the normal custodial working hours.

Nothing in this policy or any other District policy is intended to prohibit or affect the use of District facilities for free discussions of public questions upon the written application of one-half of the District's electors pursuant to state law.

LEGAL REF.: Wisconsin Statutes

Sections 120.12(1)	[Board duty; care, control and management of school property]
120.12(9)	[Board duty; use for discussion of public questions]
120.125	[Use for before and after-school child care programs]
120.13(17)	[Board power; temporary use of school property and authority to charge use fees]
120.13(19)	[Board power; use for community education programs]
120.13(21)	[Board power; use for educational lectures]
120.13(35)	[Board power; presence of persons in school buildings]

Wisconsin Administrative Code

HSS 172.05 [Swimming pool staffing rules]

Equal Access Act [Access to school facilities by non-curriculum-related student groups]

Boy Scouts of America Equal Access Act [Access to school facilities by Boy Scouts and other designated youth groups]

CROSS REF.: 1310, Tobacco Use on School Premises

1330, Facilities Use

1333, Charges for Use of District Facilities & Grounds

1812, Relations with Parent-Teacher Organizations

5436, Weapons

6570, Before and/or After School Child Care Programs

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: December 28, 1990

REVISED: May 28, 1991  
May 27, 2003  
December 18, 2012  
February 28, 2017  
**June 25, 2019**

**KENOSHA UNIFIED SCHOOL DISTRICT**  
**Kenosha, Wisconsin**

**May 28, 2019**

**New Course Proposals: Harborside Academy**

**Background**

Harborside Academy proposes adding Creative Writing 2 and Introduction to High School Art Courses to their course offerings. Creative Writing 2 is a course that will expand the existing Creative Writing 1 curriculum offered to 9<sup>th</sup> or 10<sup>th</sup> grade students to 11<sup>th</sup> and 12<sup>th</sup> grade students who have successfully completed Creative Writing 1.

Currently Harborside offers Foundations of Lines and Drawing as an introductory art course. This course has been identified as being unique to the Indian Trail Academy program; and, for this reason Harborside proposes the addition of an Introduction to High School Art course as a replacement for the Foundations of Lines and Drawing course.

**Courses**

Course	Action	School	Appendix
Creative Writing 2	Add	Harborside Academy	A
Introduction to High School Art	Add	Harborside Academy	B

**Recommendation**

Administration recommends that the school board approve Creative Writing 2 and Introduction to High School Art courses at the May 28, 2019 meeting.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Ms. Julie Housaman  
Chief Academic Officer

Mr. William Haithcock  
Principal, Harborside Academy

Mr. Trent Barnhart  
Assistant Principal, Harborside Academy



## COURSE CHANGE PROPOSAL

*Completed forms must be returned to the chief academic officer by **October 1** to be considered for board approval.*

Date Initiated: 3/20/19 Administrator's Name: Trent Barnhart

Department and School: Harborside Academy

Course Name: Creative Writing 2

Request: ☒ New Course ☐ New Course Name ☐ Course Revision ☐ Remove Course

Credits: 0.5 Credits Check if honors: ☐

Recommended Prerequisites (if any): 142010 Creative Writing 1

Rationale: Explain why this course is needed. (If this is a course removal or name change, only fill out this section.)

Harborside Academy currently offers Creative Writing 1 to students in 9<sup>th</sup> and 10<sup>th</sup> grades. Based on the overwhelming positive response to this course and student requests, Harborside Academy is proposing the addition of Creative Writing 2 for upperclassman who have successfully completed Creative Writing 1.

Proposed Course Description: In three or four sentences, write a course overview.

This course is a continuation from Creative Writing 1. It offers students a series of activities and experiences designed to develop the awareness and skills essential in writing creatively. Students will experiment with various forms and write daily in class. Class activities will include reading models of professional writing, writing from a variety of prompts, reading personal compositions to the class, and commenting on the compositions of others. Success in this class will depend on the ability to synthesize techniques studied in class with original thinking, employing the necessary grammar, usage, and punctuation to make the composition clear and precise.

Content Standards and Benchmarks: List the primary content standards and benchmarks students will be expected to understand and be able to apply as a result of taking this course. (Attach additional documents as needed.)

CW1: Writes narratives to develop experiences using various techniques

LT1: I can create a memoir

LT2: I can create horror/sci-fi piece of writing

LT3: I can create a humorous piece

LT4: I can create a booklet of poetry

WPS2: Produces writing for specific audiences by editing and using technology

CCSS.ELA-LITERACY.WHST.11-12.4

Produce clear and coherent writing in which the development, organization, and style are appropriate to task, purpose, and audience.

SLPS2: Organizes/presents information appropriate to task, purpose, and audience

CCSS.ELA-LITERACY.SL.11-12.4

Present information, findings, and supporting evidence, conveying a clear and distinct perspective, such that listeners can follow the line of reasoning, alternative or opposing perspectives are addressed, and the organization, development, substance, and style are appropriate to purpose, audience, and a range of formal and informal tasks.

LPS1: Uses appropriate vocabulary and English conventions in writing/speaking

CCSS.ELA-LITERACY.L.11-12.1

Demonstrate command of the conventions of standard English grammar and usage when writing or speaking.

CCSS.ELA-LITERACY.L.11-12.1.A

Apply the understanding that usage is a matter of convention, can change over time, and is sometimes contested.

CCSS.ELA-LITERACY.L.11-12.1.B

Resolve issues of complex or contested usage, consulting references (e.g., *Merriam-Webster's Dictionary of English Usage*, *Garner's Modern American Usage*) as needed.

CCSS.ELA-LITERACY.L.11-12.2

Demonstrate command of the conventions of standard English capitalization, punctuation, and spelling when writing.

CCSS.ELA-LITERACY.L.11-12.2.A

Observe hyphenation conventions.

CCSS.ELA-LITERACY.L.11-12.2.B

Spell correctly.

