

**REGULAR MONTHLY BOARD MEETING**

**September 24, 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  
September 24, 2019  
Educational Support Center  
7:00 PM

- I. Pledge of Allegiance
- II. Roll Call of Members
- III. Introduction, Welcome and Comments by Student Ambassador
- IV. Awards/Recognition
  - A. Frank Elementary School EL Education Credential
- V. Administrative and Supervisory Appointments
- VI. Superintendent's Report
- VII. Legislative Report
- VIII. Views and Comments by the Public
- IX. Remarks by the President
- X. Consent Agenda
  - A. Consent/Approve 4  
Recommendations Concerning Appointments, Leaves of Absence,  
Retirements, Resignations and Separations
  - B. Consent/Approve 7  
Minutes of 8/20/19 and 9/17/19 (2) Special Meetings, 8/27/19 Special  
Meeting & Executive Session, 8/27/19 Regular Meeting and 9/17/19  
Annual Meeting of Electors
  - C. Consent/Approve 24  
Summary of Receipts, Wire Transfers and Check Registers
  - D. Consent/Approve 31  
Policy and Rule 3643 - Emergency School Closings (Second Reading)
  - E. Consent/Approve 36  
Update on Student & Staff Technology Acceptable Use Policies  
(Second Reading)
  - F. Consent/Approve 49  
Policy 5533.2 - Pediculosis (Head Lice) (Second Reading)
- XI. Old Business



XII. New Business	
A. Discussion/Action	58
Classification, Compensation and Personnel Policy for General Administrative, Instructional Administrative, Supervisory and Technical Personnel	
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Facilities Update	
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2019-20 Elementary School Multiage Waivers Request	
D. Discussion/Action	84
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Resolution No. 356 - National Bullying Prevention Month 2019	
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Resolution No. 357 - Wisconsin School Board Appreciation Week - October 6-12, 2019	
H. Discussion	166
Head Start Semi-Annual Report	
XIII. Other Business as Permitted by Law	173
Tentative Schedule of Reports, Events and Legal Deadlines For School Board (September/October)	
XIV. Predetermined Time and Date of Adjourned Meeting, If Necessary	
XV. Adjournment	



**Kenosha Unified School District**

**Kenosha, WI**

**September 24, 2019**

**The Office of Human Resources recommends the following actions:**

**REVISED**

ACTION	LAST NAME	FIRST NAME	SCHOOL/DEPT	POSITION	STAFF	DATE	FTE
Appointment	Anderson	Mellissa	Mahone Middle School	Special Education	ESP	08/29/2019	1
Appointment	Ashmus	Mia	Lance Middle School	Special Education	ESP	08/29/2019	1
Appointment	Ball	Tina	Department of Special Ed	Administrative Support (12 MO)	ASP	09/09/2019	1
Appointment	Bell	Kristen	KTEC West	Special Education	ESP	09/09/2019	1
Appointment	Berry	Mary E.	Lance Middle School	Cross Categorical	Instructional	08/26/2019	1
Appointment	Blair	Julie	Reuther/Harborside	Clerical	ESP	08/29/2019	1
Appointment	Brown	James (Matt)	Bradford High School	Asst Principal High School	AST	08/28/2019	1
Appointment	Caminiti	Lee	Bradford High School	Technology Education	Instructional	08/26/2019	1
Appointment	Chapman	Christine	Bullen Middle School	Special Education	ESP	09/03/2019	1
Appointment	Clendenning	Bryanna	Frank Elementary	E.C.	Instructional	08/21/2019	1
Appointment	Constable	Sarah	Preschool Associate	Chavez Learning Station	ESP	08/29/2019	1
Appointment	Cummings	Elizabeth	Office of Student Support	Psychologist	Instructional	08/26/2019	1
Appointment	Deltoro	Sarah	EBSOLA CA	Special Education	ESP	08/29/2019	1
Appointment	Dickinson	Samantha	4K Program	4K Program	Instructional	08/26/2019	0.5
Appointment	Draeger	Josephine	Lakeview Technology Academy	Biology/Life Science	Instructional	08/26/2019	1
Appointment	Eickmeyer	Heather	Dimensions of Learning	Grade 1	Instructional	08/27/2019	1
Appointment	Emmer	Bradley	Bradford High School	Math	Instructional	08/26/2019	1
Appointment	Everett	Jennifer	Title I/Forest Park	Intervention Specialist	Instructional	09/16/2019	1
Appointment	Farwell Sanchez	Lauren	Bradford High School	Special Education	ESP	08/29/2019	1
Appointment	Franke	Massimiliana	Tremper High School	Clerical	ESP	09/09/2019	0.75
Appointment	Franz	Sarah	Brass Community School	Intervention Specialist	Instructional	08/26/2019	1
Appointment	Freeman	Aaron	Title III/Bilingual	Dual Spanish	Instructional	08/26/2019	1
Appointment	Graves	Kirsten	McKinley Elementary School	Grade 2	Instructional	08/26/2019	1
Appointment	Hall	Leah	Bullen Middle School	Science	Instructional	08/26/2019	1
Appointment	Harris	Cassandra	Office of Student Support	Psychologist	Instructional	08/26/2019	1
Appointment	Harvala	Jennifer	Lincoln Middle School	English	Instructional	08/26/2019	1
Appointment	Horton	Kenneth	Mahone Middle School	Math	Instructional	08/26/2019	1
Appointment	Hughes	JoAnn	Human Resources	Administrative Support (12 MO)	ASP	08/19/2019	1
Appointment	Ianson	Chad	Lance Middle School	Cross Categorical	Instructional	08/26/2019	1
Appointment	Johnson	La'Ryan	Bradford High School	Security	ESP	09/10/2019	1
Appointment	Keefe	Andrea	Department of Special Ed	Speech Therapist	Instructional	09/03/2019	1
Appointment	Kinville	William	Bradford High School	Security	ESP	09/23/2019	1
Appointment	Kotten	Leann	Strange Elementary School	E.C.	Instructional	08/26/2019	1
Appointment	LaMeer	Melissa	Tremper High School	Special Education	ESP	08/29/2019	1
Appointment	Looney	Anthony	Bradford High School	Special Education	ESP	08/29/2019	1
Appointment	Majstorovic	Kirsten	Bradford High School	History	Instructional	08/26/2019	1



**Kenosha Unified School District**

**Kenosha, WI**

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**The Office of Human Resources recommends the following actions:**

**REVISED**

Appointment	Manjarrez	Melissa	Stocker Elementary School	E.C.	Instructional	08/26/2019	1
Appointment	Margetson	Carla	Bradford High School	Family and Consumer Ed	Instructional	08/26/2019	1
Appointment	Meinzen	Micah	Washington Middle School	Special Education	ESP	08/29/2019	1
Appointment	Mendoza	Renaldo	Washington Middle School	Science	Instructional	08/26/2019	1
Appointment	Misurelli Sorenson	Amy	Reuther Central High School	Art	Instructional	08/26/2019	1
Appointment	Morgan	Evelyn	Reuther Central High School	Math	Instructional	08/26/2019	1
Appointment	Neu	Allyson	Indian Trail HS & Academy	Art	Instructional	08/26/2019	1
Appointment	Niederer	Lisa	Lincoln Middle School	Intervention Specialist	Instructional	08/26/2019	1
Appointment	Oehlberg	Joan	McKinley Elementary School	L.D.	Instructional	08/26/2019	1
Appointment	Olsen	Jeanne	Washington Middle School	Performing Arts	Instructional	08/28/2019	1
Appointment	Papalia-Beatty	Willa	Athletics	Physical Education	Instructional	08/26/2019	1
Appointment	Pitts, Jr.	Martin	Indian Trail HS & Academy	Cross Categorical	Instructional	08/26/2019	1
Appointment	Plants	Mary	Pleasant Prairie Elementary	Grade 5	Instructional	08/26/2019	1
Appointment	Poirier	Christine	McKinley Elementary School	Cross Categorical	Instructional	09/09/2019	1
Appointment	Rajic	Milijana	Stocker Elementary School	Guidance	Instructional	08/26/2019	0.49
Appointment	Reed	Kristi	Indian Trail HS & Academy	Intervention Specialist	Instructional	08/26/2019	1
Appointment	Richter	Annette	Grewenow	Classroom	ESP	08/29/2019	1
Appointment	Roder	Robin	Bullen Middle School	Special Education	ESP	08/29/2019	1
Appointment	Ruta	Melissa	Chavez/Grant	E.C.	Instructional	08/26/2019	1
Appointment	Schaefer	Adam	Facilities	Carpenter	Facilities	08/26/2019	1
Appointment	Schroeter	Aaron	Lakeview Technology Academy	Math	Instructional	08/26/2019	0.67
Appointment	Skogg	Christine	Washington Middle School	Intervention Specialist	Instructional	08/26/2019	1
Appointment	Slamann	Brice	Tremper High School	Security	ESP	08/29/2019	1
Appointment	Sorensen	Shauna	Washington Middle School	English	Instructional	08/26/2019	1
Appointment	Sowma	Jeremy	Bradford High School	L.D.	Instructional	09/04/2019	1
Appointment	Stanis	Jennifer	Bullen Middle School	Special Education	ESP	08/29/2019	1
Appointment	Stephan	Amy	EBSOLA CA	Grade 3	Instructional	08/26/2019	1
Appointment	Sumpter	Ann	McKinley Elementary School	Social Worker	Instructional	09/27/2019	1
Appointment	Swift	Christopher	EBSOLA CA	Special Education	ESP	09/09/2019	1
Appointment	Swopes	Ellis	EBSOLA CA	E.D.	Instructional	08/26/2019	1
Appointment	Thrasher	Kristine	Jefferson Elementary School	Information/Health Services	ESP	08/29/2019	1
Appointment	Thurber	Laura	Mahone Middle School	English	Instructional	08/26/2019	1
Appointment	Tiegs	Melinda	EBSOLA CA	Kindergarten	Instructional	08/26/2019	1
Appointment	Vaillancourt	Gary	Indian Trail HS & Academy	Theater	Instructional	08/26/2019	0.5
Appointment	Weslaski	Claire	Roosevelt Elementary School	Grade 3	Instructional	08/26/2019	1
Appointment	Williams	Elizabeth	Brass Community School	Special Education	ESP	08/29/2019	1
Resignation	Atkins	Andrew	Tremper High School	Security	ESP	06/12/2019	1
Resignation	Becker	Angela	Bose Elementary School	Special Education	ESP	08/29/2019	1



**Kenosha Unified School District****Kenosha, WI****September 24, 2019****The Office of Human Resources recommends the following actions:****REVISED**

Resignation	Bernhardt	Matthew	Bradford High School	Security	ESP	08/16/2019	1
Resignation	Conyers	Deborah	McKinley Elementary School	Cross Categorical	Instructional	08/19/2019	1
Resignation	Crist	Mary	Bullen Middle School	Dual Spanish	Instructional	08/15/2019	1
Resignation	Franz	Sarah	Brass Community School	Grade 1	Instructional	08/23/2019	1
Resignation	Garcia	Gabriel M	Lance Middle School	Special Education	ESP	08/19/2019	1
Resignation	Margetson	Carla	Bradford High School	Special Education	ESP	08/26/2019	1
Resignation	Monson	Stacy	KTEC West	Cross Categorical	Instructional	08/26/2019	1
Resignation	Niederer	Lisa	Lincoln Middle School	Grade 6	Instructional	08/26/2019	1
Resignation	Pierce-Kaebisch	Nicole	Bullen Middle School	Grade 6	Instructional	08/15/2019	1
Resignation	Poirier	Christine	Lance Middle School	Special Education	ESP	09/06/2019	1
Resignation	Rogers	Megan	Office of Student Support	Speech Therapist	Instructional	08/19/2019	1
Resignation	Ruta	Melissa	Prairie Lane Elementary	Interpreter	Interpreter	08/19/2019	1
Resignation	Smith	Lynda	Teaching and Learning	Administrative Specialist (12 MO)	ASP	09/27/2019	1
Resignation	Sowma	Jeremy	Bradford High School	Special Education	ESP	08/29/2019	1
Resignation	Summerfield	Brian	Bradford High School	Dean of Students	Instructional	08/23/2019	1
Resignation	Thomas	Taylor	Harvey Elementary School	Special Education	ESP	09/02/2019	1
Resignation	Tulik	Joy	Bullen Middle School	Special Education	ESP	08/16/2019	1
Resignation	Bousman	Jason	Mahone Middle School	English	Instructional	08/19/2019	1
Retirement	Clark	Cynthia	Bradford High School	Clerical	ESP	08/26/2019	1
Retirement	Vidas	Mary	Harvey Elementary	Special Education	ESP	08/15/2019	1
Separation	Klinefelter	James	Reuther Central High School	Head Custodian	Facilities	9/10/2019	1



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

A special meeting of the Kenosha Unified School Board was held on Tuesday, August 20, 2019, at 5:30 P.M. in the Board Meeting Room at the Educational Support Center. The purpose of this meeting was for Views and Comments by the Public and Discussion on School Board Policies 5110 – Student Equal Opportunity and Nondiscrimination in Education, 5110.2 – Nondiscrimination Guidelines Related to Students Who Are Transgender and Students Nonconforming to Gender Role Stereotypes, 5111 – Bullying and 4111 – Anti Harassment.

The meeting was called to order at 5:30 P.M. with the following members present: Ms. Adams, Mrs. Modder, Mr. Duncan, Mr. Battle, Mr. Garcia, and Mr. Wade. Dr. Savaglio-Jarvis and Attorney Ronald Stadler from Jackson Lewis P.C. were also present. Ms. Stevens was excused.

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

Views and/or comments by the public were made.

Attorney Stadler reviewed proposed Policy 5110.2 - Nondiscrimination Guidelines Related to Students Who Are Transgender and Students Nonconforming to Gender Role Stereotypes with board members and answered their questions.

The following suggested changes were noted:

- Add a scope to the policy;
- Add “and timely” to the end of the second paragraph;
- Clarify who would be assessing a request in relation to the second paragraph of #4 –Restroom and Locker Room Accessibility; and
- In relation to #7 – Overnight Accommodations, Attorney Stadler will work on flexible language which includes case by case basis assessment and parental consent.

Attorney Stadler reviewed the proposed changes to Policy 5110 - Student Equal Opportunity and Nondiscrimination in Education with board members and answered their questions.

The following suggested changes were noted:

- Add “after consultation with Administration” at the end of the first sentence of the third paragraph;



- Under the Informal Procedure, add a timeframe for the principal to notify the Chief of School Leadership upon receipt of a complaint. Three business days was suggested;
- Note the statute related to EDGAR;
- Under step 4 of the Formal Complaint Procedure, clarify that the 30 days is 30 “calendar” days; and
- Add non-retaliation language due to the filing of a complaint.

Attorney Stadler reviewed the proposed changes to Policy 5111 – Bullying with Board members and answered their questions.

The following suggested changes were noted:

- Attorney Stadler will look into an alternative term for “imbalance of power” noted in paragraph #2; and
- Attorney Stadler will look further into the removal of “hate acts” aspect from the policy.

Attorney Stadler reviewed the proposed changes to Policy 4111- Anti Harassment with board members and answered their questions.

The following suggested changes were noted:

- Include school board members in the sentence in paragraph three which refers to non-employees; and
- Add additional language to the end of last paragraph of the policy to state that there shall be no unnecessary delays and if there are, who the employee should contact.

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

Meeting adjourned at 7:33 P.M.

Stacy Schroeder Busby  
School Board Secretary



SPECIAL MEETING & EXECUTIVE SESSION  
OF THE KENOSHA UNIFIED SCHOOL BOARD  
HELD AUGUST 27, 2019

A special meeting of the Kenosha Unified School Board was held on Tuesday, August 27, 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 6:30 P.M. with the following members present: Ms. Adams, Mrs. Modder, Mr. Duncan, Mr. Battle, Mr. Garcia, and Mr. Wade. Dr. Savaglio-Jarvis was also present. Ms. Stevens was excused.

Mr. Wade, President, opened the meeting by announcing that this was a special meeting of the School Board of the Kenosha Unified School District. 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: Problems, and Personnel: Position Assignments.

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

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

1. Personnel: Problems

Dr. Savaglio-Jarvis updated Board members regarding employee relations matters.

2. Personnel: Position Assignments

Dr. Savaglio-Jarvis presented Board members with a position assignment recommendation.

Mr. James Brown arrived at 6:35 P.M. and answered questions from Board members. Mr. Brown was excused at 6:47 P.M.

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

Meeting adjourned at 6:48 P.M.

Stacy Schroeder Busby  
School Board Secretary



REGULAR MEETING OF  
THE KENOSHA UNIFIED SCHOOL BOARD  
HELD AUGUST 27, 2019

A regular meeting of the Kenosha Unified School Board was held on Tuesday, August 27, 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: Ms. Adams, Mrs. Modder, Mr. Duncan, Mr. Battle, Mr. Garcia, and Mr. Wade. Dr. Savaglio-Jarvis was also present. Ms. Stevens was excused.

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 American Baseball Coaches Association Team Academic Excellence Award.

Dr. Savaglio-Jarvis presented an Administrative/Supervisory Appointment.

Mr. Battle moved to approve Mr. James Brown as the Interim Assistant Principal at Bradford High School. Mr. Garcia seconded the motion. Unanimously approved.

A student ambassador was not present this evening.

A legislative report was not given.

Views and/or comments were made by the public.

There were no responses/comments by Board members.

The Board President made his remarks.

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

Consent-Approve items XI-D – Policy 6300 – Curriculum Development and Improvement, XI-E – Policy 6610 – Procedures for Selecting and Using Supplementary Instructional Materials, and XI-F – Policy 8712 – School Board Meeting Agenda Preparation and Dissemination were pulled from the consent agenda.

Board members then considered the following Consent-Approve items:

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



Consent-Approve item XI-B – Minutes of the 7/23/19, 8/1/19 and 8/13/19 Special Meetings and Executive Sessions, 8/1/19 and 8/13/19 Special Meetings and 7/23/19 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 July 2019 cash receipt deposits totaling \$329,362.68, and cash receipt wire transfers-in totaling \$4,012,887.47, be approved.

Check numbers 581458 through 582412 totaling \$8,551,188.33, and general operating wire transfers-out totaling \$391,217.83, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the July 2019 net payroll and benefit EFT batches totaling \$18,575,637.40, and net payroll check batches totaling \$7,440.35, be approved.”

Mr. Duncan moved to approve the revised consent agenda. Mr. Battle seconded the motion. Unanimously approved.

Mr. Wade presented Resolution No. 353 – Resolution of Appreciation to Gary Kunich, which read as follows:

“WHEREAS, Gary Kunich was elected to the Board of Education of the Kenosha Unified School District in April 2014, and served faithfully and with honor for nearly two, three-year terms; and

WHEREAS, he held the positions of member and treasurer during his tenure on the Board; and

WHEREAS, during his terms on the Board he chaired the Audit/Budget/Finance, Curriculum/Program, Personnel/Policy and Planning/Facilities/Equipment Committees; as well as served on various ad-hoc committees; and

WHEREAS, during his term the Board approved the first employee handbook; hired the current superintendent; approved ALiCE student lesson plans; approved \$17 million in energy efficiency projects for nine elementary schools; approved \$1.5 million for school security improvements as well as a \$900,000 Department of Justice security grant; approved the expansion of the Kenosha School of Technology Enhanced Curriculum; adopted the Board and Superintendent Team Charter; approved the 2015 outdoor athletic referendum for Bradford, Tremper and Indian Trail; adopted a new mission, vision, core values and strategic goals; adopted new salary structures for multiple employee groups; approved the Gang Prevention Education Program; and approved the renovation of the Bradford planetarium; and

WHEREAS, he has been an advocate for the staff, students, families and taxpayers of the Kenosha community as he worked to ensure all students were provided excellent, challenging learning opportunities and experiences that prepare each student for success.