Scope and Sequence: Outline the planned structure for the course, including a tentative timeline for instruction. (Attach additional documents as needed.)

September – October 1 (4 Weeks): Writing a Memoir Piece

October – November 1 (4 Weeks): Writing a Horror/Sci-Fi Piece

November – Late November (3 Weeks): Writing a Humor Piece

Late November – Early January (6 Weeks): Writing a Poetry Piece

Cost Associated with the Course: Estimate the costs involved in offering this course. List desired texts and materials on a separate sheet. Also list and explain other needs.

A. Teaching Staff: \$0

D. Facilities/Space: \$0

B. Textbooks/Kits: \$0

E. Professional Learning: \$0

C. Supplementary: \$0



## COURSE CHANGE PROPOSAL

*Completed forms must be returned to the chief academic officer by **October 1** to be considered for board approval.*

Date Initiated: 3/20/19 Administrator's Name: Trent Barnhart

Department and School: Harborside Academy

Course Name: 510111 & 510112 Introduction to High School Art

Request: ☒ New Course ☐ New Course Name ☐ Course Revision ☐ Remove Course

Credits: 1 credit Check if honors: ☐

Recommended Prerequisites (if any): None

Rationale: Explain why this course is needed. (If this is a course removal or name change, only fill out this section.)

The currently offered course, Foundations of Design/Drawing, is now unique to Indian Trail Academy. Harborside proposes offering Introduction to High School Art to replace the current Foundations of Design/Drawing.

Proposed Course Description: In three or four sentences, write a course overview.

This is an art course open to any freshman student interested in either beginning or continuing their study of art. Students will experiment with a variety of structured experiences in design, drawing, painting, printmaking, ceramics, and sculpture. This course will introduce students to the elements and principles of design, including line, shape, form, space, texture, color and value. Additionally, composition, aesthetics, and some art history will be integrated into this class.

Content Standards and Benchmarks: List the primary content standards and benchmarks students will be expected to understand and be able to apply as a result of taking this course. (Attach additional documents as needed.)

IHSA1: Defines, identifies, and utilizes the formal structures of art.  
IHSA2: Applies understanding of media, techniques, and processes.  
IHSA3: Uses symbols, subject matter, and styles to communicate feelings/ideas.  
IHSA4: Illustrates an understanding of art within history, places, and cultures.  
IHSA5: Uses standards to reflect and evaluate own work and others work.  
IHSA6: Analyzes, reflects, and interprets visual symbols and processes.  
HQP1: Crafts work with a high standard of quality through care and precision.

Scope and Sequence: Outline the planned structure for the course, including a tentative timeline for instruction. (Attach additional documents as needed.)

See Appendix A-1

Cost Associated with the Course: Estimate the costs involved in offering this course. List desired texts and materials on a separate sheet. Also list and explain other needs.

A. Teaching Staff: \$0

D. Facilities/Space: \$0

B. Textbooks/Kits: \$0

E. Professional Learning: \$0

C. Supplementary: \$0

**Scope and Sequence**  
**Introduction to High School Art**

<b><u>Week/activities</u></b>	<b>Products:</b>	<b>Formative :</b>	<b>In class activities</b>	<b>Summative</b>	<b>Resources and other notes</b>
<b><u>First week:</u></b> Norms, syllabus teambuilding		Anchor chart Pretest			
<b><u>Week 2: elements review</u></b> Drawing challenge elements review, pre painting	Pirate elements drawing  Pre painting from source image	KWL on painting/acrylic paint			
<b><u>Weeks 3-5:</u></b> Color theory and acrylic paint brush control	Overlap color mixing painting.	Color wheel practice Color theory pre-test Color theory notes	Color wheel and color mixing Lecture on color theory	Overlap color mixing painting	Ok go, 3 primary colors Ppt. on color theory
<b><u>Weeks 6-8:</u></b> Tint and shade mixing with tertiary colors	Tint and shade monogram	Tint shade practice Tertiary color practice	Tint shade demo Tertiary color practice Monogram sketches	Tint shade monogram	
<b><u>Weeks 9-11:</u></b> Acrylic painting techniques	Choose your own adventure painting and demonstration	Demo research Acrylic texture practice Notes on presentations Peer reviews 2x (mid and end)	Research and student led demos  Snowflake grid drawing	Acrylic painting	
<b><u>Weeks 12-14:</u></b> reductive printmaking	Tessellation printmaking	MC Escher and printmaking exit tickets	Printmaking and Escher webquest carving and inking demo	Final prints	



<b><u>Week 15 (if there is time)</u></b>	Grid drawing/pastel work/perspective drawing Mono printing?	Pastel practice	Snowflake grid Pastel demo	Final drawing	
<b><u>Weeks 16-18</u></b> <b><u>Final exam and final assessments:</u></b>	2nd version of pre painting			Final reflection Final anchor charts 2nd version of painting.	

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**Kenosha Unified School District  
Kenosha, Wisconsin**

**May 28, 2019**

**COURSE CHANGE PROPOSAL: HARBORSIDE ACADEMY**

**Background**

A Course Change Proposal involving a new course name is being submitted in the area of math for Harborside Academy. The current course name, *Math Literacy*, created confusion for students and families regarding the instructional purpose of the course. The proposed name change, *Math Seminar*, provides a clear indication that instruction is focused on foundational math skill development

**Courses**

<b>CURRENT COURSE NAME</b>	<b>PROPOSED COURSE NAME</b>	<b>SCHOOL</b>	<b>APPENDIX</b>
Math Literacy	Math Seminar	Harborside Academy	A

**Recommendation**

Administration recommends that the School Board approve the proposal for a new course name for the math course at Harborside Academy.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Mrs. Julie Housaman  
Chief Academic Officer

Mr. William Haithcock  
Principal, Harborside Academy



## COURSE CHANGE PROPOSAL

*Completed forms must be returned to the chief academic officer by **October 1** to be considered for board approval.*

Date Initiated: 3/20/19 Administrator's Name: Trent Barnhart

Department and School: Harborside Academy

Course Name: Math Seminar

Request: ☐ New Course ☒ New Course Name ☐ Course Revision ☐ Remove Course

Credits: 0.5 Credits Check if honors: ☐

Recommended Prerequisites (if any): None

Rationale: Explain why this course is needed. (If this is a course removal or name change, only fill out this section.)

We would like to change the name of our elective course 311110 Math Literacy to be named Math Seminar. The name of the course confused students so we would like to change the name to clear up any confusion by calling it Seminar instead of Literacy. This is a foundational skill building course for students who need math skill development.

Proposed Course Description: In three or four sentences, write a course overview.

Content Standards and Benchmarks: List the primary content standards and benchmarks students will be expected to understand and be able to apply as a result of taking this course. (Attach additional documents as needed.)

Scope and Sequence: Outline the planned structure for the course, including a tentative timeline for instruction. (Attach additional documents as needed.)

Cost Associated with the Course: Estimate the costs involved in offering this course. List desired texts and materials on a separate sheet. Also list and explain other needs.

A. Teaching Staff: \$0

D. Facilities/Space: \$0

B. Textbooks/Kits: \$0

E. Professional Learning: \$0

C. Supplementary: \$0

**Kenosha Unified School District  
Kenosha, Wisconsin**

**May 28, 2019**

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

**Type of Project**

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

**Program Description**

The Wisconsin Fast Forward Advanced Manufacturing Technical Education Equipment Grant focus is the purchase of equipment to support the Industry 4.0 instruction. Kenosha Unified School District will begin to offer this course in the 2019-20 school year.

The current equipment in district schools does not meet the need of training students for the fourth industrial revolution. In order to prepare students to work in local industries, equipment needs to be updated and teachers upskilled. Gateway Technical College has agreed to provide teacher training in the summer and provide a stipend to teachers for the time spent in training. Gateway Technical College selected the equipment that is required to teach the courses to ensure that it will meet the needs of local employers. This grant will support the purchase of equipment essential for the third course in the Industry 4.0 pathway.

The equipment request for the Introduction to Industrial Robotics course includes: Skill Boss Smart Factory (\$17,850) and FANUC Cert Cart (\$35,000). The total equipment cost for the entire class is \$61,097 per school for a total of \$183,291 for the district (three schools). Kenosha Unified School District is requesting the maximum grant amount of \$50,000. The remaining \$133,291 will be covered from the budget assumption that was approved in November 2018.

## **Rationale**

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

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

## **Grant Information**

### **2019-20 ANTICIPATED FUNDING**

Total amount of grant funds requested: \$50,000 (Appendix A)

### **TITLE**

Wisconsin Fast Forward Advanced Manufacturing Technical Education Equipment Grant

### **FUNDING SOURCE**

State of Wisconsin, Department of Workforce Development

### **TIME PERIOD**

The project period covered by this application is July 1, 2019, through June 30, 2020.

### **APPLICATION DUE DATE**

May 31, 2019

### **Recommendation**

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

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Ms. Julie Housaman  
Chief Academic Officer

Ms. Cheryl Kothe  
Coordinator of Career and Technical Education

## Fiscal, Facilities and Personnel Impact Statement

<b>Title:</b>	Wisconsin Fast Forward Advanced Manufacturing Technical Education Equipment Grant	<b>Budget Year:</b>	2019-20
<b>Department:</b>	Teaching and Learning	<b>Budget Manager:</b>	Cheryl Kothe

### REQUEST

The request for equipment will focus on the Introduction to Industrial Robotics course. The following items need to be purchased: Skill Boss Smart Factory (\$17,850) and FANUC CERT Cart (\$35,000). Total equipment cost is \$52,850. KUSD is requesting the maximum grant amount of \$50,000.

### RATIONALE/ INSTRUCTIONAL FOCUS

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

### IMPACT

The total of the Introduction to Robotics course is \$61,097 per school for a total of \$183,291 for the district. This equipment is necessary for the required coursework. Teachers will be trained in the summer by Gateway Technical College to learn to operate the equipment. This course is the third in a pathway to obtain industry certification. Students will earn two technical college credits upon successful completion of this course.

### BUDGET IMPACT

Object Level	Descriptive	Amount
100's	Salaries	\$0.00
200's	Fringes	\$0.00
300's	Purchased Services	\$0.00
400's	Non-Capital Objects	\$0.00
500's	Capital Objects	\$133,291.00
		\$0.00
	<b>TOTAL</b>	<b>\$133,291.00</b>



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

<b>FUNDING SOURCES</b>
Select Funding Sources:
Wisconsin Fast Forward – Advanced Manufacturing Technical Education Equipment Grant

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**Kenosha Unified School District  
Kenosha, Wisconsin**

**May 28, 2019**

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

**Type of Project**

The School-based Mental Health Services Grant (SMHS) appropriates funds for the development or expansion of a district-wide, K-12 comprehensive program for student mental health in collaboration with a community mental health provider. The Wisconsin Department of Public Instruction (WI-DPI) will award funds to school districts across the state on a competitive basis. Applicants must demonstrate a clear and measurable plan of collaboration with community health providers and agencies. In designing their grant application and program, applicants will choose between two grant options: Program Development Grant or Program Extension Grant.

**Program Description**

Kenosha Unified School District will be applying for a Program Extension Grant because the district has:

- An existing agreement and collaboration with Professional Services Group, Inc., a community mental health partner;
- Mental health supports in schools in need of expansion; and
- Programs and supports in place in which sustainability is a priority.

The School-Based Mental Health Services Grant will focus on the following priorities and goals:

1) **Improve Adult Mental Health Literacy:**

*Goal:* Increase the knowledge of district staff of youth mental health challenges and improve their ability to recognize and respond to mental health challenges of students.