NOW, THEREFORE, BE IT RESOLVED, that the Kenosha Unified School District formally acknowledges and extends profound appreciation to Gary Kunich for his many years of service and continued support of educating the children of our community; and

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

Mr. Duncan moved to approve Resolution No. 353 – Resolution of Appreciation to Gary Kunich. Mrs. Modder seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis presented the Provisions Governing the Transportation of Students Attending Public and Private Schools for the 2019-2020 Year submitted by Mr. Jeffrey Marx, Transportation Supervisor; Mr. Patrick Finnemore, Director of Facilities; and Dr. Savaglio-Jarvis, excerpts follow:

“School Board Policy 3511 states, “The Board shall review and approve the student transportation program annually.” School Board Policy 3514 outlines the use of privately owned vehicles to transport students. The following provisions for the transporting of students attending public and private schools will become effective from and after the fifteenth day of August 2019.

Administration recommends school board approval of the Provisions Governing the Transportation of Students Attending Public and Private Schools for the 2019-2020 year.”

Dr. Savaglio-Jarvis presented Policy and Rule 3643 – Emergency School Closings submitted by Ms. Susan Valeri, Chief of School Leadership, and Dr. Savaglio-Jarvis, excerpts follow:

“Policy 3643 was developed to give the superintendent and/or his/her designee guidance when determining whether or not to close schools due to inclement weather or an emergency/crisis closing. Rule 3643 outlines how staff will make up the instructional minutes lost due to these closings.

The Wisconsin Department of Public Instruction previously required districts to make up the instructional time in days (half or full student instructional days). As of 2013, current DPI guidelines/Wisconsin Statute 121.02 require districts to have student contact minutes versus number of days in school.

Administration Recommendation: Administration recommends that the board approve revised Policy and Rule 3643 – Emergency School Closings as a first reading on August 27, 2019, and a second reading on September 24, 2019.”

Mrs. Modder moved to approve Policy and Rule 3643 – Emergency School Closings as a first reading. Mr. Duncan seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis presented Policy 5533.2 – Pediculosis (Head Lice) submitted by Mrs. Bridget Kotarak, Director of Special Education and Student Support, Mrs. Julie Housaman, Chief Academic Officer; and Dr. Savaglio-Jarvis, excerpts follow:



“School Board Policy and Rule 5533.2 (Pediculosis-Head Lice) was originally approved in 1991 and was later revised in February of 1998. Since that time, there has been a shift in guidance for head lice management within the school setting. Current KUSD policy on head lice management does not align with current recommendations from the American Academy of Pediatrics, the National Association of School Nurses, and the Centers for Disease Control and Prevention. These professional medical agencies have provided recommendations for school district policies on head lice based upon current research.

Furthermore, in August of 2014, Carolyn Stanford Taylor, then WI-DPI Assistant State Superintendent, sent all school districts school health updates and notices from the Student Services, Prevention, and Wellness Team for the upcoming school year. This update encouraged school districts to review their lice policies if they had not done so recently. This guidance included many of the recommendations included in these proposed revisions to Policy and Rule 5533.2 (Appendix A).

The proposed revisions to School Board Policy and Rule 5533.2 are based upon:

- Recommendations from professional medical agencies;
- Collaboration among KUSD School Nurses, Kenosha County Public Health Nurses, and KUSD Special Health Needs Nurses; and
- Input and feedback from the Department of School Leadership and KUSD school principals.

Administration recommends that the Board of Education approve the revised Kenosha Unified School District Policy and Rule 5533.2 - Pediculosis (Head Lice) - as a first reading on August 27, 2019, and a second reading on September 24, 2019.”

Mr. Duncan moved to approve revised Policy and Rule 5533.2 - Pediculosis (Head Lice) as a first reading. Mr. Battle seconded the motion. Unanimously approved.

Mr. Kristopher Keckler, Chief Information Officer, presented the Update on Student and Staff Technology Acceptable Use Policies submitted by Ms. Angela Becker, Network Manager; Mrs. Annie Fredriksson, Coordinator of Instructional Technology; Mr. Keckler; and Dr. Savaglio-Jarvis, excerpts follow:

“In order for school districts to be compliant with current and emerging technology and security standards, Kenosha Unified has worked to implement new resources to best meet the educational initiatives for staff and student use. Federal regulations require that every school district abide by filtering and network policies for proper information access for minors, as well as staff use with public owned devices. Currently there are two local policies that describe the staff and student expectations for acceptable use with technology within KUSD:

- Policy and Rule 4226 Staff Technology Acceptable Use Policy
- Policy and Rule 6633 Student Technology Acceptable Use Policy

KUSD works to ensure student and staff internet safety by blocking, filtering and monitoring access to online resources. Best practice guidelines, based on Federal regulations, are applied and implemented daily.



Kenosha Unified will continue to do its due diligence to educate staff and students for potential online risks and reliable threats. Educating users about acceptable and responsible use of technology and appropriate online behavior is essential to keeping the environment secure. KUSD will comply with security standards and regulations to minimize threats by training staff with cybersecurity tutorials that address the ever increasing internet security dangers.

Administration recommends that the Board of Education review and approve the listed revisions as a first reading:

- Policy and Rule 4226 Staff Technology Acceptable Use Policy
- Policy and Rule 6633 Student Technology Acceptable Use Policy.”

Mr. Keckler gave a PowerPoint presentation entitled “Student and Staff Technology Acceptable Use Policy Updates” which covered the following topics: technology use in KUSD, K12 cyber incidents: 2018, numerous federal warnings, local examples, KUSD examples, international compliance and impact on work and education.

Mrs. Modder moved to approve revised policies and rules 4226 - Staff Technology Acceptable Use Policy and 6633 - Student Technology Acceptable Use Policy as a first reading. Mr. Garcia seconded the motion. Unanimously approved.

Mr. Keckler presented the Annual Restraint and Seclusion Report submitted by Mrs. Kotarak, Mr. Keckler, and Dr. Savaglio-Jarvis, excerpts follow:

“By September 1, Wisconsin requires each school district to report the district restraint and seclusion data annually, to the school board. Districts must submit the number of incidents of physical restraint and seclusion, the total number of students involved in the incidents, and the number of students with disabilities who were involved in the incidents. The report to the school board contains the same data as required in the U.S. Department Office of Civil Rights Cyclical Data Collection (CRDC) on physical restraint and seclusion.

Districts are required to report on two (2) types of restraint: mechanical and physical, and seclusion, detailing both the number of students (by disability status) and number of incidents. For example, the use of handcuffs by police officers would constitute a mechanical restraint and schools are required to fully document identified instances. Both a summary report and a full building level report are attached. For the 2018-19 school year, KUSD had 12 incidents of mechanical restraint, 205 incidents of physical restraint, and 187 incidents of seclusion.

The use of handcuffs by school resource officers (police) and other police officials while on school property or during school functions have been identified as mechanical restraint. Those cases would be the direct result of the state expectation to ensure that any police involved use of handcuffs or other restraint are documented and reported. Police officers receive their own training and tactics related to the decision or need to apply some form of restraint. This report is for informational purposes only.”



Dr. Savaglio-Jarvis presented the Hearing Officers submitted by Ms. Valeri and Dr. Savaglio-Jarvis, excerpts follow:

“Administration brings forth a recommendation concerning the appointment of Hearing Officers to assist the District with any expulsion hearings for the upcoming school year. Hearing Officers are paid \$100 for the first hour and \$25 for every 15 additional minutes after the first hour not to exceed \$300 for each hearing.

Hearing Officers are part time employees that are called upon when needed for expulsion hearings. The two people being recommended for the 2019-2020 school year are both returning individuals with positive work relationships for the district. The position of hearing officers was last posted in 2017 and typically posts every couple of years. We will post in the spring/summer of 2020.

Nancy Wheeler - Ms. Wheeler is a practicing attorney in Racine. She previously served as a Racine Judge, of which four years were in the juvenile division. Ms. Wheeler has served as a KUSD Hearing Officer for the past seven years.

Richard Regner - Mr. Regner is a retired school Administrator who has experience as a teacher, building principal and as a District level administrator. Mr. Regner has served as a KUSD Hearing Officer also for the past seven years.

Administration recommends that the Board of Education authorize the appointment of Nancy Wheeler and Richard Regner as Hearing Officers for the purpose of expulsion hearings during the 2019-2020 school year.”

Mr. Duncan moved to approve the appointment of Nancy Wheeler and Richard Regner as Hearing Officers for the purpose of expulsion hearings during the 2019-2020 school year. Mr. Battle seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis presented Policy 6300 – Curriculum Development and Improvement submitted by Mrs. Housaman and Dr. Savaglio-Jarvis, excerpts follow:

“School Board Policy 6300-Curriculum Development and Improvement-outlines the district’s curriculum development cycle (Appendix A). The legal references and cross references have been updated to correspond with name changes in legislative and district policy.

It is recommended that, at this second reading, the Board of Education approve the revised Kenosha Unified School District Policy 6300—Curriculum Development and Improvement.”

Mrs. Modder moved to approved revised Policy 6300 – Curriculum Development and Improvement. Mr. Duncan seconded the motion. Unanimously approved.

Mrs. Housaman presented Policy 6610 - Procedures for Selecting and Using Supplementary Instructional Materials submitted by Mr. Bryan Mogensen, Coordinator of Athletics, Physical Education, Health, Recreation and Senior Center; Ms. Cheryl Kothe,



Coordinator of Career and Technical Education; Mr. Scott Plank, Coordinator of Fine Arts; Mrs. Housaman; and Dr. Savaglio-Jarvis, excerpts follow:

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

At the January 22, 2019, school board meeting a board member requested that a revision of policy 6610 be made to include guidance for instructional staff on the implementation of new curriculum and instructional materials. The statement below is included in the policy revision:

Upon adoption, curriculum and instruction materials must be implemented by the instructional staff.

The revisions to the seven-year cycle in Policy 6610 are based on updating career and technical education, physical education and fine arts course placement in the curriculum development cycle. These changes will not have an impact on the annual set-aside for curriculum purchases.

It is recommended that, at this second reading, the Board of Education approve the revised Kenosha Unified School District Policy 6610—Procedures for Selecting and Using Supplementary Instructional Materials.”

Mr. Battle moved to approve revised Policy 6610—Procedures for Selecting and Using Supplementary Instructional Materials. Mr. Duncan seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis presented Policy and Rule 8712 – School Board Meeting Agenda Preparation and Dissemination, excerpts follow:

“School Board Policy and Rule 8712 - School Board Meeting Agenda Preparation and Dissemination was last reviewed in February 2015. The revisions suggested this evening are intended to accomplish a more orderly flow of agenda items. No items have been removed from the agenda and no new items have been added but rather just a reorganization of the current agenda items.

Specific changes include:

- Moving “Introduction, Welcome, and Comments by Student Ambassador” to follow “Roll Call of Members”
- Moving “Administrative and Supervisory Appointments” to follow “Awards”
- Moving “Superintendent’s Report” to follow “Administrative and Supervisory Appointments”
- Add “Response and Comments by Board Members” back into the rule portion per memo to board from board secretary dated July 5, 2019.



Administration recommends board approval of revised School Board Policy/Rule 8712 - School Board Meeting Agenda Preparation and Dissemination as a second reading on August 27, 2019.”

Mr. Duncan moved to approve revised Policy 8712 - School Board Meeting Agenda Preparation and Dissemination without the addition of “Response and Comments by Board Members” back into the rule portion. Mr. Battle seconded the motion.

Roll Call: Ayes: Mr. Duncan, Mr. Battle, Mr. Garcia, and Mr. Wade. Noes: Ms. Adams and Mrs. Modder. Motion passed.

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

Meeting adjourned at 8:07 P.M.

Stacy Schroeder Busby  
School Board Secretary



A SPECIAL MEETING OF  
THE KENOSHA UNIFIED SCHOOL BOARD  
HELD SEPTEMBER 17, 2019

A special meeting of the Kenosha Unified School Board was held on Tuesday, September 17, 2019, at 7:00 P.M. in the Auditorium at Indian Trail High School and Academy. The purpose of this meeting was for the Presentation and Public Hearing on the Proposed 2019-20 District Budget and for Views and Comments by the Public.

The meeting was called to order at 7:00 P.M. with the following members present: Ms. Adams, 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 public hearing on the proposed 2019-20 Kenosha Unified School District No. 1 budget. Notice of this public hearing was given to the public by forwarding a copy of the notice to all requesting radio stations and newspapers.

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

Mr. Tarik Hamdan, Chief Financial Officer, gave a PowerPoint presentation regarding the District's 2019-20 budget which included the following topics: 2019-20 proposed budget general fund 10, components of fund balance, general fund ending fund balance, fund balance analysis, fund balance analysis of the 421 Wisconsin school districts, financial status update, projected revenue collection calendar 2019-20, school finance variables, KUSD enrollment trend, allowable per member revenue increase/decrease, 2019-2021 WI biennial budget highlights, 2019-20 preliminary revenue limit calculation, revenue limit history, KUSD fund structure, trust funds, OPEB trust fund, 2019 annual update on trust activity, community service funds, total tax levy history, preliminary tax levy changes, equalized property value, mill rate, property values, state aid and tax levy, 2019-20 next steps, and KUSD annual budget calendar.

Views and comments from the public were made.

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

Meeting adjourned at 7:50 P.M.

Stacy Schroeder Busby  
School Board Secretary



ANNUAL MEETING OF ELECTORS  
OF THE KENOSHA UNIFIED SCHOOL DISTRICT  
HELD SEPTEMBER 17, 2019

The annual meeting of the Kenosha Unified School District was held on Tuesday, September 17, 2019, at 7:00 P.M. in the Auditorium at Indian Trail High School and Academy.

Mr. Daniel Wade, School Board President, called the meeting to order at 7:51 P.M. He introduced Attorney Shana Lewis from Strang, Patteson, Renning, Lewis & Lacy and noted that she would be the parliamentarian.

Attorney Lewis noted the meeting's rules of order.

Mr. Wade opened nominations for chairperson of the meeting.

Mr. Tony Garcia nominated Daniel Wade for chairperson. Mrs. Mary Modder seconded the motion. There was a vote, motion passed.

Mr. Wade asked for a motion to approve the Rules of Order.

Ms. Garcia moved to approve the Rules of Order as contained in the agenda. Mrs. Modder seconded the motion. There was a vote, motion passed.

Mr. Wade asked for a motion to approve the agenda.

Ms. Yolanda Adams moved to approve the agenda as contained in the packet. Mrs. Modder seconded the motion. There was a vote, motion passed.

Mr. Wade asked for a motion regarding salaries for School Board members.

Mr. Tom Duncan moved to pay School Board members \$6,500 per year and that a limit of \$60 be paid per day to Board members for loss of actual earnings when on school business as set forth in District Policy 8640, School Board Member Compensation and Expenses. The effective period is from Annual Meeting to Annual Meeting. Ms. Rebecca Stevens seconded the motion. There was a vote, motion passed.

Mr. Wade asked for a motion regarding reimbursement of School Board members' expenses.

Mr. Duncan moved that School Board members be reimbursed for actual and necessary expenses incurred when traveling in the performance of their duties as a member of the School Board. Mr. Todd Battle seconded the motion. There was a vote, motion passed.

Mr. Wade asked for a motion to approve the 2019-2020 tax levy.



Ms. Adams moved to approve the 2019-20 tax levy at the maximum amount allowed by law as recommended by the School Board. Mrs. Modder seconded the motion. There was a vote, motion passed.

Mr. Wade asked for a motion authorizing the School Board to establish the date for the 2020 annual meeting.

Mr. Battle moved to authorize the School Board, pursuant to Section 120.08(1) of the Wisconsin Statutes, to establish a date and time between May 15 and October 31 for the District's Annual Meeting. Ms. Stevens seconded the motion. There was a vote, motion passed.

Mr. Garcia moved to adjourn the meeting. Mrs. Modder seconded the motion. There was a vote, motion passed.

Meeting adjourned at 8:01 P.M.

Stacy Schroeder Busby  
School Board Secretary



A SPECIAL MEETING OF  
THE KENOSHA UNIFIED SCHOOL BOARD  
HELD SEPTEMBER 17, 2019

A special meeting of the Kenosha Unified School Board was held on Tuesday, September 17, 2019, at 7:45 P.M. in the Auditorium at Indian Trail High School and Academy. The purpose of this meeting was for Discussion/Action on a Resolution Authorizing Temporary Borrowing in an Amount Not to Exceed \$13,500,000 Pursuant to Section 67.12(8)(a)1, Wis. Stats., Resolution Authorizing the Issuance and Sale of Approximately \$48,230,000 General Obligation Refunding Bonds - Series 2019, and Views and Comments by the Public.

The meeting was called to order at 8:02 P.M. with the following members present: Ms. Adams, 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 special meeting of the School Board of the Kenosha Unified School District No. 1. Notice of this special meeting was given to the public by forwarding a copy of the notice to all requesting radio stations and newspapers.

There were no views or comments by the public.

Mr. Tarik Hamdan, Chief Financial Officer, introduced Mrs. Michele Wiberg of PMA Securities and she presented the Resolution Authorizing Temporary Borrowing in an Amount Not to Exceed \$13,500,000 Pursuant to Section 67.12(8)(a)1, Wis. Stats. submitted by Mrs. Lisa Salo, Accounting Manager; Mr. Hamdan; and Dr. Savaglio-Jarvis, excerpts follow:

“Due to timing and the receipt of the majority of school districts’ funding (state aid and tax levy), there are periods throughout the year when expenditures payable are greater than cash on hand. In these cases, short-term borrowing is required to meet the district’s current obligations. Last fall, the Board of Education approved authorization for issuance and sale of Tax and Revenue Anticipation Promissory Notes (TRANS) for \$20 million. Based on the results of the 2018-2019 fiscal year, along with anticipated revenues and expenditures for the 2019-2020 fiscal year, the District’s short-term borrowing needs are projected to be approximately \$13.5 million for this fiscal year.

Attachment A is a monthly summary of the 2019-2020 cash flow projection that has been reviewed by the District’s financial advisor, PMA Securities, Inc. This schedule confirms the District’s projected cash flow shortfalls and supports the need to borrow funds.

Attachment B is a daily projection of the anticipated revenues and expenditures for the month of February where the lowest daily deficit of \$12,330,089 is projected to occur on Friday, November 29, 2019.



Attachment C is a resolution that is presented to the Board to authorize the borrowing. With a stronger cash position, we will have the ability to repay a portion of this borrowing in the month of February 2020 and the remainder in the month of September 2020. By using this strategy, the estimate savings in interest costs are approximately \$55,000. The Tax and Revenue Anticipation Promissory Notes (TRANs) were sold on September 17, 2019.

Administration recommends that the Board approve the updated Resolution Authorizing Temporary Borrowing in Amount Not to Exceed \$13,500,000 Pursuant to Section 67.12(8)(a)1, Wis. Stats.”

Mr. Hamdan distributed an updated overview of the 2019-20 cash flow borrowing.

Mrs. Wiberg noted that the updated amount to be borrowed is \$13,500,000.

Ms. Stevens moved to approve the updated Resolution Authorizing Temporary Borrowing in the Amount of \$13,500,000 Pursuant to Section 67.12(8)(a)1, Wis. Stats. Mr. Battle seconded the motion. Unanimously approved.

Mrs. Wiberg presented the Resolution Authorizing the Issuance and Sale of Approximately \$48,230,000 General Obligation Refunding Bonds - Series 2019 submitted by Mrs. Salo, Mr. Hamdan, and Dr. Savaglio-Jarvis, excerpts follow:

“In coordination with the district’s financial advisor, PMA Securities, LLC, the administration monitors all outstanding debt and evaluates opportunities to refinance previously issued debt when they become callable. Due to favorable market conditions and a greatly improved financial position of the district, we believe it is in the best interest of the district and our stakeholders to refinance two bonds that were issued in 2009 for debt related to the construction of Indian Trail High School and Academy. The interest rates on these bonds ranged between 5% and 8%.

We are also recommending that another debt issue be refinanced along with the two 2009 bonds. In 2017, the district used a State Trust Fund Loan to complete the financing and fully fund projects 2 (Tremper HS) and 3 (Bradford HS) of the Phase II Energy Efficiency Projects in anticipation of the elimination of the coinciding revenue limit exemption. The interest rate on that loan is 3.5%.

Attachment A is a refinancing analysis prepared by PMA Securities, LLC for the combined refinancing of approximately \$48,230,000 at a projected interest rate of 2.07%. In this scenario, the district would realize present value savings of \$5,924,884 or 11.959% of the bonds being refinanced.

Attachment B is a draft resolution that is presented to the Board to authorize the issuance and sale of the refunding bonds.