*Objectives:*

- Offer nine Youth Mental Health First Aid courses throughout the 2019-2020 school year for teachers, support staff, and administrators

to participate in.

2) Increase Access to Medication Management Services:

Goal: Improve access to medication management services for students within KUSD.

Objectives:

- Implement telepsychiatry services at Bradford High School and McKinley Elementary School.
- Provide services for students during the school day via a secure telepsychiatry platform in collaboration with community mental health provider.

3) Enhance Collaboration & Expand Services to Students:

Goal: Increase collaboration among school staff and community mental health therapists across KUSD schools receiving school-based mental health services. Community mental health provider will provide indirect services, not covered by third party payers, to KUSD students. Schools include:

<b>High Schools</b>	<b>Middle Schools</b>	<b>Elementary Schools</b>
<i>Bradford</i> <i>*Tremper</i>	<i>Bullen</i> <i>Lincoln</i> <i>Washington</i>	<i>*Bose</i> <i>Brass</i> <i>EBSOLA-CA</i> <i>*Frank</i> <i>*Grant</i> <i>Grewenow</i> <i>*Harvey</i> <i>McKinley</i> <i>*Somers</i> <i>Southport</i> <i>Stocker</i> <i>Wilson</i>

\*Proposed additional schools for 2019-2020.

Objectives:

- Therapists will engage in collaboration with teachers, support staff, administrators, and other school personnel to communicate strengths and barriers for students receiving mental health services.
- Professional Services Group, Inc. psychologists will provide observation and suggestions for intervention to school staff for

students within KUSD who are receiving services through SBMH, as well as those students who are not receiving services.

4) Develop Understandings of Trauma Responsive School Practices:

*Goal:* Build upon the foundational knowledge of school staff and administration regarding trauma responsive school practices and the impact of trauma on students' behavioral and academic functioning.

*Objectives:*

- Continue working with staff at Chavez Learning Center, to provide in-vivo coaching to classroom teachers to fully integrate trauma-responsive practices in the building.
- Expand in-vivo trauma responsive educational practices coaching to 4K and 5K classrooms in two elementary schools from among elementary schools receiving school-based mental health counseling services. School discipline data, including office discipline referrals and out of school suspension information, will be used in part in selecting schools.

**Rationale**

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

In 2017-18 the Youth Risk Behavior Survey (YRBS) was given to high school students in Kenosha Unified School District. Many of the student responses highlight the increasing concerns of students and the need for preventative and intervening services among the students of our school district. For example:

- 33.5% of students (1280 respondents) indicated that during the past 12 months they have felt so sad or hopeless almost every day for two weeks or more in a row that they stopped doing one of their usual activities.
- 16.5% of students (633 respondents) answered they have seriously considered attempting suicide within the last 12 months.
- 13.6% of students (520 respondents) indicated that during the past 12 months they had made a plan about how they would attempt suicide.

- 9.5% of students (364 respondents) reported they actually attempted suicide one or more times in the past 12 months.
- 11.4% of students (438 respondents) answered they feel like they don't belong at school.
- 43% of students (1636 respondents) reported they often or almost always hate being at school.

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

The 2019-2021 School-Based Mental Health Grant Program offered by the Wisconsin Department of Public Instruction will greatly support KUSD in expanding direct and indirect mental health services already in place at eleven district schools through our partnership with our community mental health provider partner, Professional Services Group, Inc. Students at six additional schools will benefit from the opportunities offered through this grant program.

### **Grant Information**

#### **2019-2021 ANTICIPATED FUNDING:**

Total amount of request: \$75,000.00 per year. The actual amount awarded will be on a two-year cycle with the same amount being available each year. There is no funding match required.

#### **TITLE**

School-Based Mental Health Services Grant Program

#### **FUNDING SOURCE**

State of Wisconsin, Department of Public Instruction (WI-DPI)

#### **TIME PERIOD**

School-based Mental Health Services grants are funded in two year cycles, aligned with the biennial budget. This application will be for a plan and budget for the first year of the project, July 1, 2019- June 30, 2020. Near the end of the first year, grantees will be required to

complete a Grant Renewal Application. This will allow grantees to adjust plans if necessary and submit the budget for 2020-2021, the second year of the grant. If funding for the grant does not continue beyond the 2020-2021 school year, it will be difficult, without community financial partnerships, to continue funding the portion of the grant dedicated to supporting the indirect time of community-based therapists for collaboration and consultation with Kenosha Unified School District school staff; therefore, if funds are not available, this opportunity will dissolve.

## **APPLICATION DUE DATE**

May 1, 2019\*

\*Due to the short application timeline provided by the Department of Public Instruction, the request to submit the Program Expansion Grant could not be submitted to the Board of Education prior to the application deadline.

## **Recommendation**

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

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Ms. Julie Housaman  
Chief Academic Officer

Ms. Bridget Kotarak  
Director of Special Education and Student Support

## Fiscal, Facilities and Personnel Impact Statement

**Title:** School-Based Mental Health Services Grant

**Budget Year:** 2019-2020

**Department:** Special Education & Student Support

**Budget Manager:** Bridget Kotarak

### REQUEST

The School-based Mental Health Services Grant (SMHS) appropriates funds for the development or expansion of a district-wide, K-12 comprehensive program for student mental health in collaboration with a community mental health provider. The Wisconsin Department of Public Instruction (WI-DPI) will award funds to school districts across the state on a competitive basis. Applicants must demonstrate a clear and measurable plan of collaboration with community health providers and agencies. In designing their grant application and program, applicants will choose between two grant options: Program Development Grant or Program Extension Grant. The application to be submitted by KUSD is a Program Extension Grant in the amount of \$75,000.

### RATIONALE/ INSTRUCTIONAL FOCUS

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

In 2017-18 the Youth Risk Behavior Survey (YRBS) was given to high school students in Kenosha Unified School District. Many of the student responses highlight the increasing concerns of students and the need for preventative and intervening services among the students of our school district. For example:

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### IMPACT

The 2019-2021 School-Based Mental Health Grant Program offered by the Wisconsin Department of Public Instruction will greatly support KUSD in expanding direct and indirect mental health services already in place at eleven district schools through our partnership with our community mental health provider partner, Professional Services Group, Inc. Students at six additional schools will benefit from the opportunities offered through this grant program.

### BUDGET IMPACT

Object Level	Descriptive	Amount
100's	Salaries	\$0.00
200's	Fringes	\$0.00
300's	Purchased Services	\$67,500.00
400's	Non-Capital Objects	\$7,500.00
500's	Capital Objects	\$0.00
		\$0.00
	<b>TOTAL</b>	<b>\$75,000.00</b>

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

### FUNDING SOURCES

Select Funding Sources:

WI-DPI competitive grant

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**KENOSHA UNIFIED SCHOOL DISTRICT**  
**Kenosha, Wisconsin**

**May 28, 2019**

**REQUEST TO PURCHASE AND IMPLEMENT CONTINUOUS IMPROVEMENT  
MODEL**

**Background and Rationale**

KUSD's mission is to "provide excellent challenging learning opportunities that prepare each student for success." KUSD's vision is to be the "State's Top Performing Urban School District" where stakeholder expectations are consistently exceeded. Guided by a set of core values, developed with students as the central focus, the district is seeking to develop and implement a continuous improvement model to support the realization of its mission, vision, core values and promise of a best-in-class education to the students served.

The District has articulated and instituted a well-defined Pathway to Success, which is the KUSD's strategic plan through 2022. There are 15 objectives identified within the five goal areas. These goal areas provide organizational direction for achieving success.

The intent of this partnership is to seek a continuous improvement practice to ensure that KUSD continues to grow in all aspects of the organization. School districts thrive when students and staff continually improve, seeking excellence. Removing barriers to improve learning results is a challenge in most education organizations. KUSD needs to access the principles, processes and toolset of continuous improvement and evidence-based leadership to go beyond the current success.

The District is seeking an organizational partner to engage in the establishment and execution of a system wide continuous improvement model. The model will enable, support and accelerate the ongoing achievement of strategic goals that define success for the students and stakeholders served by the District. The direction is to build capacity within the organization. Continuous improvement means leaders at every level of the organization have the skill and will to reduce in areas not producing gains, skill to remove the barriers for both internal and external stakeholders by solving problems that interfere with learning and work by improving system processes; therefore, increasing results.

**Why Studer Education?**

Studer Education, a division of The Studer Group L.L.C. and wholly owned subsidiary of Huron Consulting, has substantial expertise in engaging superintendents, educational leaders, school boards, and stakeholders in implementing a comprehensive model and approach to continuous improvement to achieve meaningful and high performing outcomes for the students and communities served. Studer Education engages with organizations in this model to:

- Build a high-level system aligned to the organization's strategic plan for success.

- Integrate quality improvement frameworks to drive aligned organizational planning and results in both academic and operational areas.
- Administer employee and stakeholder surveys to provide additional venues for feedback, engagement and for data to inform improvement efforts.
- Identify and deploy strategies to build a top workplace culture by effectively engaging employees.
- Develop a cadence and defined processes for action planning and execution to achieve priority results at the district, department and school levels.
- Provide wraparound leadership development related to the overall continuous improvement approach.

### **Outcomes**

Studer Education will:

- Engage with the District's Leadership team the first year to analyze data, outcomes and processes related to KUSD's strategic plan to build an alignment of the overall approach to the plan and prioritize next steps for implementation planning and continued execution.
- Facilitate the development, review and alignment of annual goals, measures, progress monitoring and action planning to create annual District, Department and School Scorecards aligned to KUSD's strategic planning related priorities.
- Annual review with the Board of Education to gain input into the annual goal setting process and to provide resources to the Superintendent and Leadership Council for reporting end of year results.
- Integrate the voice of the customer into the process by administering stakeholder surveys on an ongoing basis
  - Use the data to provide additional measures for monitoring and action planning to continuously improve engagement and stakeholder satisfaction.
- Provide direct training to the District level administrators, school building leaders, and instructional coaches and key staff to identify the right tool for specific problem solving and to implement the tools needed in those situations.
  - Depending on the needs of individuals and teams, these tools would include Plan, Do, Study, Act (PDSA), project management and advanced tools typically included in the Lean/Six Sigma approach.

- Create a culture of continuous improvement, service and performance excellence to ensure the students, families, and community receive high quality services and support
- Develop leaders over the three-year cycle, starting with the District's Leadership Council team in year one, moving to the District's coordinators year two, and completing year three with all District building principals and assistant principals.
  - Develop leaders in applying a continuous systems improvement approach framework.
  - Develop leaders in related discrete skills and tools needed for effective implementation to achieve priority results-mission and vision of KUSD.
    - Integrate on-going leadership development aligned with KUSD's goal of creating workplace cultures to attract and retain highly effective staff

### **Implementation Plan**

Studer Education will:

- **Support the annual development of KUSD's Scorecard**
  - Engage with the Leadership Council team to review results from the most recent school year (2019 scorecard work) to identify successes, opportunities for improvement and potential priority areas for the upcoming year.
  - Facilitate a retreat with the Leadership Council, School Leadership team and Teaching and Learning team to review results and collaboratively develop and finalize annual District goals for the upcoming school year.
    - Work with a sub group of the above mentioned representative teams to complete additional components of the District Scorecard by identifying lead/progress monitoring measures (aligned to the Board/District Annual Goals) and key strategic initiatives/actions.
    - Develop and validate the process for reporting Scorecard results.
    - Over time, cascade this process to facilitate and support the development of aligned department and individual school Scorecards related to each schools' School-Wide Achievement Plans.