Administration recommends that the Board approve the updated Resolution Authorizing the Issuance and Sale of Approximately \$48,230,000 General Obligation Refunding Bonds - Series 2019.”

Mr. Hamdan distributed a sale summary which included the results of the competitive bid, the issue structure, and the final refinancing analysis.

Mrs. Wiberg noted that the updated amount to be refinanced is \$45,960,000.

Mrs. Stevens moved to approve the updated Resolution Authorizing the Issuance and Sale of \$45,960,000 General Obligation Refunding Bonds - Series 2019. Mr. Battle seconded the motion. Unanimously approved.

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

Meeting adjourned at 7:52 P.M.

Stacy Busby  
School Board Secretary



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Kenosha Unified School District  
Kenosha, Wisconsin  
Summary of Cash Receipts and Disbursements  
September 24, 2019

<b>CASH RECEIPTS</b>	<b>reference</b>	<b>total</b>
<b>August 2019 Wire Transfers-In, to Johnson Bank from:</b>		
WI Department of Public Instruction	<i>state aids register receipts</i>	\$ 6,011,553.09
District Municipalities	<i>tax settlement - August payment</i>	17,981,385.38
Johnson Bank	<i>account interest</i>	1,587.21
Bankcard Services (MyLunchMoney.com)	<i>food services credit card receipts (net of fees)</i>	18,669.68
Bankcard Services (Purple Pass)	<i>fine arts ticket sales receipts (net of fees)</i>	16,449.76
Bank (RevTrak)	<i>district web store receipts (net of fees)</i>	398,434.84
Retired & Active Leave Benefit Participants	<i>premium reimbursements</i>	28,528.02
USAC	<i>USAC E-Rate</i>	268,905.66
Various Sources	<i>small miscellaneous grants / refunds / rebates</i>	23,014.47
Total Incoming Wire Transfers		24,748,528.11
<b>August 2019 Deposits to Johnson Bank - All Funds:</b>		
General operating and food services receipts	<i>(excluding credit cards)</i>	196,294.39
<b>TOTAL AUGUST CASH RECEIPTS</b>		<b>\$ 24,944,822.50</b>

<b>CASH DISBURSEMENTS</b>	<b>reference</b>	<b>total</b>
<b>August 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>	\$ 7,262,149.20
WI Department of Revenue	<i>state payroll taxes</i>	121,620.95
WI Department of Revenue	<i>state wage attachments</i>	991.87
IRS	<i>federal payroll taxes</i>	1,016,992.22
Delta Dental	<i>dental insurance premiums</i>	217,897.47
Diversified Benefits Services	<i>flexible spending account claims</i>	7,422.78
NVA	<i>vision insurance premiums</i>	20,201.22
Optum	<i>HSA</i>	161,648.45
Various	<i>TSA payments</i>	101,973.97
<i>Subtotal</i>		8,910,898.13
<i>General Operating Wires</i>		
US Bank	<i>purchasing card payment-individuals</i>	207,512.61 *
Kenosha Area Business Alliance	<i>LakeView lease payment</i>	16,666.67
Johnson Bank	<i>banking fees</i>	3,217.16
United Healthcare	<i>health insurance premiums</i>	2,473,559.13
Neopost	<i>postage</i>	5,715.95
Various	<i>returned checks</i>	428.00
<i>Subtotal</i>		2,707,099.52
Total Outgoing Wire Transfers		\$ 11,617,997.65
<b>August 2019 Check Registers - All Funds:</b>		
Net payrolls by paper check	<i>Register# 01916DP, 01017DP 01018DP</i>	\$ 3,618.79
General operating and food services	<i>Check# 582413 thru Check# 583444 (net of void batches)</i>	7,848,297.74
Total Check Registers		\$ 7,851,916.53
<b>TOTAL AUGUST CASH DISBURSEMENTS</b>		<b>\$ 19,469,914.18</b>

\*See attached supplemental report for purchasing card transaction information



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

Billing Cycle Ending August 15, 2019

<b>Merhant Name</b>	<b>Total</b>
IN *GROHS ELECTRIC LLC	\$ 19,242.41
3654 INTERSTATE	\$ 16,418.54
HOTEL	\$ 14,982.40
GRAINGER	\$ 7,742.33
MENARDS KENOSHA WI	\$ 6,735.94
HALLMAN LINDSAY PAINTS -	\$ 5,530.81
HIGHWAY C SERVICE INC	\$ 5,340.08
ULINE *SHIP SUPPLIES	\$ 4,968.84
JOHNSON CONTROLS SS	\$ 4,833.07
TRANE SUPPLY-116407	\$ 4,071.22
KIMBALL MIDWEST	\$ 3,972.55
AUER STEEL - MILWAULKEE	\$ 3,767.00
HAJOCA KENOSHA PC354	\$ 3,641.13
RESTAURANTS & CATERING	\$ 3,604.91
MARK S PLUMBING PARTS	\$ 3,410.05
BANE NELSON INC	\$ 3,235.00
POINT READY MIX, LLC	\$ 2,876.43
EVERWHITE/GLENROY, INC.	\$ 2,861.03
DIETZ ELECTRIC CO INC	\$ 2,721.00
VEHICLE MAINT. & FUEL	\$ 2,544.85
REINDERS - BRISTOL	\$ 2,504.30
LINCOLN CONTRACTORS SUPPL	\$ 2,326.55
PROJECT LEAD THE WAY, INC	\$ 2,043.00
PROMOTIONALWEBSTORES.COM	\$ 2,038.97
AIRLINE	\$ 1,956.58
EB WATG 2019 CONFEREN	\$ 1,950.00
L AND S ELECTRIC INC	\$ 1,895.40
THELEN MATERIALS LLC	\$ 1,852.51
HOMEDEPOT.COM	\$ 1,651.56
4IMPRINT	\$ 1,634.89
FIRST SUPPLY LLC #2033	\$ 1,606.20
MIRAVIA, LLC	\$ 1,584.17
VISTAPR*VISTAPRINT.COM	\$ 1,583.47
HRWEBADVISOR.COM	\$ 1,495.00
FILTRATION CONCEPTS INC	\$ 1,462.54
WWW.KENNYPRODUCTS.COM	\$ 1,320.10
KENOSHA KINGFISH	\$ 1,312.50
OUTBACK TEAM BUILDING	\$ 1,305.00
JOHNSTONE SUPPLY	\$ 1,266.59
VYRON CORPORATION	\$ 1,249.50
GORDIE BOUCHER FORD	\$ 1,236.55
ALARM LIQUIDATORS	\$ 1,219.00
NASSP PRODUCT & SERVICE	\$ 1,186.88
AMZN MKTP US*MA28C6A51	\$ 1,137.98
SAN-A-CARE	\$ 1,070.51
CHRISTOPHER R GREEN SR	\$ 997.65
AMERICAN ASSOC OF SCHOOL	\$ 960.00



MROSUPPLY.COM	\$	934.00
SCHOLASTIC EDUCATION	\$	905.16
BLS*NOVISIGN LTD	\$	900.00
FASTENAL COMPANY 01WIKEN	\$	864.34
CASENEX	\$	825.00
THINK SOCIAL PUBLISHING,	\$	753.06
VIKING ELECTRIC - KENOSHA	\$	731.08
DROPBOX*DYZ1C5KJSSNC	\$	700.00
NATIONAL ASSOCIATION FOR	\$	698.00
FARM & FLEET STURTEVANT	\$	689.95
IKEA CLICK & COLLECT 3319	\$	688.50
MONSTER JANITORIAL LLC	\$	686.92
SOLUTION TREE INC	\$	669.00
SAMS CLUB #6331	\$	652.70
HALOGEN SUPPLY COMPANY IN	\$	649.72
SCHOLASTIC BK FAIRS IRD	\$	613.80
WASBO FOUNDATION	\$	600.00
WALMART.COM	\$	596.37
SCHOOL NURSE SUPPLY, INC	\$	569.00
LOWES #02560*	\$	563.96
MILWAUKEE COUNTY ZOO	\$	536.25
VILLAGE OF PLEASANT PRAI	\$	528.00
GFS STORE #1919	\$	500.74
PROSIGN DESIGN, LLC,	\$	494.00
SQ *INTENTS INFLATA	\$	490.00
THE SWARTZ NURSERIES	\$	489.00
WM SUPERCENTER #1167	\$	476.21
ASSOC FOR MIDDLE LEVEL E	\$	464.97
HOBBY LOBBY #350	\$	463.92
FASTSIGNS 301101	\$	462.40
MENARDS RACINE WI	\$	455.40
TREETOP PUBLISHING INC	\$	444.68
USPS.COM POSTAL STORE	\$	443.60
BEST BUY 00011916	\$	434.91
SAMSClub #6331	\$	423.60
COLUMBIA PIPE & SUPPLY	\$	420.53
PROVANTAGE	\$	397.45
THE PIN PEOPLE	\$	395.00
AMAZON.COM*MH1AT3WL1 AMZN	\$	391.08
GLOBAL LEADERSHIP NETW	\$	389.00
CARROT TOP INDUSTRIES	\$	372.51
HARBOR FREIGHT TOOLS 358	\$	364.98
COSTCO WHSE #1198	\$	364.92
SSI*EPSCC	\$	364.00
SP * CALCLEANINGEQUIPM	\$	359.88
BEDBATHHOME ONLINE	\$	359.82
STUDIES WEEKLY	\$	357.75
WASDA	\$	345.00
BUILDERS HARDWARE	\$	323.00
DOORLOCKSDI	\$	309.90
AFRICAN IMPORTS, LLC	\$	300.95
PURA VIDA BRACELETS	\$	300.00
THE HITTING VAULT	\$	299.00
AMERICAN LIBRARY ASSN	\$	296.93



PRO WIRE	\$	279.99
AT&T*BILL PAYMENT	\$	274.83
TROPHY DEPOT	\$	271.50
AIRGASS NORTH	\$	269.61
DICKOW CYZAK TILE CARP	\$	258.60
FLORIDA VIRTUAL SCHOOL	\$	250.00
SP * VICTORY COMPANIES	\$	249.85
OFFICEMAX/DEPOT 6358	\$	249.78
4ALLPROMOS	\$	249.67
PARTY CITY 1002	\$	246.78
APPLE HOLLER	\$	245.00
CHESTER ELECTRONIC SUPPLY	\$	237.00
TEACHERSPAYTEACHERS.COM	\$	236.32
AMERICAN TIME	\$	234.81
AMAZON.COM*MA2T15XQ1 AMZN	\$	229.98
PAYPAL *123SECURITY	\$	227.70
DPI WS2 MQR EPAY	\$	225.00
NCTM	\$	224.05
SKILLZYS, LLC	\$	218.10
RACINE ZOO - OFFICE	\$	217.00
SECURED ACCOUNT	\$	212.89
TLF*SUNNYSIDE FLORIST OF	\$	210.00
GORDMANS #6109	\$	207.61
WAL-MART #1167	\$	204.69
ID WHOLESALER	\$	204.00
AMZN MKTP US*MA2RT7U31	\$	203.62
MOTION INDUSTRIES WI04	\$	197.72
FESTIVAL FOODS	\$	197.51
AMAZON.COM*MA6AL98G2 AMZN	\$	194.68
CLASSCRAFT STUDIOS INC	\$	192.00
SP * INTLKEYSUPPLY	\$	190.46
AMAZON.COM*MA26W38E2 AMZN	\$	189.16
V BELT GLOBAL SUPPLY	\$	187.99
STU*STUMPS	\$	187.93
LORENZ EXCAVATING AND TOP	\$	186.30
WISCONSIN SCHOOL MUSIC AS	\$	183.00
ACTIVE PARENTING PUBLISHE	\$	179.00
WINDOW REPAIR SYSTEMS INC	\$	176.14
THE WEBSTaurant STORE	\$	168.92
SHERWIN WILLIAMS 703180	\$	165.98
ACTE	\$	164.50
ZSPACE	\$	160.00
THE JON GORDON COS INC	\$	159.00
SMORE.COM - EDUCATOR	\$	158.00
AMAZON.COM*MA8YC0WJ2 AMZN	\$	151.28
SKILLPATH / NATIONAL	\$	149.00
SMORE.COM	\$	149.00
RED*CROSS TRNG & PROD	\$	145.00
DOLLAR TREE	\$	145.00
TII* EDUCATIONAL SALES	\$	140.32
SHIFFLER EQUIPMENT	\$	136.92
GUTTORMSEN RECREATION CEN	\$	136.49
PARTY CITY 5154	\$	132.81
AMZN MKTP US*MA1LD7DI0	\$	131.96



FACEBK TDUHBLA882	\$	131.83
IKEA OAK CREEK	\$	131.25
THE FRUIT COMPANY	\$	124.00
PCNAMETAG INC PCNAMETAG	\$	122.12
VIKING ELECTRIC-CREDIT DE	\$	118.88
THE HOME DEPOT #4926	\$	117.49
AIELLO MIDTOWN FLORIST IN	\$	117.00
VIKING ELECTRIC-MILWAUKEE	\$	114.70
INDUSTRIAL CONTROLS	\$	113.97
SHERWIN WILLIAMS 703481	\$	112.78
PBBS EQUIPMENT CORP	\$	107.31
HEAT & POWER PRODUCTS INC	\$	106.76
DEMCO INC	\$	104.95
DPI E PAY PUBL SALES	\$	100.00
AMZN MKTP US*MA4YT2WP1	\$	99.90
DOLLAR TREE, INC.	\$	96.00
HEGGERTY PHONEMIC AWAR	\$	91.99
NATIONAL COUNCIL OF SUPER	\$	85.00
PARTY CITY 5174	\$	81.77
TARGET 00022517	\$	77.34
TWC*TIME WARNER CABLE	\$	76.42
PRUFROCK PRESS, INC.	\$	73.95
FAMILY DOLLAR #1761	\$	71.75
PLAYBILLONLINE	\$	70.00
MIDTOWN FLORIST	\$	69.57
FIRST PLACE PROMOTIONS A	\$	66.00
LAF-WAUKEGAN	\$	64.88
AMZN MKTP US*MA5XG2PG1	\$	62.95
KENOSHACITYPAYMENTPOS	\$	60.00
MIDWEST GRAPHICS SERVICES	\$	60.00
SQ *JACK ANDREA	\$	58.13
HOBBY LOBBY #283	\$	55.74
PICK N SAVE #871	\$	54.99
TMS*BAY RIDGE CLEANERS	\$	52.75
ROGANS SHOES INC KENOSHA	\$	50.64
ILHMEC	\$	50.00
MAILCHIMP *MONTHLY	\$	50.00
AMZN MKTP US*MA0EJ4RE1	\$	48.85
AMZN MKTP US*MA4UU28X0	\$	46.91
AMZN MKTP US*MH1QC3K12	\$	44.97
AMZN MKTP US*MH53N45S0	\$	44.97
TEACHER CREATED RESOURCES	\$	44.94
AMZN MKTP US*MA44I8R51	\$	44.70
PICK N SAVE #348	\$	42.82
RESTAURANT SUPPLY	\$	39.07
TOWN & COUNTRY GLASS INC	\$	37.20
TAXI SVC CHICAGO	\$	37.00
AMZN MKTP US*MH6SB0BT0	\$	35.25
LA FITNESS	\$	34.99
SMK*WUFOO.COM CHARGE	\$	34.00
WEBCONNEX, LLC	\$	33.66
AMZN MKTP US*MA15F3KF2	\$	32.77
AMZN MKTP US*MA1E84VD0	\$	32.75
AMZN MKTP US*MA7UF3OA0	\$	31.97



AMZN MKTP US*MA6W91JO0	\$	31.76
ADOBE *CREATIVE CLOUD	\$	31.64
ADOBE *STOCK	\$	31.64
UBER TRIP	\$	30.97
WM SUPERCENTER #3893	\$	30.91
SSI SCHOOL SPECIALTY	\$	30.49
PAYPAL *UNITEDWAYKE	\$	30.00
WI ASSOC. FOR LANGUAGE	\$	30.00
PARTSWAREHOUSE.COM	\$	27.28
DOA GAMING	\$	25.50
EXPEDIA 7463398234805	\$	20.80
SAMSClub #8167	\$	19.36
FRESH THYME #704	\$	18.64
WALGREENS #12413	\$	16.32
ZOOM.US	\$	15.75
MEIJER # 284	\$	15.27
CHI TAXI 2736	\$	13.95
CHOICE TAXI 411	\$	13.00
SQ *A AND C TAXI CO	\$	12.50
PRAIRIE SIDE TRUE VALUE	\$	10.99
SPOTIFY USA	\$	10.54
TAXI SVC NEW YORK	\$	9.00
AMZN MKTP US*MA5N39WJ1	\$	8.98
PARKSIDE TRUE VALUE	\$	8.26
CHI TAXI 3713	\$	8.25
MARSHALLS #155	\$	6.32
BATTERIES PLUS #0561	\$	5.95
WALGREENS #3153	\$	3.99
JPMCKENOSHACITYPMTPOS	\$	3.00
IN *HANSENS POOL & SPA, I	\$	2.99
ONLINEFABRICSTORENET	\$	2.75
WALGREENS #3738	\$	1.38
GAMUT SUPPLY LLC	\$	(2.92)
CROWN AWARDS INC	\$	(14.82)
JOANN STORES #2468	\$	(118.84)
US Bank Purchasing Card Payment - Individuals	\$	207,512.61



KENOSHA UNIFIED SCHOOL DISTRICT  
Kenosha, Wisconsin

September 24, 2019

**Administrative Recommendation**

It is recommended that the August 2019 cash receipt deposits totaling \$196,294.39, and cash receipt wire transfers-in totaling \$24,748,528.11, be approved.

Check numbers 582413 through 583444 totaling \$7,848,297.74, and general operating wire transfers-out totaling \$2,707,099.52, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the August 2019 net payroll and benefit EFT batches totaling \$8,910,898.13, and net payroll check batches totaling \$3,618.79, be approved.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Tarik Hamdan  
Chief Financial Officer

Lisa M. Salo, CPA  
Accounting Manager



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Kenosha Unified School District  
Kenosha, Wisconsin

September 24, 2019  
Board of Education Meeting

**POLICY AND RULE 3643 – EMERGENCY SCHOOL CLOSINGS**

**Background:**

Policy 3643 was developed to give the superintendent and/or his/her designee guidance when determining whether or not to close schools due to inclement weather or an emergency/crisis closing. Rule 3643 outlines how staff will make up the instructional minutes lost due to these closings.

The Wisconsin Department of Public Instruction previously required districts to make up the instructional time in days (half or full student instructional days). As of 2013, current DPI guidelines/Wisconsin Statute 121.02 require districts to have student contact minutes versus number of days in school.

**Administration Recommendation:**

Administration recommends that the board approve revised Policy and Rule 3643 – Emergency School Closings as a second reading on September 24, 2019.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Susan Valeri  
Chief of School Leadership



POLICY 3643  
EMERGENCY SCHOOL CLOSINGS

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

If a public announcement is not made by 5:30 a.m. on any given day, schools will be open and following their regular schedules.

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

LEGAL REF.: Wisconsin Statutes

Sections 115.01(10)	[School day definition]
121.02(1)(f)	[School district standards; minimum hours of instruction]
121.56	[School bus routes]
118.15	[Compulsory school attendance]

CROSS REF.: 3511 Transportation  
5310 Student Attendance  
6210 School Year Calendar  
Employee Handbook  
*Emergency Operations Plan*

AFFIRMED: Sept. 24, 1991

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



RULE 3643  
EMERGENCY SCHOOL CLOSINGS

The district puts student safety first, which is why several factors are taken into consideration when determining whether to close schools due to inclement weather and/or emergency or crisis situations, such as:

- Whether a weather warning has been issued
- Whether there is a sustained wind chill of -34 degrees or lower
- Whether there is a sustained temperature of -20 degrees or lower
- Whether there is or will be a heavy accumulation of snow, especially during typical travel times to and from school
  - Are streets and sidewalks clear?
  - Are buses unable to run due to extreme cold or unplowed streets?
  - Are driving conditions hazardous?
  - Are there power or phone outages?