- **Facilitate Quarterly Review, Action Planning and Adjustment Sessions**
  - Review data aligned to lead/progress monitoring measures to determine the degree to which the District is trending towards achieving priority annual goals (Green/Yellow/Red).
  - Use trend data to communicate wins to reinforce progress achieved to date and where to identify adjustments in implementation processes or strategic action/initiatives as needed.
  - Develop Leadership Council short-cycle action plans for the upcoming year.
  - Integrate touchpoints related to action plan implementation into School Leadership and Leadership Council meeting structures.
  - Over time, replicate this process with the building leaders who directly report to School Leadership.
- **Short-Cycle Action Planning**
  - Use data to drive the continuing scorecard development and short-cycle action planning, iterating and improving the approach.
  - Provide integrated training and support to leaders.
- **Survey Stakeholders Voice**
  - Review existing stakeholder survey and input data to incorporate into action planning for the 2019-2020 school year.
  - Provide access to and full service for on line administration of Studer Education stakeholder surveys for the following groups:
    - Employee Engagement
    - Parent Satisfaction
    - Student Engagement
    - District Support Services
    - Develop a Community Priority Survey
  - Report results for each survey the District elects to implement with data reported to the District, respective departments, school levels-including, if applicable, benchmarking for comparison purposes.
  - Integrate stakeholder survey data into District, respective department and school level Scorecards for goal setting and high-level improvement planning.

- Train leaders to communicate survey results and to action plan for improvement processes.
- Present annual summary results to various constituent groups.

KUSD has identified leader development as a key component for continuous improvement. Leaders are to be the core drivers of the continuous improvement approach and will therefore need resource tools, strategies, and aligned professional learning for success.

- **Facilitate Leadership Development Institutes and Related training**

- Create a top workplace culture focused on recruit, retain and engage staff.
- Advance the focus on service to stakeholders throughout the District.
- Develop staff through feedback and performance management practices to advance skill.
- Implement the overall continuous improvement model through scorecards, short-cycle action planning, regular monitoring and adjustment in the District's strategic plan.

### **Recommendation**

Administration recommends that the Board of Education approve Studer Group L.L.C. as an organizational partner to provide professional learning, resources, tools and strategies for the successful implementation of a system-wide continuous improvement model funded via Title IIA grant funds. (see appendix A).

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

### 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: Studer Group L.L.C.

Purchased Good/Program: Continuous Improvement Model Professional Learning

Start Date/Date Needed: October 1, 2019

1. PURPOSE – What is the purpose of the proposed purchased

The District is seeking an organizational partner to engage in the establishment and execution of a system-wide continuous improvement model. The model will enable, support, and accelerate the ongoing achievement of strategic goals that define success for the students and stakeholders served by the District. The direction is to build capacity within the organization. Continuous improvement means leaders at every level of the organization have the skill and will to reduce in areas not producing gains and skill to remove the barriers for both internal and external stakeholders by solving problems that interfere with learning and work by improving system processes, therefore, increasing results.

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

This is a multiyear partnership between the District and Studer Education that is in effect from October 1, 2019, to September 30, 2022.

Annual partnership fee is \$80,400  
Annual administrative fee is \$9,680  
Total annual fee is \$90,080

Total expenditure for three-year project is \$270,240

The funding source is Title IIA.

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?



Leadership development is a key and significant component of effective continuous improvement. As the core drivers of the continuous improvement approach, it is critical to provide the district's leaders with the essential professional learning, resources, tools, and strategies that will result in improved academic achievement for all students.

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

October 1, 2019

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

Appropriate Leadership Signature  Date 4-9-2019

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KENOSHA UNIFIED SCHOOL DISTRICT  
Kenosha, Wisconsin

May 28, 2019

**Open Enrollment Applicants for School Year 2019-2020**

**Background**

The Wisconsin Department of Public Instruction (DPI) requires school districts to allocate open enrollment allocations prior to the start of the open enrollment application period. The Wisconsin open enrollment application period began on February 4, 2019, and closed on April 30, 2019. Once the regular Open Enrollment process is over, students from a non-resident district may continue to apply for immediate admittance to a non-resident district if he/she meets one of the criteria as noted by the Alternative Open Enrollment Application process only if the board did not limit spaces for that applicable grade level.

**Process**

At the January 22, 2019, Board of Education Regular Meeting the Kenosha Unified School Board formally affirmed the availability of spaces for both general and special education students seeking entrance into the Kenosha Unified School District under the Open Enrollment Statute for School Year 2019-20. **The School Board affirmed the availability of a total 191 spaces, 19 of which were designated for selected special education programs/services.**

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

With the close of this year's open enrollment application window by DPI on April 30, 2019, all students in the OPAL system were listed on a master roster in alphabetical order. Each student was then assigned an applicant sequence number with the first person listed on the roster being tagged as number one and the remaining students who were on the OPAL listing were also assigned a sequence number.

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

On May 16, 2019, a lottery meeting was conducted in the Office of Educational Accountability to assign petitioning students to available District spaces. A representative from Kenosha Unified served as the “unbiased” witness to the student assignment process and drew lots during the lottery process.

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

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

### **Important Timelines**

Nonresident school districts must mail notices of approval or denial by June 7, 2019. If the application is approved, the school district must notify the parents of the specific school to which the student applicant will be assigned. Resident districts must notify applicants if their application is being denied by June 14, 2019. If an application is denied, parent(s)/guardian(s) have 30 days to file an appeal. Parents of accepted applicants must notify the nonresident district if their student will be attending the non-resident district in the 2019-20 school year by June 28, 2019.