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

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

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

THREE PROCEDURES TO LOOK/LISTEN FOR

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

- Procedure 1: All schools in KUSD will be open today. Students and personnel are expected to attend.
- Procedure 2: All schools in KUSD will open two hours late, and school buses that transport students will be running approximately two hours late. There will be no a.m. or p.m. early childhood, speech impact or 4K classes. Personnel are expected to report as normally scheduled. Dismissal will be at the regular time.
- Procedure 3: All schools in KUSD will be closed; no students are expected to report. The Kenosha Senior Center also will be closed. KUSD employees must refer to Rule 3643 for attendance guidelines.

**~~INCLEMENT WEATHER DAYS:—~~**

**STAFF REPORTING REQUIREMENTS:**

Two (2) ~~inclement weather~~ days are built into the academic calendar for **potential emergency school closings. If an emergency closing is declared because of inclement weather or a school emergency, only specified facilities staff shall report to work the first two days, no others shall report to work. Specified facilities staff include those required for snow removal and/or other maintenance needs as indicated by his/her supervisor. These individuals shall receive flextime for the day(s) worked that must be used by June 30 of the school year in which the closings occur.**



RULE 3643  
EMERGENCY SCHOOL CLOSINGS  
Page 2

**Beyond the first two days:**

- **Teachers, educational assistants and interpreters do not need to report to work when school is closed for emergency purposes, but are required to make up state mandated student contact time at a future date or dates to be determined by administration.**
- **Administrator, supervisory, technical personnel; administrative support professionals; community and support; facilities; and food service must report to work or take a vacation, personal or unpaid (deduct) day.**

~~teachers, education support professionals (ESPs), interpreters, and 10 and 12 month secretaries.~~

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

~~12 MONTH SECRETARIES BEYOND TWO (2) DAYS:~~

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

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

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

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

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

- ~~• Report to work;~~
- ~~• Use vacation (10 month employees who received and retained the vacation benefit prior to the sunset date of June 30, 2013);~~
- ~~• Use personal time, or~~
- ~~• Take unpaid time (deduct with supervisor's approval)~~

~~EMERGENCY CLOSING DAYS:~~

~~Employees of affected schools/buildings will be notified of any changes to staffing (e.g. attend as usual, do not attend, report to a different location, etc.) if the Superintendent and/or his/her designee declares an emergency closing. This decision will be based on the emergency and communicated directly with affected employees.~~

**INDOOR/OUTDOOR GUIDELINES**

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



year of the district's expectations regarding indoor periods due to weather conditions.



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## KENOSHA UNIFIED SCHOOL DISTRICT

September 24, 2019

### **Update on Student & Staff Technology Acceptable Use Policies**

In order for school districts to be compliant with current and emerging technology and security standards, Kenosha Unified has worked to implement new resources to best meet the educational initiatives for staff and student use. Federal regulations require that every school district abide by filtering and network policies for proper information access for minors, as well as staff use with public owned devices. Currently there are two local policies that describe the staff and student expectations for acceptable use with technology within KUSD:

- Policy and Rule 4226 Staff Technology Acceptable Use Policy
- Policy and Rule 6633 Student Technology Acceptable Use Policy

KUSD works to ensure student and staff internet safety by blocking, filtering and monitoring access to online resources. Best practice guidelines, based on Federal regulations, are applied and implemented daily.

Kenosha Unified will continue to do its due diligence to educate staff and students for potential online risks and reliable threats. Educating users about acceptable and responsible use of technology and appropriate online behavior is essential to keeping the environment secure. KUSD will comply with security standards and regulations to minimize threats by training staff with cybersecurity tutorials that address the ever increasing internet security dangers.

### **Administrative Recommendation:**

At its August 27, 2019, regular meeting the Board of Education reviewed and approved the listed revisions as a first reading. Administration recommends that the Board of Education review and approve the listed revisions as a second reading at the September 24, 2019, regular School Board meeting:

- Policy and Rule 4226 Staff Technology Acceptable Use Policy
- Policy and Rule 6633 Student Technology Acceptable Use Policy

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Kristopher Keckler  
Chief Information Officer

Annie Fredriksson  
Coordinator of Instructional Technology

Angela Becker  
Network Manager



POLICY 4226

STAFF TECHNOLOGY ACCEPTABLE USE **POLICY**

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

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

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

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

LEGAL REF      Wis. Stat. § 118.001 **[Duties and powers of school boards]**  
                    Wis. Stat. § 120.12 **School board duties**  
                    Wis. Stat. § 120.13 **School board powers**  
                    Wis. Stat. § 943.70 **Computer crimes**  
                    Wis. Stat. § 947.0125 **Unlawful use of computerized communication systems**  
                    Wis. Stat. §§ 19.31 - 19.39 **Declaration of policy**  
                    Wis. Stat. § 115.31 **License or permit revocation; reports; investigation**  
                    Wis. Stat. §§ 19.62 - 19.80 **Definitions**  
                    Children's Internet Protection Act  
                    Neighborhood Children's Internet Protection Act  
                    Children's Online Privacy Protection Act

CROSS REF      ~~1200—Public Information Program~~  
                    1210    Communication—~~School Sponsored (Including Crisis)~~ **ng with Parents/Guardians**  
                    ~~1213—Web Publication~~  
                    1240    Access to Public Records  
                    1510    Advertising/Promotions  
                    3531.1 Copyrighted Materials  
                    4111    Employee Harassment  
                    4224    Employee Code of Ethics  
                    4260    Personnel Records



**POLICY 4226**  
**STAFF TECHNOLOGY ACCEPTABLE USE POLICY**  
**PAGE 2**

4362 Employee Discipline

~~6120 Core Values~~ **6100 Mission, Vision, Core Values and Strategic Goals**

6470 Student Records

6633 Student Technology Acceptable Use Policy

Employee Handbook

AFFIRMED

July 20, 2010

REVISED

March 22, 2016

**September 24, 2019**



RULE 4226

GUIDELINES FOR STAFF TECHNOLOGY ACCEPTABLE USE

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

1. Responsibility: Employees are responsible for the proper use of any District electronic communication accounts that are issued under their name or that the employee is charged with managing. Employees are responsible for ensuring proper use of technology by students under their supervision. **Responsible use of the Internet includes such items as abiding by copyright laws and terms and condition policies. Understanding unethical and unlawful activities include unauthorized access to any data or communications equipment, "hacking", or unauthorized disclosure, use, or dissemination of anyone's personal information. The administration shall take steps to ensure that instruction or training activities and reasonable structural and systemic supports are in place to facilitate and enforce individual user's compliance with the District's policies, rules, and procedures that govern the acceptable, safe, and responsible use of the District's technology-related resources**
2. Passwords and security: ~~Employees are prohibited from sharing their password for any electronic communication accounts that are issued under their name. Employees may, however, share their password with a member of the IT staff if necessary. In that case, the employee shall change his or her password immediately after the IT staff member has completed the task. Employees also are prohibited from accessing another user's account without permission. If an employee identifies a security problem associated with the network or his or her user account, the employee shall notify IT staff.~~ **All KUSD staff are expected to protect and update their electronic access and credentials. All users that have access to District technology resources must comply with the following rules for maintaining and securing District property and resources.**
  - **Employees are prohibited from sharing their password for any electronic communication accounts that are issued under their name. Employees may, however, share their password with a member of the IT staff if necessary. In that case, the employee shall change his or her password immediately after the IT staff member has completed all support.**
  - **Employees must maintain a password for accounts and change passwords periodically as directed by the District.**
  - **Any computer or similar device should be secured whenever it is not in use by invoking the password on the computer and/or logging off the device. Leaving a computer open or logged in while away enables others to potentially access e-mail and other sensitive files; and All District technology should be physically secured according to standards set by building administrators or their designees when not in use.**



- **Employees are prohibited from accessing another user's account without permission. If an employee identifies a security problem associated with the network or his or her user account, the employee shall notify IT staff.**
3. **Privacy: All KUSD user accounts are owned by KUSD and therefore are not private.** Passwords are for the purpose of preventing unauthorized access to the District's electronic communication system only; employees have no expectation of privacy when using the District's electronic communication system, even for personal use. The electronic communication system is the property of the District, and the District reserves the right to monitor and inspect any messages, information and data sent, received or stored on the District's electronic communication system. Documents or messages created, sent, received or stored on the District's electronic information system may be considered a public record and subject to disclosure under the Public Records Law. **The administration may access any message for reasons including, but not limited to:**
- **finding lost messages;**
  - **assisting employees in their performance of job duties;**
  - **studying the effectiveness of the communication system;**
  - **complying with investigations into suspected criminal acts or violation of BOARD policies or work rules;**
  - **recovering from systems failures and other emergencies;**
  - **complying with discovery proceedings or to be used as evidence in legal actions; and/or may otherwise be required or permitted by state or federal law**

Prohibited use of the District's electronic communication system: Employees' use of the District's Electronic Communication System must reflect the District's standards for professionalism. **The district's computer network and Internet system do not serve as a public access service or a public forum.** Employees shall not use the District's electronic communication system for:

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



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

- ~~2.4.~~ Use of District technology equipment off District premises: Employees may use District-owned technology equipment off District premises with appropriate administrator approval. Technology equipment may not be removed from a District building if its removal in any way causes disruption to the learning environment or decreases access to technology for District staff. Any technology assigned to staff for both on and off premises must be reflected in ~~Destiny~~ **the KUSD Asset Manager system.**

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

- ~~3.5.~~ Personal use of the District's electronic communication system: Incidental and occasional personal use of the District's electronic communication system is permitted, but such use is subject to this policy. Personal use of technology must be limited to break time and time outside the work day. Personal use must not interfere with student instruction, the performance of an employee's job duties or District business. Employees shall not use their District email address for personal commercial purposes. Employees may connect personal technology devices to the District's network, as long as this does not interfere with the operation, integrity or security of the District's network. The District is not responsible for the safety or security of personal technology devices or the software on them that employees choose to bring into the District. The District does not provide technology support for personal devices.

- ~~4.6.~~ Personal/off-duty use of social media and personal Web pages: Even if an employee is off-duty and not using the District's electronic communication system, an employee's personal use of technology or social media may be subject to this policy and regulated by the District if: the employee chooses to identify himself/herself as a District employee; the use affects the employee's job performance or the performance of other District employees or the use involves or relates to the District, District students/families or District employees. Unless authorized to do so by the superintendent or his/her designee, employees shall not: represent themselves as a spokesperson for the District or create or post content to a personal/non-authorized website that purports to be an official/authorized website of the District. Employees shall not use their District email address to register for a personal social media account and shall not post photos of students or other personally identifiable confidential student information on personal



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

- 5.7. Electronic communication with students: Employees shall use their District email address when communicating with students. Unless authorized to do so by the superintendent or his/her designee, employees shall not communicate with students via their personal email addresses, social media accounts, home phones, cellphones or other application not authorized by the District for communication with students. Employees also should use discretion when communicating with parents on social media (e.g., accepting "friend" or "follower" requests).

**8. Personally identifiable information relating to individual students or their families, except as permitted by the Family Educational Rights and Privacy Act, Section 118.125 of the Wisconsin statutes, and the District's student records policy. Elementary (4K-5) students only may be identified by their first name and last initial. Note: Regardless of age, photos, videos, names, artwork or other likenesses cannot be used if a student has a media restriction on file. Home telephone numbers, home addresses and email addresses of students and their family members shall not be posted or shared.**

The District's website/social media pages: The superintendent or his/her designee reserve the right to approve content posted on the District's website and social media pages. **All school-level Web editors must communicate with the District Web Specialist for information and assistance.** The editors are responsible for ensuring accurate information is shared by maintaining the website and requesting updates be made by the Web specialist. The social media administrators are responsible for ensuring accurate and timely information is shared/posted. The Web editors and social media administrators are expected to ensure accurate spelling and grammar.

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

- Content that is sexually explicit, obscene, pornographic or depicts alcohol, drug or tobacco use.
- Copyrighted material without the written consent from the owner and proper attribution.
- Any photos, videos, names, artwork or other likenesses of students with a media restriction on file.
- Links to personal or commercial websites.
- Content that violates Board policy or rules.

~~6. Personally identifiable information relating to individual students or their families, except as permitted by the Family Educational Rights and Privacy Act, Section 118.125 of the Wisconsin statutes, and the District's student records policy. Elementary (4K-5) students only may be identified by their first name and last initial. Note: Regardless of age, photos, videos, names, artwork or other likenesses cannot be used if a student has a~~



~~media restriction on file. Home telephone numbers, home addresses and email addresses of students and their family members shall not be posted or shared.~~ **The staff directed use of digital applications:** Educators need to be aware of how data privacy, confidentiality and security practices affect students. When engaging with online educational service providers, educators must review the privacy policies prior to having students create accounts in selected applications. The Children's Online Privacy Protection Act (COPPA) governs online collection of personal information from children under age 13. Educators can act in the capacity of a parent to provide consent to sign students up for online education programs that are COPPA compliant at the school for the use and benefit of the school, and for no other commercial purpose.



POLICY 6633  
STUDENT TECHNOLOGY ACCEPTABLE USE POLICY

The Kenosha Unified School District expects students to use technology in ways that promote a productive educational environment. For the purpose of this policy, technology shall be defined as district and student-owned electronic devices, digital resources, private and public networks and electronic communication systems managed within Kenosha Unified School District. Primary responsibility for appropriate use of technology resides with students.

It is the duty of the district to maintain system integrity and ensure that the network is used in a responsible manner. While the district respects the privacy and security needs of all individuals, authorized district representatives may review, audit, intercept, access and/or disclose all communications created, received or sent using district technology. All communication, including text and media files, may be disclosed to authorized third parties (e.g. law enforcement, legal counsel, etc.) without prior consent of the sender or receiver.

In accordance with requirements of the Children's Internet Protection Act (CIPA), technology protection measures shall be used, to the extent practical, to promote the safety and security of users. The district makes every reasonable effort to filter inappropriate content with the understanding that digital information is dynamic, which makes it challenging to predict or reliably control what information students may encounter. **Notwithstanding reasonable efforts at prevention, there is still a risk that a student may, at some time, be exposed to particular content or participate in particular activities or communications that the District would consider harmful, deceptive, or otherwise inappropriate, or that a parent or guardian may find objectionable. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.**

**Filtering, blocking or other protective technologies will also be used to decrease the likelihood that student users of the District systems and equipment might access materials or communications, other than visual depictions, that are inappropriate for students. KUSD invests multiple resources with regards to current internet and network filtering technologies, adjusting filter rules to best serve the users in a safe and appropriate manner.**

**For technology tools, including online interaction, KUSD may act as the authorizer only for educationally valid and appropriate online resources. Student under the age of 13 may be asked to create user accounts on digital applications for educational purposes as they relate to classroom instruction. The account creation will be under the direction or supervision of the classroom teacher. Student information required to create such an account is typically limited to school email address, user name, or birthdate for age verification. No other personal information will be shared with these digital applications.**

The district values digital citizens who safely and responsibly use digital tools while recognizing the rights, responsibilities and opportunities of living in an interconnected digital world. Aligned with the Protecting Children in the 21st Century Act, Kenosha Unified School District will reinforce the instructional practices related to internet safety, appropriate online behavior, social networking and cyberbullying practices, such as:

- **Safety and security while using email, chat rooms, social media, and other forms of direct electronic communications.**



- **The dangers inherent with the online disclosure of personally identifiable information.**
- **The consequences of unauthorized access (e.g., "hacking", "harvesting", digital piracy", "data mining", cyberbullying, etc.) and other unlawful or inappropriate activities by students online.**
- **Unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors.**

Review and agreement of this **Student Acceptable Use** policy is an annual expectation for students and parents/guardians.

LEGAL REF.: Wisconsin Statutes

Sections 118.258 [Electronic communication devices prohibited]  
120.12(1) [School board duties]  
120.13 [School board powers]  
943.70 [Computer crimes]  
947.0125 [Unlawful use of computerized communication systems]  
U.S.C. 17, Federal Copyright Law [Use of copyrighted materials]



POLICY 6633

STUDENT TECHNOLOGY ACCEPTABLE USE POLICY

Children's Internet Protection Act [Online safety]  
Neighborhood Children's Internet Protection Act [Online safety]  
-Children's Online Privacy **Protection** Act [Online privacy protection]  
**Family Educational Rights and Privacy Act [FERPA]**  
Broadband Data Improvement Act, Title II, Section 215 [Internet safe use]  
Protecting Children in the 21<sup>st</sup> Century Act

CROSS REF.: 3531.1, Copyrighted Materials

**4226, Staff Technology Acceptable Use**

5111, Anti-Bullying/Harassment/Hate

5430, Student Conduct and Discipline

5437, Threats/Assaults

5473, Suspensions

5474, Student Expulsion

5475, Discipline of Students with Exceptional Educational Needs

~~6120, Core Values [TR1]~~ **6100, Mission, Vision, Core Values and Strategic Goals**

6470, Student Records

6600, Instructional Resources

6610, Selection of Instructional Materials

6620, Library Resources

6634, Assistive Technology

AFFIRMED: November 28, 1995

REVISED: January 29, 2002  
May 22, 2007  
July 28, 2009  
June 28, 2011  
June 25, 2013  
March 22, 2016  
February 27, 2018  
**September 24, 2019**



RULE 6633  
STUDENT ACCEPTABLE USE POLICY

General school rules for behavior and communications apply, including the district's anti-harassment policies. Students shall abide by district guidelines governing acceptable use of technology. Misuse of technology may result in loss of access privileges and disciplinary action may be taken. Appropriate legal action may also be taken against students performing illegal activities using technology.

Guidelines for acceptable technology use:

- Students shall not use any technology in a manner that poses a threat to academic integrity, disrupts the learning environment or violates the privacy right of others. Students shall not send, share, view or possess pictures, text messages, emails or other material depicting sexually explicit or offensive content in electronic communications of any other form using technology while on school grounds, at school sponsored events, or on school buses or vehicles provided by the district. Technology used to “bully” or post derogatory statements about district students or staff via text message, social media or other electronic platforms may result in disciplinary action.
- Students must abide by all applicable copyright and licensing laws when using technology within the district.
- Students shall maintain confidentiality of their usernames and passwords and shall not utilize usernames and passwords of others.
- All school related electronic publications are subject to approval and ongoing review by staff. All publications should reflect the mission and core values of the school and district.
- Students shall not breach or disable network security mechanisms or compromise network stability or security in any way. Students shall refrain from utilizing proxy gateways to bypass monitoring or filtering.
- Students are responsible for reporting any inappropriate media or resources they encounter, regardless of who owns the technology involved.
- Students shall not use any technology for any purpose that would violate law or Board policies.
- Students shall not use district technology resources for personal commercial activities not related to instruction. Personal purchase or sale of products or services is prohibited.

Additional guidelines specific to the use of student technology:

- Each user is responsible for his/her personal technology and should use it responsibly and appropriately.
- The district is not responsible for damaged, lost or stolen student-owned technology.
- The district is not responsible for the support or security of student-owned technology.



RULE 6633  
STUDENT ACCEPTABLE USE POLICY

- Staff may grant permission to use student-owned technology in the classroom in accordance with communicated instructional guidelines and must adhere to the guidelines set forth in this policy/rule.
- Student-owned technology must not interfere with the operation and integrity of the district's internal wired and wireless network.
- Student-owned technology may be used before and after school, including while utilizing district transportation. High School students may use student owned technology during their designated lunch period.
- In emergency situations where the safety of students, staff, chaperones or bus drivers are in jeopardy, use of student-owned technology is permitted.
- Student-owned technology should be charged prior to school and run on battery power while at school.
- Student-owned technology may only be used to connect to the district infrastructure when authorized.
- **Students will refrain from use of peer-to-peer sharing for non-educational purposes.**



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**Kenosha Unified School District  
Kenosha, Wisconsin**

**September 24, 2019**

**POLICY 5533.2- PEDICULOSIS (Head Lice)**

**Background**

School Board Policy and Rule 5533.2 (Pediculosis-Head Lice) was originally approved in 1991 and was later revised in February of 1998. Since that time, there has been a shift in guidance for head lice management within the school setting. Current KUSD policy on head lice management does not align with current recommendations from the American Academy of Pediatrics, the National Association of School Nurses, and the Centers for Disease Control and Prevention. These professional medical agencies have provided recommendations for school district policies on head lice based upon current research.