### **Summary Statistics**

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

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

<b>Grade Level</b>	<b>Number of Students</b>
Pre-Kindergarten	16
Kindergarten	27
1	15
2	22
3	8
4	20
5	21
6	23
7	3
8	12
9	37
10	3
11	7
12	5
<b>Total</b>	<b>219</b>

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

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

<b>Grade Level</b>	<b>Number of Students</b>
Pre- Kindergarten	23
Kindergarten	11
1	4
2	5
3	3
4	2
5	4
6	10
7	9
8	3
9	10
10	7
11	5
12	8
<b>Total</b>	<b>104</b>

The following table provides a listing of the applicants recommended for approval and denial by grade level for School Year 2019-20.

**Administrative Recommendation on Non-resident Applicants**

<b>Grade Level</b>	<b>Approval Recommended (Regular / SPED)</b>		<b>Denial Recommended (Regular / SPED)</b>		<b>Total Number of Students (Regular / SPED)</b>	
Pre - Kindergarten	20	0	1	2	21	2
Kindergarten	11	0	0	0	11	0
1	3	0	0	1	3	1
2	5	0	0	0	5	0
3	3	0	0	0	3	0
4	1	1	0	0	1	1
5	4	0	0	0	4	0
6	8	2	0	0	8	2
7	5	3	0	1	5	4
8	2	1	0	0	2	1
9	7	2	1	0	8	2
10	5	5	2	0	7	0
11	5	5	0	0	5	0
12	6	6	1	1	7	1
Category Totals	85	9	5	5	90	14
<b>DISTRICT TOTALS</b>	<b>94</b>		<b>10</b>		<b>104</b>	

### Administration Recommendation:

Administration recommends **approval** of applicants identified as numbers:

1,2,3,5,7,8,9,10,12,13,14,15,16,17,18,19,20,21,22,23,24,25,26,27,28,29,30,31,32,33,34,35,37,38,39,40,41,42,43,44,45,46,47,48,49,50,51,52,53,54,55,56,57,58,59,60,61,62,63,64,65,66,68,69,70,71,72,73,74,75,76,77,78,79,80,81,82,84,85,86,87,89,91,92,93,94,95,96,98,99,100,101,102,104 due to available space at the grade level, school requested and special education or related services required by the IEP.

Administration recommends **denial** of applicants identified as numbers:

4,6,11,36,67,83,88,90,97,103 due to one of the following reasons: overcapacity at the grade level, special education related services required by the IEP, limitation of school requested, age ineligibility, habitual truancy, or expulsion in the current or preceding two years.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Kristopher Keckler  
Chief Information Officer

Julie Housaman  
Chief Academic Officer

Susan Valeri  
Chief of School Leadership

Bridget Kotarak  
Director of Special Education and Student  
Support

Luann Rohde  
Director of Early Education Programs

## KENOSHA UNIFIED SCHOOL DISTRICT

May 28, 2019

### **Policy 5260 - Full Time Open Enrollment**

Policy 5260 – Full Time - Open Enrollment addresses the state mandate of providing open enrollment opportunities to nonresident students. Currently, the Wisconsin Department of Public Instruction (DPI) requires non-resident districts to designate regular and special education spaces at the January school board meeting for the upcoming school year. This process also allows for Alternative Open Enrollment Applications, which are available and processed starting in July of the upcoming school year.

A recent rule clarification regarding accepting Alternative Open Enrollment applications limits a non-resident district's options with regard to the January seat approval for overall open enrollment spaces. This statutory clarification, as well as expanding a local district's option for sibling applications is the reason for the policy revision as presented. In a summary vantage point, if a nonresident School Board limits the available spaces for a grade level for the upcoming school year, then that district cannot approve any alternative application for that respective grade level between that January board meeting and the following September pupil count. As an example: This past January, the KUSD School Board designated a limit of 10 Open Enrollment spaces for grade 5 for the 2019-20 school year. This would mean that from that January date until the official pupil count this September, the district would have to automatically deny any alternative applications for grade 4 (February through June) or grade 5 (July through September), as a grade 4 student this spring would be a grade 5 student this fall.

The Wisconsin Department of Public Instruction has communicated that all public school districts revise and update their existing Open Enrollment policies to reflect these regulations.

### **Administrative Recommendation:**

Administration recommends that the Board of Education approve revised Policy and Rule 5260 as a first reading at its May 28, 2019, regular school board meeting and second reading at its June 25, 2019, regular school board meeting.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Kristopher Keckler  
Chief Information Officer

POLICY 5260  
FULL TIME OPEN ENROLLMENT

Nonresident Students Attending School in the District

A nonresident student residing within the State of Wisconsin may apply for full-time enrollment in a Kenosha Unified School District school under the public school open enrollment program in accordance with state law and established procedures. The district shall use the following criteria when accepting or rejecting a nonresident student's application for full-time enrollment:

1. The district shall consider the availability of space in the schools and classrooms within the district, student-teacher ratios including educational assistant ratios, and enrollment projections. Space availability decisions shall be made in accordance with district policies and procedures.
2. The district shall not enroll a student if that student was habitually truant during any semester of attendance from the ~~nonresident-enrolled~~ school district in the current or previous school year.
3. The district shall not enroll a student during the term of the student's expulsion from another school district. Further, the district shall not enroll a student who has been expelled from another district during the preceding two school years or has disciplinary proceedings pending for endangering the health, safety, or property of others, conveying or causing to be conveyed any threat made to destroy any school property by means of explosives, or possessing a dangerous weapon while at school or under the supervision of a school authority. If any of these disciplinary actions occur after initial acceptance of the student and prior to the beginning of the school year in which the student first enrolls in the Kenosha Unified School District, the student's enrollment shall be denied.
4. A student with special education needs will be considered for enrollment only if the special education program or services described in the student's individual educational program (IEP) are currently available in the district and there is space available in the required program. When determining space availability, consideration shall be given to class size limits, teacher-student ratios and enrollment projections. If a nonresident student's IEP changes after the student begins attending school in the Kenosha Unified School district and the special education program or services required by the IEP are not available in the district or there is no space available in the special education program identified in the IEP, the district shall deny the student's continued enrollment in the district.
5. A student who has been screened for possible disability and need for special education by the student's resident district or who has been identified or reported as a student with a disability and need for special education, but not yet evaluated by an IEP Team in the resident district, shall be considered for enrollment only after the student's resident district completes the evaluation process. Upon completion of the IEP Team evaluation process, the district shall consider the open enrollment application as per item (4) above.