Furthermore, in August of 2014, Carolyn Stanford Taylor, then WI-DPI Assistant State Superintendent, sent all school districts school health updates and notices from the Student Services, Prevention, and Wellness Team for the upcoming school year. This update encouraged school districts to review their lice policies if they had not done so recently. This guidance included many of the recommendations included in these proposed revisions to Policy and Rule 5533.2 (Appendix A).

The proposed revisions to School Board Policy and Rule 5533.2 are based upon:

- Recommendations from professional medical agencies;
- Collaboration among KUSD School Nurses, Kenosha County Public Health Nurses, and KUSD Special Health Needs Nurses; and
- Input and feedback from the Department of School Leadership and KUSD school principals.

POLICY 5533.2 REVIEW AND REVISION PROCESS		
2017-2018 & 2018-2019		
Date	Activity	Staff
October 27, 2017	Proposed revisions to Policy and Rule 5533.2 and supporting documents compiled and submitted to the Director of Special Education and Student Support for consideration.	Bridget Cardinali Mary Trottier Nancy Thompson
October 25, 2018	Discussion and review of <i>District School</i>	Bridget Cardinali



	<p><i>Policy Review</i> document (Appendix B) comparing current KUSD policy to policies from other Wisconsin school districts, including Madison, Green Bay, Racine, and Milwaukee.</p> <p>District School Policy Review</p>	Bridget Kotarak
December 12, 2018	Review and discussion of the DRAFT of proposed revisions to Policy and Rule 5533.2 at School Nurse team meeting.	Kenosha County Public Health Nurses KUSD School Nurses KUSD Special Health Need Nurses Director of SpEd. & Student Support
January 8, 2019	<p>Meeting with School Leadership to review proposed revisions to Policy and Rule 5533.2.</p> <p>Input and feedback received.</p>	Sue Valeri Scott Kennow Marty Pitts Brian Geiger Bridget Kotarak
March 11, 2019	Email sent to all principals inviting them to attend Q & A meetings on the DRAFT of proposed revisions to Policy and Rule 5533.2	Bridget Kotarak
March 27, 28, 29, 2019 April 4, 2019	<p>Policy revision Q &amp; A meetings held with school principals who chose to participate.</p> <p>Input and feedback received.</p>	Teri Giampietro - McKinley El Kurt Johnson - Jeffery El Leah Whitford - Grant El April Nelson - Stocker El Teresa Curley- Whittier El Joe Sellenheim - Grewenow El Steve Knecht - Tremper HS Luanne Rohde - Early Education Terri Huck - Mahone MS Jody Cascio - Forest Park El
May 15, 2019	<p>Revised DRAFT of Policy and Rule 5533.2 emailed to principals who attended Q &amp; A meetings for further review.</p> <p>Positive confirmation received in return from principals who attended.</p>	Bridget Kotarak



**PROPOSED REVISIONS TO POLICY 5533.2 & RATIONALE**

<b>Action</b>	<b>Policy Language</b>	<b>Rationale</b>
<b>Removal of Policy Language</b>	The principal shall exclude students with pediculosis (head lice) from school until they have received proper treatment, in accordance with state and local health requirements.	This information was revised and clarified in the proposed Prevention and Management Plan section. The proposed language emphasizes seeking treatment options from a healthcare provider or pharmacist and monitoring students for reinfestation upon return to school.
<b>Addition of Policy Language</b>	According to the American Academy of Pediatrics and Centers for Disease Control and Prevention, pediculosis (head lice) infestation is common among children 3 to 12 years of age. Although head lice can be a nuisance, head lice have not been shown to spread disease. Personal hygiene or cleanliness in the home or school is unrelated to infestation of head lice. Though head lice infestation is often discovered in school, it is usually acquired through direct head-to-head contact elsewhere.	The current policy offers little education for staff, parents, or community members about head lice. The additional information in the proposed revision provides the opportunity to offer factual information and clarification to many misconceptions from credible and reliable medical and professional agencies.
<b>Revision of Policy Language</b>	In collaboration with district administration, district nurses, and principals, staff will administer the district lice prevention and management plan.	By emphasizing this as a district lice prevention and management plan, this revision helps to ensure more consistent implementation of the policy at the school level.
<b>Removal of Policy Language -</b>	Mass inspection of students for pediculosis will be arranged by the principal using personnel who have been trained by local health officials in this procedure. Such personnel may include parent volunteers.	This original policy recommendation and language has been obsolete for several years. Continuing to have a policy which requires mass inspections would be misaligned to current medical and professional guidance.
<b>Addition of Policy Language</b>	<u>Head lice</u> : Tiny gray to brown insects about the size of a sesame seed that live in human hair and feed on human blood to survive. Lice do not fly or jump, but crawl. Without a human host, lice can only live about 1 to 2 days.	The addition of this definition helps to further educate staff, families, and the community while dispelling myths and clarifying inaccurate information.



Action	Policy Language	Rationale
<b>Addition of Policy Language</b>	<u>Nits</u> : Small lice eggs firmly attached to the base of the hair shaft nearest the scalp. Nits that are likely to hatch are usually located no more than ¼ inch from the base of the hair shaft. Nits located further than ¼ inch from the base of hair shaft may be already hatched, non-viable, or empty casings <sup>1</sup> .	The addition of this definition helps to further educate staff, families, and the community while dispelling myths and clarifying inaccurate information.
<b>Revision of Policy Language</b>	<ul style="list-style-type: none"> <li>- A trained staff member will check a student's head for lice, ensuring student privacy and confidentiality, if he/she is demonstrating symptoms such as: a tickling feeling of something moving in the hair, itching of the scalp, irritability and difficulty sleeping (head lice are most active in the dark), and sores on the head caused by scratching<sup>1</sup>.</li> <li>- Classroom inspections will not be conducted and notifications to all families will not be sent home.</li> <li>- Parents and/or guardians of students with head lice will be contacted immediately, and students will be sent home for proper treatment.</li> <li>- Trained school staff will advise parents that treatment options should be discussed with a healthcare provider or pharmacist.</li> </ul>	The prevention and management plan was clarified to be more clear and specific as to the procedures to be followed when a student has head lice. The clarity will ensure consistent implementation and that staff know how to respond to a case of head lice or a parent/guardian inquiry. The current policy language is also outdated. The steps are no longer relevant and staff are unable to carry out the required tasks outlined in the policy.
<b>Removal of Policy Language</b>	Students remaining out of school for a week or more because of pediculosis will be referred to local health officials.	This policy language is obsolete and no longer aligned to current practice. Head lice are not a reportable disease and the local health department does not investigate cases of head lice in a method to control infestations.
<b>Removal of Policy Language</b>	If the student is not free of head lice or lice eggs as determined by the principal/designee, and the student is not back in school within a week after notification to the local health department, the case may be considered equivalent to truancy and/or parent/guardian neglect, and referred to proper authorities.	Research shows that having nits (lice eggs) is not an accurate way to predict which children are or will become infested. Guidance from medical and professional agencies is that school districts should abandon "no nit" policy language. A 2015 American Academy of Pediatrics report from the Council on School Health and Committee on Infectious Diseases states that "No nit policies that exclude children until all nits are removed may violate a child's civil liberties."



### **Recommendation**

It is recommended that, at this second reading, the Board of Education approve the revised Kenosha Unified School District Policy 5533.2 – Pediculosis (Head Lice).

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Ms. Julie Housaman  
Chief Academic Officer

Ms. Bridget Kotarak  
Director of Special Education & Student Support



**POLICY 5533.2**  
**PEDICULOSIS (Head Lice)**

~~The principal shall exclude students with pediculosis (head lice) from school until they have received proper treatment, in accordance with state and local health requirements.~~

~~Each principal will determine whether an inspection of suspected cases of pediculosis is necessary. Such an inspection will be carried out in cooperation with local health officials.~~

**According to the American Academy of Pediatrics and Centers for Disease Control and Prevention, pediculosis (head lice) infestation is common among children 3 to 12 years of age. Although head lice can be a nuisance, head lice have not been shown to spread disease. Personal hygiene or cleanliness in the home or school is unrelated to infestation of head lice. Though head lice infestation is often discovered in school, it is usually acquired through direct head-to-head contact elsewhere.**

**In collaboration with district administration, district nurses and staff will administer the district lice prevention and management plan.**

**Kenosha Unified School District principals and school office staff will be trained by Kenosha Unified school nurses and Kenosha County public health nurses to implement the head lice prevention and management plan.**

**LEGAL REF.:** Wisconsin Statutes

Section: 252.21 Communicable disease reporting]

HSS 145.06, Wisconsin Administrative Code Special disease control measures; pediculosis

**CROSS REF.:** 5310 Student Attendance

5533 Communicable Disease Control

5540 Reporting Child Abuse/Neglect

**AFFIRMED:** August 13, 1991

**REVISED:** February 10, 1998



**RULE 5533.2**  
**PEDICULOSIS**

**A. ~~Inspections~~ Definitions**

1. ~~Mass inspection of students for pediculosis will be arranged by the principal using personnel who have been trained by local health officials in this procedure. Such personnel may include parent volunteers.~~ **Head lice: Tiny gray to brown insects about the size of a sesame seed that live in human hair close to the scalp and feed on human blood to survive. Lice do not fly or jump, but crawl. Without a human host, lice can only live for about 1 to 2 days<sup>1</sup>.**
2. ~~A confirmation inspection of individual suspected cases of pediculosis may also be scheduled by the principal.~~ **Nits: Small lice eggs firmly attached to the base of the hair shaft nearest the scalp. Nits that are likely to hatch are usually located no more than ¼ inch from the base of the hair shaft. Nits located further than ¼ inch from the base of hair shaft may be already hatched, non-viable, or empty casings<sup>1</sup>.**

**B. ~~Cases of Pediculosis~~ Prevention and Management Plan**

1. ~~Parents/guardians of students who have been removed from school following such inspections will be notified. Such notification shall include fact sheet on pediculosis. A trained staff member will check a student's head for lice, ensuring student privacy and confidentiality, if he/she is demonstrating symptoms such as: a tickling feeling of something moving in the hair, itching of the scalp, irritability and difficulty sleeping (head lice are most active in the dark), or sores on the head caused by scratching<sup>1</sup>.~~
2. **Classroom inspections will not be conducted and notifications to all families will not be sent home.**
3. ~~Students remaining out of school for a week or more because of pediculosis will be referred to local health officials.~~ **Parents and/or guardians of students with head lice will be contacted immediately, and students will be sent home for proper treatment.**
4. ~~If the student is not free of head lice or lice eggs as determined by the principal/designee, and the student is not back in school within a week after notification to the local health department, the case may be considered equivalent to truancy and/or parent/guardian neglect, and referred to the proper authorities.~~
5. **Trained school staff will advise parents that treatment options should be discussed with a healthcare provider or pharmacist.**
6. ~~Re-admittance to the classroom the next day if no treatment or insufficient treatment has been given is at the discretion of the school principal.~~
7. **Students with nits only will not be sent home from school but will be checked periodically for signs of reinfestation by trained school staff ensuring student privacy and confidentiality.<sup>1,2</sup>**



References

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<sup>1</sup> Centers for Disease Control and Prevention, <http://www.cdc.gov/parasites/lice/head/>.

<sup>2</sup> National Association of School Nurses. (2016) *Position Statement: Pediculosis Management in the School Setting*.  
<http://www.nasn.org/PolicyAdvocacy/PositionPapersnadReports/NASNPositionStatementsFullView/tabid/462/ArticleId/934/Head-Lice-Management-in-the-School-Setting-Revised-2016>



## District's School Policies

## 2017 Review

## Pediculosis - Head Lice

Agency	Exclusion for Live Lice	Exclusion for Nits Only	Mass Screenings	Review Date	Type
CDC	No	No	No	2015	
Wisconsin DPI	No	No	No	2013	
NASN	No	No	No	2016	
School District					
KUSD	Yes	Yes	Yes	1998	Policy
Madison	No	No	No	2017	Guidelines
Milwaukee	No	No	No	2016	Policy
Racine	No	No	No	2015	Policy
Green Bay	No	No	No	2016	Policy
Burlington	Yes	No	No	unknown	Policy
Janesville	Yes	No	No	2013	Guidelines
Appleton	Yes	No	No	2011	Policy
Beloit	No	No	No	2012	Policy
Eau Claire	No	No	No	2014	Guidelines
Waukesha	Yes	No	No	2017	Policy



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KENOSHA UNIFIED SCHOOL DISTRICT  
Kenosha, Wisconsin

September 24, 2019

**CLASSIFICATION, COMPENSATION AND PERSONNEL POLICY FOR GENERAL  
ADMINISTRATIVE, INSTRUCTIONAL ADMINISTRATIVE,  
SUPERVISORY AND TECHNICAL PERSONNEL**

**Background:**

The Classification, Compensation, and Personnel Policy for General Administrative, Instructional Administrative, Supervisory and Technical Personnel is a two-year policy that outlines benefits other than health, vision and dental for the aforementioned groups. This policy has been reviewed to remove areas that are covered for all employees in the Employee Handbook. Only items that are related to these employee groups will remain in the policy.

The following updates to the policy have been made (*note: due to editing, formatting may appear off, this will be corrected once changes are approved*):

Section I – Application and Effective Date of Operation

- Added language to note that this policy is inclusive of classification, compensation and working conditions information in addition to the Employee Handbook and Board Policies and Rules. (Pg. 1)
- Added language that benefit information can be found online. (Pg. 1)

Section II – Adoption of This Policy

- Grammatical updates

Section III – Basis for Determination of Salary Policy and Other Working Conditions

- Added language regarding job descriptions being reviewed by HR and approved by the superintendent prior to posting on WECAN and other job boards. (Pg. 1)

Section IV – Employee Classification Definitions

- No changes to this section

Section V – Salary Policy

- Removed section regarding deadline for superintendent to make recommendation to the board each year. (Pg. 2)
- Clarified language that those on performance improvement plans do not receive increases, including stipends. (Pg. 3)
- Grammatical updates



## Section VI – Fringe Benefits

- Aligned language with handbook in regards to accrual and moved this language to the top of the section. (Pg. 4)
- Removed section regarding carryover because it is in the Handbook. (Pg. 4)
- Removed section regarding the vacation approval process because it is in the Handbook. (Pg. 4)
- Removed reference to superintendent designating holidays because these dates are approved as part of the school year calendar reviewed and approved by the board of education. (Pg. 5)
- Removed reference to health, dental and vision because this benefit is provided to all employees, not just the AST group. (Pg. 5)
- Removed reference to retirement (WRS) because this benefit is provided to all employees, not just the AST group. (Pg. 5)
- Removed reference to tax sheltered annuities because this voluntary payroll deduction is offered to all employees, not just the AST group. (Pg. 5)
- Removed reference to group life insurance because this benefit is provided to all employees, not just the AST group. (Pg. 5)
- Removed reference to how sick leave may be used because this is outlined in the Employee Handbook for all employees. (Pg. 7)
- Removed reference to Workers' Compensation because this is covered in the Employee Handbook for all employees. (Pg. 8)
- Removed reference to long-term disability because this benefit is provided to all employees, not just the AST group. (Pg. 8)
- Removed reference to short-term disability because this voluntary benefit is provided to all employees, not just the AST group. (Pg. 8)
- Removed reference to payroll deductions because this is outlined in the Employee Handbook for all employees. (Pg. 9)
- Grammatical updates

## Section VII – Additional Compensation – Education and Professional Development Lanes

- Board President, Mr. Dan Wade, and Vice President, Mr. Tony Garcia, met with members of the Education Leadership Kenosha (ELK) on May 22, 2019, Chad Dahlk, Andrew Baumgart, Shane Gayle and Angela Andersson. During the meeting, ELK members shared several suggestions for the 2019-2021 Classification, Compensation, and Personnel Policy for General Administrative, Instructional Administrative, Supervisory and Technical Personnel.

Mr. Wade and Mr. Garcia were notably challenged by Section VII - Additional Compensation – Education And Professional Development Lanes (Pgs. 9-10). A verbal request was shared with district administration to clean up the language to better outline which areas would be compensated and to add parameters to section 2 in order to more clearly outline what will be accepted and the timeframe in which items must be submitted in order to be reviewed/considered. In addition, language was added to grandfather those who already attained this achievement so they would not have to meet the new requirements outlined in the draft policy up for consideration.



- Grammatical updates

#### Section VIII – Other Conditions of Employment

- Adjusted salary advancement language to include those who have moved positions within the AST group. (Pg. 11)
- Added clarifying language to the overtime section. (Pg. 11)
- Grammatical updates

#### Section IX – Early Retirement

- Removed section regarding denial of retirement requests by the board or superintendent. (Pg. 13)
- Grammatical updates

#### Section X – Duration and Provisions for Amending This Policy

- Updated the year to match the new policy. (Pg. 14)

#### Section XI – Residency

- No changes are recommended to this section.

#### Section XII – Employment Contract Renewal, Non-Renewal, Modification or Termination

- Grammatical updates

#### Section XIII – Evaluation

- No changes are recommended to this section.

#### Section XIV – Transfer

- Grammatical updates

#### Section XV – Modification to Policy

- Updated to align with actual process and who is notified by whom.



**Board Review/Consideration:**

Changes to the 2019-2021 Classification, Compensation, and Personnel Policy for General Administrative, Instructional Administrative, Supervisory and Technical Personnel as noted above are up for consideration and/or approval by the board on Sept. 24, 2019.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Tanya Ruder  
Interim Chief Human Resources Officer  
and Chief Communications Officer



KENOSHA UNIFIED SCHOOL  
DISTRICT KENOSHA, WISCONSIN

**CLASSIFICATION, COMPENSATION AND PERSONNEL  
POLICY FOR  
GENERAL ADMINISTRATIVE, INSTRUCTIONAL  
ADMINISTRATIVE, SUPERVISORY AND TECHNICAL PERSONNEL  
2019-2021~~2017-2019~~**

I. Application and Effective Date of Operation

The policy herein set forth and detailed shall be effective upon the date of adoption and shall govern the classification, compensation and working conditions of all administrative, supervisory, and technical (“AST”) personnel, except the Superintendent of Schools, **in addition to language outlined in the Employee Handbook and Board Policies and Rules. Detailed benefit information can be found on the staff intranet.**

II. Adoption of This Policy

In the adoption of this policy, the Board of Education expresses the plan that it shall follow in compensating and classifying its ~~AST administrative, supervisory, and technical~~ personnel. It is understood that the Board of Education reserves the right from time to time to make adjustments in this policy to meet the fiscal, administrative and programmatic requirements and needs of the District in an efficient and effective manner. The policy contained herein shall, at a minimum of two years, be reviewed by the Superintendent of Schools, with any recommended changes and/or modifications being reported to the Board of Education.

III. Basis for Determination of Salary Policy and Other Working Conditions

Recognition is made of the fact that only professionally qualified individuals who meet the qualifications identified in the position’s job description will be appointed to positions herein specified based on the approved job description for the position. Prior to posting and filling any of these positions, **AST job descriptions shall be reviewed and updated by the Office of Human Resources and approved by the Superintendent of Schools prior to posting on WECAN and/or other job boards deemed appropriate by HR.**~~the Board of Education approved job description shall be reviewed and updated.~~ All other job descriptions shall be reviewed and updated as needed.

IV. Employee Classification Definitions

Administrative employee – For the purpose of this policy, “administrative employee” will be defined, as per the EEOC definition of an Executive/Senior Level Official Manager or First/Mid Level Official/Manager as an employee who:

1. Plans, directs, and formulates policies; sets strategy; and who plans, directs,



- and coordinates activities with the support of subordinate executives and staff managers; or
- 2. Oversees and directs the delivery of services or functions and who implements policies, programs and directives of an Executive/Senior Level Official/Manager.
- 3. The administrative employees' job titles on the AST salary schedule will include an "\*\*\*\*" indicator.
- B. Supervisory employee – For the purpose of this policy, "supervisory employee" will be defined, as per the EEOC definition of Professional, as an employee:
  - 1. Whose job requires bachelor and/or graduate degrees, and/or professional certification and comparable professional experience to perform the required job tasks; and
  - 2. Whose job tasks include the ability to exercise significant direction over another person's daily tasks including tangible employment actions such as hiring, firing, and disciplining subordinate employees.
  - 3. The supervisory employees' job titles on the AST salary schedule will include an "\*\*\*" indicator.
- C. Technical employee– For the purpose of this policy, "technical employee" will be defined, as per the EEOC definition of a Technician or Administrative Support Worker, as an employee:
  - 1. Whose job is comprised of activities that require applied scientific and/or technical skills, usually obtained by post-secondary education of varying lengths, depending on the particular occupation, recognizing that in some instances additional training, certification, or comparable experience is required; or
  - 2. Whose job involves non-managerial tasks providing administrative and support assistance, primarily in office settings.
  - 3. The technical employees' job titles on the AST salary schedule will include an "\*\*" indicator.