The Kenosha Unified School District shall ~~give preference in guarantee acceptance of~~ full-time open enrollment applications to the siblings of nonresident students already attending school in the district, **even if there are more sibling requests than board approved spaces**. If the district receives more nonresident student applications for a particular grade, program or school than there are available spaces, students will be accepted for enrollment on a random **lottery applied** basis.



POLICY 5260  
FULL TIME OPEN ENROLLMENT  
Page 2

Once accepted for enrollment, the district shall assign the nonresident student to a school or program in accordance with district policies and procedures. The district shall give preference in attendance at a school, program, class or grade to resident students who live outside the school's attendance area.

Nonresident open enrollment students will not be required to reapply more than once, except:

- All nonresident open enrollment students attending elementary school in the District shall be required to reapply for enrollment prior to admission to middle school.
- All nonresident open enrollment students who come into the district on open enrollment at the middle school level will need to reapply for open enrollment at the high school level.

Student transportation shall be the responsibility of the student's parent(s)/guardian(s) or the adult student except as otherwise required by law.

Nonresident open enrollment students attending a school or program in the district have all the rights and privileges of resident students and are subject to the same rules and regulations as resident students.

Nonresident open enrollment students may have their enrollment terminated due to habitual truancy. The definitions and notifications for open enrolled habitual truant students will be consistent with those of resident students (KUSD Policy 5310). The resident school district of open enrolled students will also receive these notifications.

Nonresident students that attend a school that does not offer WIAA athletics will be assigned, on a lottery basis, a WIAA-eligible school for sports, extra-curricular activities and fine arts.

The school board shall guarantee open enrollment approval to currently attending Kenosha Unified pupils who submit a completed open enrollment application. Currently attending pupils will not impact the open enrollment space allocations approved by the board.

**Alternative Open Enrollment Applications**

**Alternative Open Enrollment applications may be submitted in accordance with the identified process starting in July for the upcoming school year. Nonresident students and parents may submit an alternative application based on the listed criteria during the designated window for such applications.**

**A nonresident school board may not approve an alternative application submitted prior to the 3rd Friday in September if the board did not approve all applications for the pupil's grade or special education service that were submitted in the regular application period for the same school year. A nonresident school board may not approve an alternative application submitted after the January school board meeting for a current school year if the board limited the number of spaces available in the pupil's succeeding grade or special education service for applications submitted under the regular application procedure for the following school year.**

POLICY 5260  
FULL TIME OPEN ENROLLMENT  
Page 3

Resident Students Attending School Outside of the District

Any student residing in the Kenosha Unified School District **who has already provided the required resident verification material** shall be allowed to attend public school in another district on a full-time basis if the student has filed the appropriate application with that school district and has been accepted for enrollment.

The student's parent(s)/guardian(s) or the adult student shall be responsible for providing student transportation to and from the nonresident district.

A resident student attending school outside the district under open enrollment may be allowed to enroll in Part Time Open Enrollment for up to two high school courses at a time in the resident district as outlined in the Part Time Open Enrollment Policy **5270**. However, a resident student attending school outside the district under open enrollment may not be allowed to participate in extracurricular activities in the resident district.

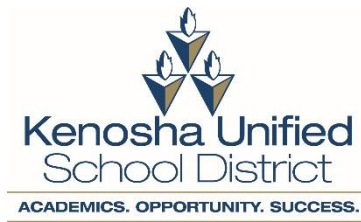
**LEGAL REF.:** Wisconsin Statutes

- Sections 118.13 [Pupil discrimination prohibited]
- 118.15 [Compulsory school attendance]
- 118.16 [School attendance enforcement]
- 118.51 [Full-time open enrollment]
- 118.52 [Part-time Open Enrollment]
- 121.84 [Tuition waiver; **special cases**]
- Chapter 115, Subchapter V (Students with disabilities program requirements)

**CROSS REF.:** 4351.1 Teaching Load

- 5110 Equal Educational Opportunityies/**Discrimination Complaint**
- 5120 Student Enrollment Reporting
- 5200 School Admissions
- 5210 Entrance Age
- 5220 Nonresident Students (Excluding Open Enrollment)
- 5250 Emancipated Minors
- 5270 Part Time Open Enrollment
- 5310 Student Attendance
- 5320 School Attendance Areas
- 5330 Assignment of Students to Schools
- Special Education Program and Procedure Manual*

**AFFIRMED:** January 27, 1998  
May 27, 2008  
January 25, 2011  
February 28, 2013  
January 27, 2015  
January 26, 2016  
March 27, 2018  
**June 25, 2019**



May 28, 2019

## DONATION TO THE DISTRICT

The District has received the following donation:

1. GFWC – Pleasant Prairie Woman’s Club donated four \$25 gift cards to Hillcrest School. The value of this donation is \$100.

### Administrative Recommendation

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

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

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KENOSHA UNIFIED SCHOOL DISTRICT  
Kenosha, Wisconsin

May 28, 2019

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

**May**

- May 14, 2019 – Standing Committee Meetings
- May 24, 2019 – Half day for students and instructional staff
- May 27, 2019 – Memorial Day – District closed
- May 28, 2019 – Regular School Board Meeting – 7:00 P.M. in ESC Boardroom

**June**

- June 11, 2019 – Standing Committee Meetings Canceled
- June 13 – Last day of school for students
- June 14 – Staff workday
- June 25, 2019 – Regular School Board Meeting – 7:00 P.M. in ESC Boardroom

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