## V. Salary Policy

- A. Annual Salary Adjustment
  - 1. Effective July 1, 2009, salary percentage increases for ~~AST administrative, supervisory, and technical~~ personnel (other than the Superintendent) shall be considered and determined **annually** by the Board of Education based upon ~~a written~~ recommendation ~~from~~ of the Superintendent of Schools and in compliance with guidelines imposed by the State legislature.
  - 2. ~~The Superintendent of Schools shall make written recommendations to the Board of Education on or before June 30 each new school year.~~



- ~~0.~~ Effective July 1, 2019~~7~~, eligible ~~employees~~ **ASTs** shall be advanced for step movements on the salary schedule in effect **upon Board approval** provided that the District has the ability to pay for step advancements. ~~The Board will take into consideration whether or not funding is available to support advancements.~~

~~C.~~**B.** Salary Schedule Structure

1. Salaries are established for each level of employment with annual longevity, salary schedule and education/professional lane increases determined by the Board of Education following review of ~~the written~~ recommendations **from** ~~of~~ the Superintendent of Schools.
  - a. Individuals who **are on a performance improvement plan** or do not provide satisfactory service are not eligible for any salary increases, **stipends** or merit awards.
  - b. The Superintendent, with the approval of the Board of Education, may implement a merit pay plan.

~~D.~~**C.** Changes in Salary and Classification

1. Salary
  - a. The Superintendent will annually meet with the Board of Education for discussion of **AST** salary and benefit proposals in accordance with the timelines described in Article IV, A, 12. Prior to such meeting, the Superintendent will meet with the Education Leaders of Kenosha (hereinafter referred to as “ELK”) or its designee.
  - ~~b.~~ Salary levels are to be reviewed ~~annually~~ and compared with normative information, and recommended changes ~~may~~ **will** be ~~annually~~ incorporated **as a** ~~into the~~ budget assumption **to be presented to the Board of Education for consideration.s., If** ~~funding is available, as presented to the Board of Education.~~
  - b.**
2. Classification
  - ~~a.~~ Individual requests for changes in position classification should be submitted in writing to the Superintendent.
  - ~~b.~~**a.** The Superintendent may institute reclassification of positions as needed to reflect changes in responsibility with the approval of the Board of Education.

- ~~E.~~ Salary Status as a Result of Transfer Appointment or Position Reclassification  
Persons in the District transferred from one ~~AST~~ **administrative, supervisory, or technical** position to another position, will be placed at a salary level based upon qualifications and experience at the discretion of the Superintendent of Schools
- ~~F.~~**D.**



with the approval of the Board of Education. Such transfer could result in an increase or decrease in salary. Any such increase in salary shall commence on the first pay period following the position change; any such decrease in salary shall commence on the first pay period of the school semester following the position change.

**G.E. Conformity with Applicable Laws**

All salary compensation changes, whether pertaining to base salary, equity adjustment, merit or any other salary compensation item, and all fringe benefit changes, shall comply with any applicable laws regarding same.

**VI. Fringe Benefits**

**A. Vacation**

**Vacation shall be accrued on a fiscal year (July 1 - June 30) and taken on a calendar year (January 1 - December 31). Vacation is accrued at a 1/12 per month basis.**

1. All supervisory and technical employees under this policy will receive vacation as follows:
  - a. One week = five days
  - b. During first year of employment – two weeks (prorated)
  - c. After first year – three weeks
  - d. After second year – four weeks
  - e. New employees will not be allowed to take vacation during the first six months of employment.

All ~~A~~administrative employees under this policy will receive vacation as follows:

- a. One week = five days
- b. During first year of employment – three weeks (prorated)
- c. After first year – four weeks
- d. After second year – five weeks
- e. New employees will not be allowed to take vacation during the first six months of employment.

~~2. An employee may carry over up to five vacation days at the discretion of his/her supervisor. An employee must submit his/her request to his/her supervisor for approval. Once approved by the supervisor, the request for carry-over vacation days must be submitted to the Office of Human Resources before commencement of Winter Break. Carry-over days must be used by June 30 of the following calendar year. Any remaining carry-over days will be removed from an employee's available vacation leave balance.~~

~~3. Vacation is earned on a July 1 fiscal year basis, and taken on a January 1 calendar year basis. Vacation will be accrued at a one-twelfth per month basis.~~



~~0. Vacations for all employees shall be completed prior to December 31 of the year following the contract year and shall be arranged subject to prior approval by the Superintendent of Schools or designee. Administrative, supervisory, and technical personnel may use vacation days throughout the year pending approval of the Superintendent of Schools or designee.~~

~~D.B.~~ Holidays

~~The following days and such other days as may be designated by the Superintendent will be paid holidays for AST Administrative, Technical and Supervisory personnel:~~

New Year's Eve	Labor Day
New Year's Day	Thanksgiving Day
Martin Luther King Day	Friday after Thanksgiving
Good Friday	Christmas Eve
Spring Break Week	Christmas Day
Memorial Day	Winter Break
Independence Day	

~~If any of the named holidays fall on a Saturday or Sunday, either the preceding or the following normal workday as approved by the Board of Education shall be observed as the holiday.~~

~~E. Group Health, Dental and Vision Insurance~~

~~The District provides group health, dental and vision coverage for its employees, as summarized in separate benefit summaries and schedules. The District will provide employees with copies of plan related documents upon request.~~

~~I. Retirement Plan~~

~~For all eligible staff, the District will pay one half of the actual rate as determined by the Employee Trust Fund Board and the employee will be responsible for the other half.~~

~~M. Tax Sheltered Annuity~~

~~The District shall provide the opportunity to participate in a tax sheltered annuity program by way of a voluntary payroll deduction. The employee may choose from currently qualified tax sheltered annuity vendors approved by the District.~~

~~Q. Group Life Insurance~~

~~The District shall provide AST Administrative, Supervisory and Technical personnel~~



~~the opportunity to participate in a Group Life Insurance Plan at one times the employee's salary, which shall be fully paid by the District. At the option of any employee, additional coverage may be purchased up to four times the employee's salary. The employee shall pay the cost of any additional coverage. After retirement, employees may elect to continue all of the coverage they have in force at retirement, the cost of which shall be fully paid by the employee.~~

#### ~~W.C.~~ Tuition Reimbursement

~~AST~~Administrative, supervisory, and technical personnel shall be eligible to request tuition reimbursement for college, university or technical school coursework under the following conditions provided the Employee has completed one full year of continuous full-time employment within the ~~AST~~administrative, Supervisory and Technical classification:

1. Courses must be job related and individuals must request written approval in advance of taking the course(s) from the Superintendent or designee prior to enrollment. The approval for reimbursement shall be contingent upon the availability of funds.
2. A transcript or certification attesting to completion of such coursework must be filed with the **Office of Human Resources**~~Department~~ along with evidence of tuition payment by the individual within 60 days after the completion of the coursework.
3. Reimbursement will be made for actual tuition costs only not to exceed the UW-System (Milwaukee) cost per credit up to a maximum sum of 24 credits in the last five years. Employees earning an "A", "B" or "Pass" in any authorized course will be reimbursed at 100% of the documented cost. There will be no reimbursement for less than "B" -level work. Employees who leave employment with the District for -reasons other than retirement within one year of completion of the authorized course(s) shall be obligated to repay the District two-thirds of the tuition cost paid by the District within 30 days of **resignation or** termination; and employees who leave employment for reasons other than retirement within two years shall repay one-third of the tuition cost within 30 days of **resignation or** termination.

#### ~~X.D.~~ Sick Leave

1. General Provisions
  - a. Sick leave with full pay shall be earned and credited at the rate of one day per month for each month the employee is employed by the District. Unused sick leave shall be accumulated to a maximum of 120 days. AST employees, who had accumulated sick leave while employed by the District as -a non-AST employee, may carry over their accumulated non-AST -sick days.



Non-AST sick days shall be used before any sick days accrued as an AST, but in no case shall the total of AST and non- AST sick days exceed 120 days.

- b. ~~Sick leave may be used upon the illness or, subject to the provisions of Section 2 below, injury to the employee or the illness or injury of a member of the employee's immediate family, but the District may require a statement from a licensed medical provider giving the nature and seriousness of the illness. Member of the~~

~~immediate "family" is defined as husband or wife, domestic partner, child, stepchild, brother, sister, parent or stepparent, parent in law and foster children wherever they may reside, or other relative living in the same dwelling unit.~~

- f.b. ~~In the event a period of personal illness extends beyond the number of days of unused sick leave then accumulated, the Administrative, Supervisory and Technical personnel must apply for and may be granted a leave of absence, without pay, for the balance of the period of such personal illness, but not to exceed 12 months. Extensions of such leaves of absences may be requested of the Board of Education. The determination of the Administrative, Supervisory and Technical personnel's ability to return to the job he or she was hired to do shall be made by his or her physician and certified to the Superintendent in writing. Upon return from such leave the Administrative, Supervisory and Technical personnel shall be immediately reinstated in his or her former position, if then available, and if not to a substantially equivalent position in which he or she is competent to perform.~~

- g.c. After a minimum of 10 full years of continuous employment as ~~AST~~Administrative, Technical or Supervisory personnel, employees covered under this policy whose employment **ends for reasons other than termination (i.e. resignation or retirement)** ~~terminates~~ shall be entitled to receive a payment equal to 50% of the value of any accumulated unused sick leave earned as an AST employee at the time of such **separation (i.e. resignation or retirement)** ~~termination~~ at the rate of pay at the time of **separation (i.e. resignation or retirement)** ~~termination~~. The District shall make such payment within 90 days after **separation (i.e. resignation or retirement)** ~~termination~~ of employment. The District shall make such payment in the form of a post-employment contribution to a tax--sheltered annuity.

## 2. Personal Injury Benefits

- a. Whenever the employee is absent ~~from school~~ as a result of personal injury caused by an assault by a student, occurring in the course of the



employee's employment, the employee shall be paid his/her full salary for the period of such absence, and no part of such absence will be charged to his/her annual sick leave. Under these conditions, any benefits accruing to the employee would be remitted to the District.

- b. Whenever the employee is absent ~~from school~~ as a result of personal injury occurring on **district property** ~~the school premises~~ and not due to the employee's negligence, the employee shall be paid his/her full salary less weekly indemnity under the Workers' Compensation Act for the period of his/her disability up to thirty 30 contract days and no part of such absence shall be charged to his/her accumulated sick leave.
- ~~e. Insofar as the Workers' Compensation law applies, the employee shall be reimbursed for the cost of medical, surgical and/or hospital services incurred as the result of any injury sustained in the course of employment.~~
- e.c. The District shall have the right to have the employee examined by a physician designated by the District for the purpose of establishing the length of time during which the employee is temporarily disabled or absent from performing his/her duties, and the opinion of said physician as to the said period shall control.

### 3. Initial Sick Leave Credit

The District acknowledges that no formal sick leave policy existed prior to the adoption of this policy effective July 1, 1997. Therefore, in recognition of the tenure of the District's employees prior to July 1, 1997, the full time employees of the District as of July 1, 1997, covered by this policy, are granted accrued sick leave benefits as of July 1, 1997, (whether or not such full time employment was as an AST employee) as follows: One day per month for each month of consecutive full time employment with the district as of July 1, 1997, to a maximum of 120 days.

### ~~Y. Long Term Disability~~

~~The Board of Education shall provide a long term disability plan for all covered employees. The long term disability plan shall provide, after a waiting period of 90 consecutive calendar days, 66.67% of the employee's regular salary to a maximum per month benefit and with terms and provisions as set forth in such long term disability plan adopted by the District. Each covered employee shall be required to be a participant in the plan and the premium is paid for by the District.~~

### ~~Z. Short Term Disability~~



~~The District will provide an employee-paid short-term disability plan. Short Term Disability is a voluntary benefit. Details with respect to the benefits, claims procedures and limitations can be found in the summary plan description. The plan document controls payment of any benefits.~~

~~AA.E.~~ Other Leave

- ~~1. —~~ Employees covered by this policy who have completed a minimum of three years of continuous full-time service within the ~~AST~~Administrative, Supervisory and Technical classification shall be eligible to request a personal leave for up to one year. Said leave, if approved **by the Superintendent or his/her designee**, shall be -without compensation. Upon return from such leave, the ~~AST~~Administrative, Supervisory and Technical personnel shall be immediately reinstated in his or her former position, if then available, and if not to a substantially equivalent position which he or she is competent to perform. Employees who take a leave of absence for any period longer than six months shall not accrue District seniority during that time.
- 1.
2. The District will grant the necessary time off with pay for employees who are subpoenaed to appear in court proceedings: -(1) in connection with the employee's employment; or (2) in any other legal proceeding, if the employee is not a party to the action. Such approved absence will be with pay provided the employee remits to the District any fees received and files the subpoena with the ~~District~~**Office of Human Resources**. -Time off with pay for purpose of attending court proceedings shall include the adoption and/or accepting appointment as guardian of a child by the employee.

~~BB. —~~ Payroll Deductions

~~Effective July 1, 2013, All required deductions, such as for WRS contributions, federal, state, and local taxes, and all authorized voluntary deductions, such as TSA, Education Leaders of Kenosha and insurance, will be held automatically from employee paychecks. Employees are responsible to set up voluntary deductions via Employee Online.~~

VII. Additional Compensation – Education and Professional Development Lanes

Effective July 1, 2006, the Board of Education shall provide compensation in the amount of \$1,500 annually for ~~each educational or professional development lane achieved. The categories of achievement are as follows~~ **up to one achievement in each of the following categories for no more than a total of \$4,500 annually:**

1. Master's degree plus 30 college credits or equivalent continuing education units (CEU's) (Implied in Ph.D. or Ed. D.). ***Once this achievement is approved and***



*received, no further documentation is needed to continue receiving this stipend on an annual basis.*

2. Professional licensure/certifications (~~excluding additional teaching or administrative licenses~~) through the State of Wisconsin or a professional association in an area pertinent to the employee's current position with the District (including, but not limited to, Certified Public Accountant (CPA), American Institute of Architects (AIA), Professional Engineer (PE), Registered Dietician (RD), Certified Network Engineer (CNE), Microsoft Certified Software Engineer (MCSE), etc.). ~~Credit for licensure or certification that is obtained through an association must be approved in writing by the Superintendent or designee.~~ Those who attained this achievement on or prior to June 30, 2019, shall be grandfathered in receiving their annual stipend without needing to meet the criteria below. Those attaining the achievement July 1, 2019, and beyond must meet all criteria as outlined.

**Professional licensure/certifications considered for additional compensation must:**

- a. Be earned through the State of Wisconsin or a professional association
  - b. Be pertinent to the employee's current position
  - c. Receive supervisor approval (specifically as it relates to the employee's position)
  - d. Require continuing education to maintain the licensure/certification (e.g. credits or coursework required to remain certified/licensed)
  - ~~2.e.~~ Be turned in to the Office of Human Resources on an annual basis on or before April 30 with all supporting documentation showing supervisor approval, what continuing education is required to maintain licensure/certification, the credits/coursework completed to maintain licensure/certification, and the updated license/certificate for the current year
- ~~3. Master Administrator designation through the Wisconsin Department of Public Instruction.~~
  3. Master Administrator designation through the Wisconsin Department of Public Instruction. *Once this achievement is approved and received, no further documentation is needed to continue receiving this stipend on an annual basis.*

**Any and all required documentation for each area outlined above must be turned in on or before April 30. The Office of Human Resources shall review submissions in May and notification of approval and payment will be provided by June 30 of the fiscal year.**

**This section excludes additional teaching or administrative licenses; certifications or licenses required to hold a position; and/or certifications and licenses required to accomplish responsibilities or essential job duties as outlined in the job description.**

~~Employees can only receive compensation for one educational/professional development achievement in each of the three categories identified.~~



## VIII. Other Conditions of Employment

### A. Duration of Individual Employment Contract

1. Individual employment contracts issued to employees covered by this policy will be issued in accordance with any applicable State Statutes and Board of Education policy.
2. Employment contracts for individuals covered by, Wis. Stat. § 118.24 may be for a term up to, but not to exceed, two years.
3. Individuals covered by Wis. Stat. § 118.24., who are placed on a professional improvement plan, shall be entitled to a contract with a term not to exceed one year. Individuals covered by Wis. Stat. § 118.24 who are in the last year of a two year contract, and who are placed on a professional improvement plan, shall be given preliminary notice and notice of nonrenewal of their two year contract pursuant to Wis. Stat. § 118.24, so as to renew their contract for a term not to exceed one year.
4. Employment contracts for individuals not covered by Wis. Stat. § 118.24 may be for a term not to exceed one year. Individuals not covered by Wis. Stat. § 118.24, who are placed on a professional improvement plan, shall be given notice of same at the time their contract is considered for renewal and shall be provided the opportunity to meet with the Board of Education in closed session to discuss the matter.

### B. Placement on the Salary Schedule

1. Any **newly hired** employee ~~hired by~~ **or current employee changing positions within the AST group** ~~the District~~ prior to January 1 of any given year shall be eligible for salary advancement for the ensuing school year.
2. Prior experience credit as determined by the Superintendent may be granted personnel being employed in accordance with provisions contained herein.
3. Salary placement shall be made effective as of July 1 of each year.

### C. Overtime for Non-Exempt Positions

Positions classified at Levels 1 through 6 on the Salary Schedule (Appendix A) are classified as non-exempt employees, and overtime will be paid at one-and-a-half times the employee's hourly rate of pay. Overtime will be paid for work in excess of 40 hours per week. Similarly, the District may provide mutually agreed compensatory time off in lieu of overtime ~~pay which will be~~ **pay that will be**



accrued at one-and-a-half hours for every hour a non- exempt employee works over 40 hours per week.

D. Outside Employment

No District employee shall engage in any outside activities or employment that interferes with the ability to carry out regularly assigned duties, as determined by the Superintendent or designee.

IX. Early Retirement

A. Eligibility

1. Individuals who have been employed in the District on a regular full-time basis for at least 15 years, who also meet the additional age and other requirements set forth below and ~~who are currently employed by the District~~ **whom the District currently employs**, may apply for early retirement benefits under this Article IX.
2. Individuals who have been employed by the District for at least 15 years and who are currently employed by the District, and have served the last 10 years of continuous full-time employment within the **AST** ~~Administrative, Supervisory and Technical~~ classification, and have reached the age of 55 are entitled to the insurance coverage specified in Article IX-D-1. Employees eligible for early retirement insurance benefits may maintain their current single/family coverage until age 65 or Medicare eligibility, whichever **occurs first** ~~is sooner~~.
3. An employee shall be immediately disqualified from participation in this plan and all District obligations hereunder shall cease when and if a participant receives unemployment compensation or Worker's Compensation directly or indirectly from the District.
4. Individuals who retire shall not be eligible for re-employment with the District either as a **full-time equivalent (FTE)** ~~non-employee~~ or a consultant without the approval of the Board of Education.
5. Employees who do not meet the eligibility criteria in paragraph 2 above, but who do meet the criteria in paragraph 1 above and who have attained age of 55 shall be eligible for single health insurance coverage specified in Article IX-D-1.

B. Application Procedure

1. Applicants shall apply for early retirement benefits to the Superintendent



**and/or his/her designee** at least six months in advance of the effective date of retirement.

~~2. Applications shall be approved or denied by the Superintendent and the Board of Education. Applications may be denied if they are deemed by the Superintendent and the Board of Education to be not in the best interests of the School District.~~

3.2. The effective date of retirement for instructional administrators shall be July 1. The employee shall tender notice of the effective date of early retirement immediately upon being notified that the application has been accepted.

4.3. Once notice of intent to retire is given by an employee, and is accepted by the District, the notice of intent to retire shall be irrevocable.

C. Payments

1. The District shall have the discretion to determine whether it will make any supplemental payment to WRS for any retiree, as determined by WRS, in accordance with Wis. Stat. §40.05(2)(i).
2. The District shall provide a Letter of Agreement to the retiring ~~employee~~ **which employee that** specifies the amount to be paid to the WRS on behalf of the retiring employee.

D. Retiree Health/Dental

1. Except as otherwise provided in IX-A-3 and IX-A-4, employees who retire pursuant to this Article shall be eligible to remain in the group health, dental and life insurance programs that the District may maintain from time to time for similarly-situated active employees until age 65 or until the individual qualifies for Medicare, whichever occurs first. The District does not pay premium contributions for life insurance.
2. Except as otherwise provided in IX-A-3 and IX-A-4, the District shall make its portion of premium contributions on behalf of early retirees until age 65 or until the individual qualifies for Medicare, whichever occurs first based on the following contribution schedule. Retirees will be responsible for their portion of **the** premium contribution.
3. The District will establish the employee/retiree contributions from time to time and communicate such rates to affected individuals through a separate benefit schedule or other written communication. Premium contribution rates and plan design are subject to change.



E. Other Retirement Benefits

1. Employees, who attain the minimum age to retire with 15 years of continuous full-time employment in the District, shall be entitled to receive a payment equal to \$2,000 per year of continuous full-time employment within the ~~AST Administrative, Supervisory, and Technical~~ classification. Payment may occur within 90 days of the termination or may be paid in three equal yearly installments (including any accrued interest based on the average investment rate for the previous year's fixed annuity account of the Districts investment vehicle) on the same corresponding date. The District may choose to make such a payment through a tax-deferred plan. This and all retirement transactions must be in compliance with applicable Wisconsin Retirement System rules and regulations and/or state law.

This provision shall sunset at the close of the 2005/06 classification policy period (June 30, 2006). (No additional benefits shall accrue.) Those members covered by this classification policy at the time of sunset will be eligible to receive \$2,000 for each year of service they have attained as of 2005/06 provided they meet the minimum age to retire (age 55).

X. Duration and Provisions for Amending This Policy

This policy and all its provisions shall be construed as being in full force and effect starting July 1, 2019~~7~~ and may be revised or amended only by action of the Board of Education. The Board of Education may amend this Policy and any underlying plan or program at any time and any such changes may apply immediately to a covered individual, even after an employee retires.

If any portion of this Policy is held invalid by operation of law or by any tribunal or agency of competent jurisdiction, or if compliance or enforcement of any part should be restrained by such tribunal or agency, or in the event of substantial changes in the social security or retirement systems which would affect this Policy, the entire Policy shall become null and void and shall be reassessed at that time by the Board of Education.

XI. Residency

Administrative, Supervisory and Technical personnel are strongly encouraged to reside within the school district boundaries.

XII. Employment Contract Renewal, Non-Renewal, Modification or Termination

A. Employment Contract Renewal, Non-Renewal, Modification or Termination for Administrative Personnel under Wis. Stat. § 118.24.

1. The renewal, non-renewal and termination of the employee's employment contract shall be in accordance with the provisions of Wis. Stat. § 118.24, and



the rules, regulations and policies of the Board of Education. The employee contract may be modified or terminated any time during the term hereof by the mutual written agreement of the parties hereto, except that a breach of said contract may result in dismissal rather than acceptance of resignation. A resignation must be made in writing to the Superintendent of Schools at least 30 days prior to the proposed effective date of such resignation and is subject to acceptance or rejection by the Board of Education on the basis of the reasons proffered therefor.

2. The Superintendent of Schools may unilaterally suspend the individual with or without pay. The Board of Education may discharge or terminate the individual for just cause for a breach of the employee's contract. The Administrator shall be entitled to procedural due process prior to any suspension, discharge or termination that occurs during the term of the employee's contract.
  3. Any employee covered under this agreement who has been placed on a Professional Improvement Plan shall not have their contract renewed for more than one year in accordance with the provisions of this Article and Article VII, A. While on a professional improvement plan, the employee's salary will be frozen for the duration of the plan. Upon completion of the plan and recommendation for further employment, the employee will be placed on the salary schedule at the level he/she would have achieved had he/she not had his/her salary frozen and shall receive back pay. However, should said individual remain on review for the period of the contract renewal and fail to meet District expectations in their evaluation at the end of the contract term, said individual will be terminated.
- B. Employment Contract Renewal, Non-Renewal, Modification or Termination for Administrative, Supervisory, and Technical Personnel Not Covered By Wis. Stat. § 118.24.
1. The Board of Education, or designee, will notify the individual at least 30 calendar days prior to the expiration of the employee's contract of its intent to renew or non-renew said contract. If the individual receives a notice that the Board of Education is considering the non-renewal of the employee's contract, the individual may, within five calendar days after receiving such notice, request, in writing, a private conference with the Board of Education to discuss the reasons for the non-renewal. The Board of Education will advise the individual in writing of its decision to renew or non-renew the individual's contract within five calendar days after such conference.

The employment contract may be modified or terminated any time during the term hereof by the mutual written agreement of the parties hereto, except that a breach of said contract may result in dismissal rather than acceptance of resignation. A resignation must be made in writing to the Superintendent of Schools at least 30 days prior to the acceptance or rejection by the Board of



Education on the basis of the reasons proffered therefor.

The Superintendent of Schools may unilaterally suspend the individual with or without pay. The Board of Education may discharge or, terminate the individual without cause for reasons that are not arbitrary or capricious during the term of the employee's contract, provided that the individual shall be given written notice 30 days prior to the effective date of any discharge or termination during the term of the employee's contract.

The individual shall be entitled to procedural due process prior to any suspension, discharge or termination that occurs during the term of the employee's contract.

2. Any employee who has been on a professional improvement plan for one year and who fails to meet District expectations in their evaluation at the end of that year shall be terminated.

### XIII. Evaluation

All individuals covered herein shall be annually evaluated in accordance with the policies and procedures adopted by the Board of Education and receive a written summative copy of said evaluation.

### XIV. Transfer

The District shall have the right to transfer any employee herein during the term of their contract from one assignment to another whenever, in the judgment of the Board of Education, such transfer is in the best interest of the District. In the event of a transfer, the employee should receive the compensation appropriate for such position pursuant to the current ~~AST Administrative, Supervisory and Technical~~ Personnel Salary Schedule and Article IV, D of this policy with consideration of years of service within the ~~AST Administrative, Supervisory and Technical~~ classification.

### XV. Modification to Policy

All modifications to the Compensation and Personnel Policy for General Administrative, Instructional Administrative, Supervisory and Technical personnel will be sent to **ELK leadership to share with** all ~~Administrative, Supervisory and Technical~~ **AST** staff members at such time that the modifications are submitted to the Board of Education, and the Superintendent will meet with ~~Administrative, Supervisory and Technical personnel~~ **ELK leadership** to explain such changes prior to adoption.



KENOSHA UNIFIED SCHOOL DISTRICT  
Kenosha, Wisconsin

September 24, 2019

**2019-2020 ELEMENTARY SCHOOL MULTIAGE WAIVERS REQUEST**

**Background**

On July 30, 2013, revisions were made to Kenosha Unified School District School Board Policy 6432 – Class Size (Attachment A). See Attachment B, item Number (6) for the revision that was approved by the Board of Education pertaining to Policy 6432-Class Size. Last year the board approved the multiage waiver for Jefferson, Nash, and Wilson (Attachment C).

**Rationale**

In order to meet the guidelines for number six (6) of Policy 6432 for the 2019-2020 school year, the administration is requesting waivers for the following three (3) elementary schools:

School	Numbers of Requested Classrooms	Grades	Current Class Size
Grant	2	K/1	21, 22
*Nash	4	2/3	21
	4	4/5	23
Prairie Lane	1	4/5	21

\* Next Generation Personalized Learning

Nash Elementary School's Next Generation/Personalized Learning program is designed to challenge every child within his/her proximal range of development so that he/she may consistently make optimal academic progress. Students set goals that are aligned with Common Core standards, and they work with teachers to create and carry out learning plans for meeting those learning targets.

- **Learner Profiles** – Data-rich learner profiles convey how a student learns best and are used to both create customized learning paths and plan instructional strategies. They are dynamic, real-time and learner-owned and managed.
- **Customized Learning Paths** – Each learner follows a unique path based on his/her individual strengths, learning style, and interests. Students work with teachers to set and successfully achieve personalized learning targets.
- **Proficiency-Based Progress** – Learners must demonstrate knowledge and/or skills prior to advancing along the continuum of Common Core standards and benchmarks.

The instructional design consists of teacher teams, usually three teachers, assigned to students grouped in multiage 2nd/3rd or 4th/5th configurations. Nash Elementary School continues their multiage grouping and Next Generation/Personalized Learning. Nash will be in the sixth year and has demonstrative gains in academic achievement. The Nash community continues to show strong support for the Next Generation/Personalized Learning Program.



<b>Additional Teaching Staff Needed if Waiver is Not Granted</b>	
<b>Elementary School</b>	<b>FTE</b>
Grant	1
Prairie Lane	1

The financial cost to Kenosha Unified School District to add one (1) teacher if a waiver is not approved would be based on an increase to the overall district budget of an average teacher salary and benefits rate of \$90,000.

### **Recommendation**

Administration recommends that the Board of Education approve the class size waiver request for Grant, Nash, and Prairie Lane Elementary Schools for the 2019-2020 school year.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Susan Valeri  
Chief of School Leadership

Martin Pitts  
Regional Coordinator of Leadership and Learning-Elementary



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*Kenosha Unified School District No. 1*  
*Kenosha, Wisconsin*

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*School Board Policies*  
*Rules and Regulations*

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POLICY 6432  
CLASS SIZE

The School Board will maintain class sizes in accordance with sound educational practices.

LEGAL REF.: Wisconsin Statutes

Sections 118.43 [Student Achievement Guarantee in Education (SAGE) class size requirements]

120.12(2) [Board duty; advise regarding instruction and progress of students]

120.13(1) [Board power to do all things reasonable for the cause of education]

CROSS REF.: 4351.1, Teaching Load

Special Education Policy and Procedure Handbook

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: September 24, 1991

REVISED: August 24, 1999

March 28, 2000

January 29, 2002

November 25, 2003

March 9, 2004

July 30, 2013



RULE 6432  
CLASS SIZE

The following guidelines will be used in maintaining class size:

1. Reasonable effort will be made to maintain class sizes of twenty (20) or under and a maximum class size of twenty-two (22) in academic subjects at the elementary school level, grades kindergarten through third. Reasonable effort will be made to maintain an average class size of twenty-three (23) in grades four and five with a maximum of twenty-five (25).
2. Reasonable effort will be made to maintain an optimum class size of twenty-five (25) and a maximum class size of twenty-nine (29) in academic subjects, at the secondary level. Reasonable effort will be made to maintain English Composition class size at the high school level between nineteen (19) and twenty three (23). The foregoing standards are subject to modifications for educational purposes or specialized or experimental instruction.
3. Reasonable effort will be made to insure that the number of students per class will not exceed the number of pupil stations available.
4. Reasonable effort will be made to insure that the number of students in physical education and music (non-band, orchestra or choir) classes in the secondary schools does not exceed forty (40) and thirty (30) respectively.
5. In areas of high population mobility or where special considerations are present, the class size range indicated herein may be revised to fit the particular situation. Class sizes in schools participating in special governmental programs approved by the Board (e.g., Student Achievement Guarantee in Education – SAGE) shall be in line with legal requirements for such programs.
6. Reasonable effort will be made to avoid split grade classes entirely. If split grade classes are utilized at any school, there are to be no more than twenty (20) students in the class. Exceptions to this guideline may be approved by the School Board.
7. Reasonable effort will be made so that middle school staffing will be provided on a ratio of 1 full time equivalent (FTE) teacher position for every 17.66 students. Guidance, Instructional Technology Specialists and Library Media Specialists are not included in this staffing ratio. Reasonable efforts will be made to ensure that travel time FTE at the secondary level is split evenly between the schools where a traveling teacher works.
8. Reasonable effort will be made to follow staffing guidelines for special education that are determined through the use of the Statewide Caseload Formula recommended by the State Superintendent's Task Force on Caseloads in Special Education. Classroom models are administratively determined based upon the needs of students and the percentage of time students receive special education services.
9. High Enrollment Educational Assistant support will be considered, when available, for each elementary classroom that exceeds 25 students. A half time assistant will be considered, when available, for classrooms that have enrollments of 25 to 30 students, and a full time assistant will be considered, when available, for classrooms that have enrollments of over 30 students. If classroom enrollments drop below either 30 or 25 students, the high enrollment educational assistants may be reassigned.



KENOSHA UNIFIED SCHOOL DISTRICT  
Kenosha, Wisconsin

September 25, 2018

## 2018-2019 ELEMENTARY SCHOOL MULTIAGE WAIVERS REQUEST

### **Background**

On July 30, 2013, revisions were made to Kenosha Unified School District School Board Policy 6432 – Class Size (Attachment A). See Attachment B, item Number (6) for the revision that was approved by the Board of Education pertaining to Policy 6432-Class Size.

### **Rationale**

In order to meet the guidelines for number six (6) of Policy 6432 for the 2018-2019 school year, the administration is requesting waivers for the following three (3) elementary schools:

School	Numbers of Requested Classrooms	Grades	Current Class Size
Jefferson	1	1/2	22
*Nash	8	2/3	21
	4, 4	2/3,4/5	21, 23
**Wilson	3	4/5	23,21,22

\* Next Generation Personalized Learning

\*\*Wilson continues to use a multiage level learning environment

Nash Elementary School's Next Generation/Personalized Learning program is designed to challenge every child within his/her proximal range of development so that he/she may consistently make optimal academic progress. Students set goals that are aligned with Common Core standards, and they work with teachers to create and carry out learning plans for meeting those learning targets.

- **Learner Profiles** – Data-rich learner profiles convey how a student learns best and are used to both create customized learning paths and plan instructional strategies. They are dynamic, real-time and learner-owned and managed.
- **Customized Learning Paths** – Each learner follows a unique path based on his/her individual strengths, learning style, and interests. Students work with teachers to set and successfully achieve personalized learning targets.
- **Proficiency-Based Progress** – Learners must demonstrate knowledge and/or skills prior to advancing along the continuum of Common Core standards and benchmarks.

The instructional design consists of teacher teams, usually three teachers, assigned to students grouped in multiage 2nd/3rd or 4th/5th configurations. Nash Elementary School continues their multiage grouping and Next Generation/Personalized Learning. Nash will be in the sixth year



and has demonstrative gains in academic achievement. The Nash community continues to show strong support for the Next Generation/Personalized Learning Program.

<b>Additional Teaching Staff Needed if Waiver is Not Granted</b>	
<b>Elementary School</b>	<b>FTE</b>
Jefferson Elementary	1

The financial cost to Kenosha Unified School District to add one (1) teacher if a waiver is not approved would be based on an increase to the overall district budget of an average teacher salary and benefits rate of \$90,000.

### **Recommendation**

Administration recommends that the Board of Education approve the class size waiver request for Jefferson, Nash, and Wilson Elementary Schools for the 2018-2019 school year.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Susan Valeri  
Chief of School Leadership

Scott Kennow  
Regional Coordinator of Leadership and Learning-Elementary

Martin Pitts  
Regional Coordinator of Leadership and Learning-Elementary



KENOSHA UNIFIED SCHOOL DISTRICT  
Kenosha, Wisconsin

September 24, 2019

**Human Resource Information System Upgrade**

**Background**

The district has been using the BusinessPlus as its human resource information system (HRIS), payroll and general ledger vendor since 2002. While this system has provided basic tools to keep the HR and finance teams afloat, it has not stayed aligned with advancements in HR or technology and lacks many of the essential tools required by HR and payroll professionals to do their jobs efficiently, resulting in a lot of manual processing. This not only uses valuable time and resources on behalf of the HR and finance teams, but also on behalf of hiring managers in all departments and buildings throughout the district. In addition, it adds an increased margin of error due to manual processing and human error in the areas of payroll, data entry, and the overall hire to retire realm.

In our current state, our system essentially serves as an employee database that houses employee information, provides a basic employee portal, and requires us to use the honor system and Excel for time and attendance of our hourly employees. It is not used for document storage, does not offer applicant tracking, does not offer time and attendance tracking, does not offer performance management and does not offer benefit enrollment. As a mid-sized organization with nearly 4,000 employees and only 11 full-time equivalent HR professionals and 1.5 full-time equivalent payroll professionals, the district is restricted in what it can do to improve the employee experience due to the manual processes that exist due to a lack of proper tools in place for its employees.

In January 2019, the HR team began working with its broker, Hays Companies, to enter into a request for information (Attachment A). This initial step allowed the HR team to review a variety of vendors and the capabilities associated with them, along with very rough estimates on costs. Following many revisions based on HR requests for additional companies, the team determined to finish the process with ADP, Ceridian, UltiPro and Workday based on the products and services they offer. Upon narrowing the vendor options down, HR worked with Hays to schedule discovery calls, exploratory meetings and individualized demos with each of the selected vendors. The HR team completed the discovery calls, and then brought finance in to take part in the more detailed meetings to ensure their needs were also being addressed and questions answered.

Both UltiPro and Workday backed out of the process prior to the discovery calls being held based on the district's unique 10-month/12-month staff scenario and the fact that 10-month staff are paid over 26 pay periods. Ceridian followed through with a discovery call and exploratory meeting, but backed out following that meeting based on the district's unique 10-month/12-month staff scenario and the fact that 10-month staff are paid over 26 pay periods.

ADP, uniquely, had experience in this area and was extremely thorough with their approach from the beginning. Upon meeting with them, we went through a variety of scenarios to ensure they could meet our business needs. To reaffirm this notion, we scheduled a follow-up demo where they again showed that they are capable of meeting our unique needs. Any pending questions were reviewed and answered in follow-up calls and/or emails.

With ADP, the HR and finance teams would have access to the following tools:

- ADP Vantage HCM
  - New hire reporting
  - ADP electronic I-9 services
  - Manager self service
  - New hire onboarding
  - Hackett best practice program
  - ADP marketplace
- Payroll services



- ADP employment tax services
- ADP unemployment claims services
- Employment verification services
- ADP time and attendance services
  - Activities
  - Accruals
  - Leave
  - Analytics
- Benefit services
  - ADB benefit administration services
  - Employee decision support tools
- ADP dependent verification services
  - Ongoing dependent verification
- ADP health compliance services
- ADP recruiting management services
- Talent management solutions
- Wage garnishment services
- Application/hosting services
- General services

The district also has the option to add on W-2s, time and attendance tools and audits of dependents for additional costs as seen in the Proposal for ADP Services (Attachment B). The implementation fee of \$395,000 will be spread over a five-year contract. The estimated annual fee of \$606,127 is based on active employees and will be offset by UnitedHealthcare's contribution of \$250,000 for an enrollment platform the first year of our contract, and \$150,000 for each year following. This is in addition to nominal amounts saved by moving from BusinessPlus to ADP.

	Year 1	Year 2	Year 3	Year 4	Year 5
Implementation fee (\$395K over 5 years)	\$79,000	\$79,000	\$79,000	\$79,000	\$79,000
Estimated annual fee*	\$606,000	\$606,000	\$606,000	\$606,000	\$606,000
Resource Navigation (third party vendor – see Attachment C)	\$77,100	\$34,200	\$34,200	\$34,200	\$34,200
Miscellaneous costs (add-ons, etc. determined during implementation review)	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000
UnitedHealthcare technology credit (3 year contract)	(\$250,000)	(\$150,000)	(\$150,000)	?	?
<b>Estimated annual budget impact</b>	<b>\$612,100</b>	<b>\$669,200</b>	<b>\$669,200</b>	<b>\$819,200</b>	<b>\$819,200</b>

*\*Does not include add-on services or travel and related expenses*

If approved, the HR and finance teams will begin working with ADP as early as August to begin reviewing processes and procedures to ensure they are outlined so the system is set up to work efficiently for KUSD. Some of this work is done in conjunction with the Hackett Group, who ADP partners with to ensure industry standards are met and the district has the best processes in place possible. This will then continue with data clean up, system building and then transitioning to the new system. This process will likely take at least one year for the setup and possibly up to two years for the full rollout of the system no later than fall of 2021, but sooner if at all feasible.

Should the district find during implementation that the tool is not working as promised, ADP has approved to limit the financial exposure to no more than \$125,000, including any funds owed to Resource Navigation. This amount would be offset by funds received from UnitedHealthcare, *resulting no actual financial impact to the district* should this occur.

This sort of transition will be huge for the district and the HR and finance teams, and it is well known that there will be growing pains during such transition but that they will result in many more positives in the end (See Attachment E). The data that currently exists in our system must be cleaned up and processes developed in order to ensure the proper utilization of tools going forward. However, with a commitment from both teams, the benefit to the district will be that both teams will have the ability to do more for our employees, dedicate time to projects that have been pending due to a lack of time.



**Recommendation**

Administration recommends that the Board of Education approve ADP as the district's human resource information system (HRIS) vendor.

Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Tanya Ruder  
Interim Chief Human Resource Officer and  
Chief Communications Officer

Tarik Hamdan  
Chief Financial Officer



## BUDGET ASSUMPTION SUMMARY - EXPENDITURE

Title: **Human Resource Information System (HRIS)**

Budget Year: **2019-20**

Department: **HR**

Budget Manager: **Tanya Ruder**

### REQUEST

Funding to support the purchase and rollout of a new HRIS for the district that provides tools from hire to retire.

### RATIONALE/ INSTRUCTIONAL FOCUS

The district has been using the BusinessPlus as its human resource information system (HRIS), payroll and general ledger vendor since 2002. While this system has provided basic tools to keep the HR and finance teams afloat, it has not stayed aligned with advancements in HR or technology and lacks many of the essential tools required by HR and payroll professionals to do their jobs efficiently, resulting in a lot of manual processing. This not only uses valuable time and resources on behalf of the HR and finance teams, but also on behalf of hiring managers in all departments and buildings throughout the district. In addition, it adds an increased margin of error due to manual processing and human error in the areas of payroll, data entry, and the overall hire to retire realm.

In our current state, our system essentially serves as an employee database that houses employee information, provides a basic employee portal, and requires us to use the honor system and Excel for time and attendance of our hourly employees. It is not used for document storage, does not offer applicant tracking, does not offer time and attendance tracking, does not offer performance management and does not offer benefit enrollment. As a mid-sized organization with nearly 4,000 employees and only 11 full-time equivalent HR professionals and 1.5 full-time equivalent payroll professionals, the district is restricted in what it can do to improve the employee experience due to the manual processes that exist due to a lack of proper tools in place for its employees.

### IMPACT

The benefit to the district will be that both teams will finally be given the tools to do their jobs at full capacity without manual transactions needed to complete tasks, thus providing the ability to do more for our employees and freeing up time to dedicate time to pending projects.

With ADP, the HR and finance teams would have access to the following tools:

- ADP Vantage HCM
  - New hire reporting



- ADP electronic I-9 services
- Manager self service
- New hire onboarding
- Hackett best practice program
- ADP marketplace
- Payroll services
  - ADP employment tax services
- ADP unemployment claims services
- Employment verification services
- ADP time and attendance services
  - Activities
  - Accruals
  - Leave
  - Analytics
- Benefit services
  - ADB benefit administration services
  - Employee decision support tools
- ADP dependent verification services
  - Ongoing dependent verification
- ADP health compliance services
- ADP recruiting management services
- Talent management solutions
- Wage garnishment services
- Application/hosting services
- General services

### BUDGET ASSUMPTION

Object Level	Descriptive	Amount
100's	Salaries	\$0
200's	Fringes	\$0
300's	Purchased Services	\$435,000
400's	Non-Capital Objects	\$0
500's	Capital Objects	\$0
<b>TOTAL*</b>		<b>\$ 435,000.00</b>

\*To re-calculate the Total Amount, click once in the Total Amount cell then press the F9 key.

Is this a ☐ One-time or ☒ Recurring expenditure?

### FUNDING SOURCES

The estimated annual fee of \$606,127 is based on active employees and will be offset by UnitedHealthcare's contribution of \$250,000 for an enrollment platform the first year of our contract, and \$150,000 for each year following. This is in addition to nominal amounts saved by moving from BusinessPlus to ADP. Fund 10 general fund – HR to support this new tool. See table below for estimated costs.



	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
Implementation fee (\$395K over 5 years)	\$79,000	\$79,000	\$79,000	\$79,000	\$79,000
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UnitedHealthcare technology credit (3 year contract)	(\$250,000)	(\$150,000)	(\$150,000)	?	?
<b>Estimated annual budget impact</b>	<b>\$612,100</b>	<b>\$669,200</b>	<b>\$669,200</b>	<b>\$819,200</b>	<b>\$819,200</b>

*\*Does not include add-on services or travel and related expenses*



ATTACHMENT A

# HR, Benefits, and Payroll Technology Summary of Findings Report

PRESENTED BY



Sponsored by Hays Companies

For: Kenosha School District

January 2019

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# HR, Benefits, and Payroll Technology Summary of Findings Report

*This document is intended to provide our client with some market information on HR, Benefits & Payroll Administration Systems to support their HR/Benefits Administration strategy.*

## *About ProHCM*

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ProHCM is a premier national, independent benefits and HR technology consulting firm focused entirely on serving the needs of employee benefit firms and their clients. ProHCM deploys technology solutions for employers that streamline human resources & benefits delivery processes. We were founded on the belief that the current infrastructure of product and service providers in the HR-Benefits-Payroll (HCM) areas is not aligned with what is needed to help employers leverage new web and mobile technologies to better serve a changing workforce.

We have created an all-star team of HCM technology and services experts with skills that “challenge the status quo” by bringing new ideas and solutions to employers, dramatically changing the way HR is viewed, administered, and engaged by employees. Each member of our team came to ProHCM with the belief that there is a better way, many having left the comfort of larger national organizations where forward thinking was not part of their culture and change was slow. This belief is what drives our professionals to deliver the best possible outcomes for your organization.

## *Consulting Approach*

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When recommending vendors for consideration, ProHCM taps into its knowledge and experience with more than 60 different vendors. Marketplace knowledge comes through the ongoing maintenance of an RFI database, conducting more than 350 vendor selection consulting projects per year, and feedback we’ve gathered (both formally and informally) after the implementation process.

Through this process, it is our objective to provide the best possible 4 – 6 vendors that align with your requirements gathered during the discovery call. We compare your priorities, feature requirements, price sensitivity and favorable or unfavorable vendor trends to narrow the search. Our market experience enables us to bring in technology or service issues, vendor close ratios, and positive or negative feedback on both implementation and ongoing support. In this report, we have narrowed the list down for you, so you can more efficiently find the right vendor for your unique needs. It is our further objective, once the document is reviewed, to narrow the list further, so you can demo only those who are most viable for your business



# HR, Benefits, and Payroll Technology Summary of Findings Report

## *Current Situation*

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- Kenosha Unified School District is located in Kenosha, WI.
- The organization has 3,700 employees.
- Payroll is processed through PowerSchool.
- Other HR Processes are administered as follows:

HRIS	Manual/Excel/PowerSchool
Benefits	Manual/Carrier website
Time & Attendance	Manual/Excel/Frontline
Applicant Tracking	Manual
Talent Management	Manual
Other	Manual

## *Client Objectives*

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*Looking to automate many transactional functions either through existing technology or new technology.*

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# HR, Benefits, and Payroll Technology Summary of Findings Report

## *Key System Requirements*

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Payroll features should include:

- Tax Filings
- W2 Processing
- GL Interface
- Direct Deposit
- Print Manual Checks
- Online Paystub
- Mobile App
- ACA Tracking & Reporting

HRIS features should include:

- Job Status/History
- Salary Tracking/History
- Notes to Employee record
- Attached document to Employee record
- OSHA Tracking
- Track Grievances
- EEO-1/Vets100 Data capture
- New Hire/On-boarding
- Configurable Workflows
- Custom Fields
- Org Charts
- ESS Options
- MSS Options

Benefits Administration features should include:

- Online Enrollment
- Benefit Plan Eligibility
- Plan History



# HR, Benefits, and Payroll Technology Summary of Findings Report

- Calculate Contributions
- Decision Making Tool
- Call Center
- Print/Email Benefit Confirmation Statements
- Consolidated Billing Reports
- Integrate with Carriers
- Passive Enrollment
- ACA Tracking & Reporting
- Payroll Feeds

Time & Attendance features should include:

- Calculate Leave Accruals/Balances
- Carry-Over Capabilities
- Cap Accruals
- Manage Time Off Requests
- Time Clocks
- Web Based Time Entry
- Electronic Approvals/Alerts
- Track Fed/State OT Regs

Recruitment features should include:

- Stored Job Descriptions
- Online Job Posting
- Resume Importing
- Resume Key Word/Boolean Logic
- Applicant Stages/Status
- Email Notifications
- Online Application
- Screening Questions
- Applicant Tracking(OFCCP)
- Mobile App



Talent Management features should include:

- Performance Review Management
- Configurable Evaluation Forms
- Goal Tracking
- Skill Codes/Descriptions
- Core Competencies
- Succession Planning
- Track Hours/Dates for Training, Cert., Licenses
- Online Training Enrollment
- Course Library
- Track Training Costs
- Mobile App

Reporting features should include:

- Able to modify standard reports
- Full-prompted report writer
- Export to (excel, txt, csv etc.) files
- Reports scheduler
- Create Mailing Labels
- Query Builder
- Integrate with 3rd party report writers (Crystal, Brio)
- Point-in-time Reports

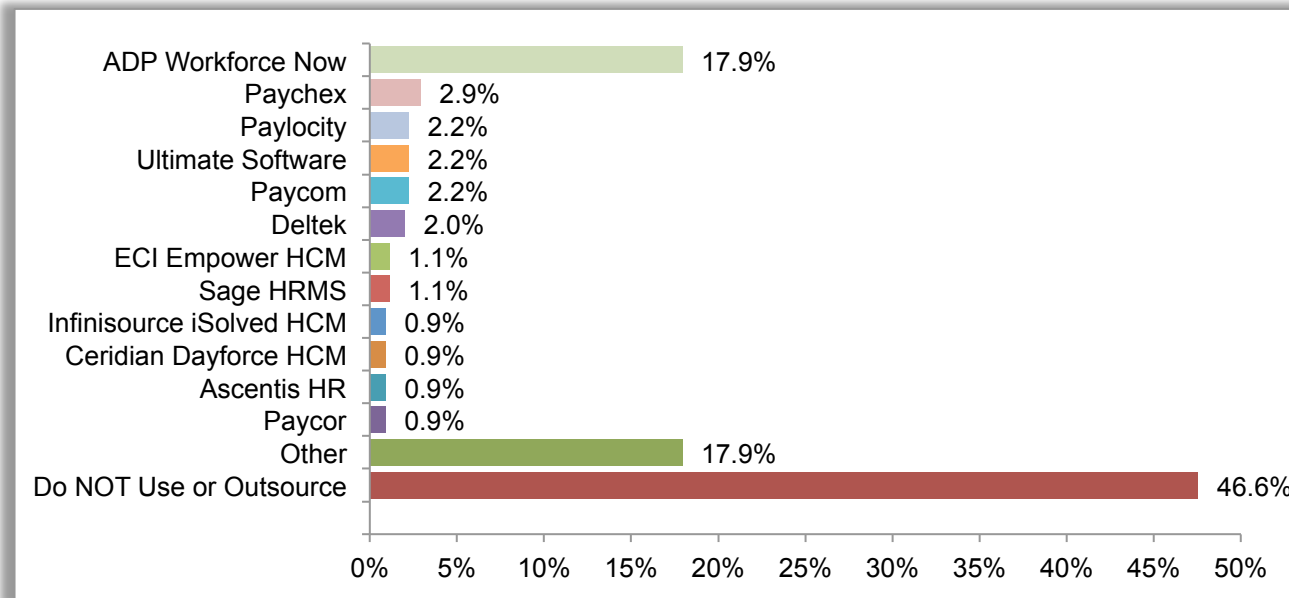


# HR, Benefits, and Payroll Technology Summary of Findings Report

## *Trends in Marketplace from our 2017 HR, Benefits, and Payroll Technology Survey*

ProHCM conducted a nationwide survey collecting data from more than 575 employers. Nearly seven out of ten survey respondents have between 50 and 1000 employees. Interestingly, there was no dominant sub-group within this segment. These statistics were right in line with our expectations given that the survey was delivered through employee benefit brokers, who for the most part, focus heavily on this segment.

### Which vendor do you use for General HR Management (HRIS)?



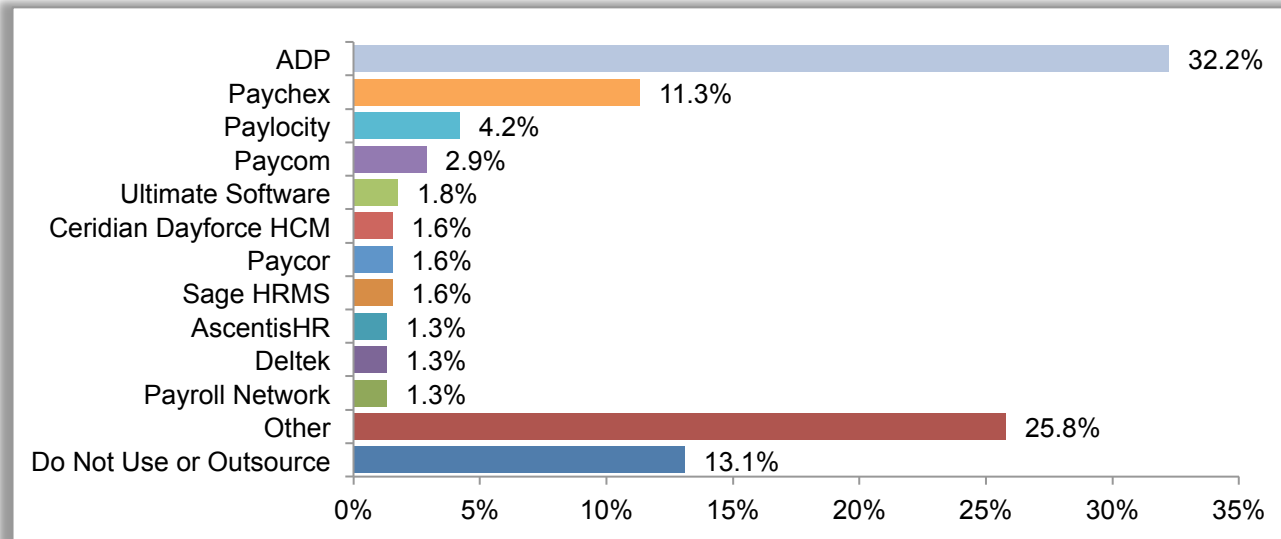
**More than half of responding firms currently have an HR System. As employer size increases, a larger percentage of employers are using an HRIS.**

HRIS adoption rates are on the increase. Yet, only 25% of employers with 26 – 50 have a system and 45% of employers with 51 – 200 have a system. Most would believe all employers with more than 200 employees would have a system - 20% of those surveyed in this segment still don't have an HRIS.



# HR, Benefits, and Payroll Technology Summary of Findings Report

## Which vendor do you use for Payroll?



**As expected, over 86% of respondents are using some system for Payroll and ADP's share (when including only those using a system) was nearing 40%.**

In the under 25 segment, Paychex and ADP each own 30% of the market. No other vendor had more than 1% share based on our respondents.

In the 26 – 100 segment, ADP once again dominated but the Paychex share dropped to 12%. Paylocity and Sage were next with 4% followed by Infinisource with 3%.

In the 101 – 500 segment, ADP owns 38% followed by Paychex with 7.7%, Paylocity with 7.2%, Paycom with 5.5% and Ceridian with 3.1%

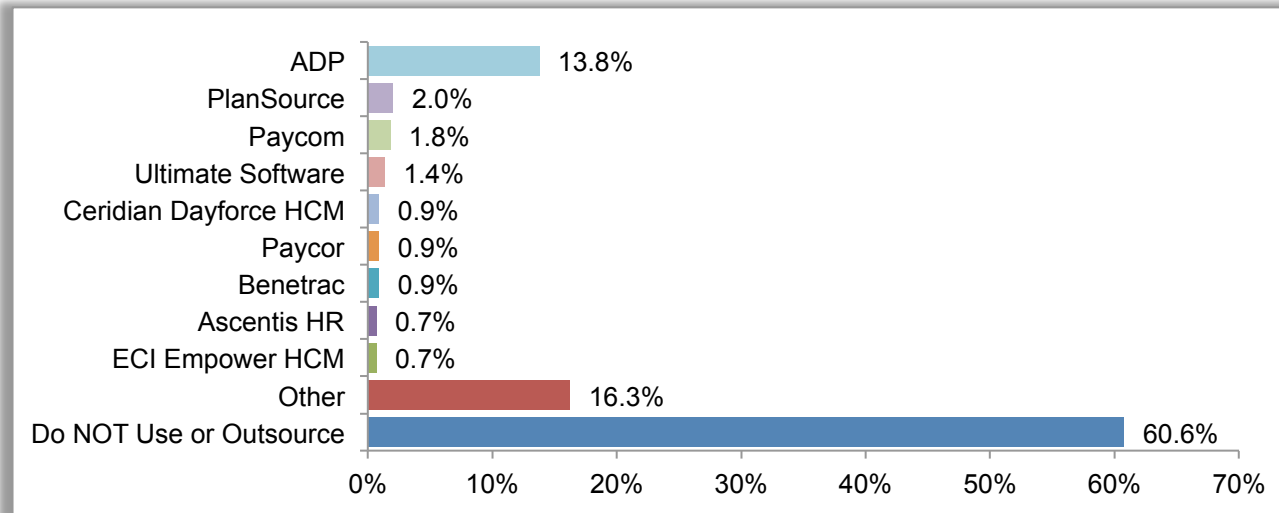
Employers with more than 500 employees substantially preferred ADP (63%). Ultimate was 2<sup>nd</sup> in this segment with a 9% share. No other vendor had more than 1% share in the over 500 segment.

Use of payroll technology exceeds 90% for the over 50 employee segment.



# HR, Benefits, and Payroll Technology Summary of Findings Report

## Which vendor do you use for benefits enrollment or benefits management?



**ADP is the market leader based on share for delivering benefits enrollment with a 35% share of those with a system. Of the top 10 benefits enrollment vendors based on share, only two are a benefits enrollment point solution whereas all others are part of a fully-integrated payroll/HRIS solution.**

Benefits enrollment technology is more prevalent as employer size increases. For employers with less than 25 employees, only 10% use benefits enrollment. In the 50 – 200 segment, approximately 40% use a benefits enrollment system. Whereas for employers over 500 employees, more than two-thirds use benefits enrollment.

ADP is the dominant vendor delivering benefits enrollment to all market segments. In the under 100 segment, more than 20 vendors were mentioned and none other than ADP has a share larger than 3%. In the 101+ segment, Paycom (5%), Ultimate Software (4%), PlanSource (3%) and Ceridian (3%) were next in line.

These statistics are consistent with the trends HR Technology Advisors has seen as employers appear very interested in wanting to use fewer platforms. The majority of the vendors represented in the survey provide multi-function capability and employers are implementing such systems.



# HR, Benefits, and Payroll Technology Summary of Findings Report

## *2017 HR, Benefits, and Payroll Technology Survey Summary*

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Technology is impacting our personal lives with rapid adoption of smartphones, text messaging, and video chat among all geographical locations and demographic groups. These same technologies will continue to become more prevalent in our business lives, and HR is no exception. Most analysts suggest the year ahead will be an exciting one as technology adoption is on the rise in HR, particularly as it relates to talent acquisition and employee engagement by embracing mobile technologies. Mobile is becoming the platform of choice as HR technology is focused on delivering a dramatically improved employee experience.

Our survey found that the use of HR-related technology is on the rise compared to past results. We have found adoption advances in almost every product category with the largest advance in benefits enrollment. This survey found that 52.5% are using an HRIS. Based on the percentages that plan on shopping in the near-term and the monies expected to be spent by vendors marketing their capabilities, we anticipate that we will see further adoption in the year ahead. There remains a tremendous opportunity to improve operational efficiencies by automating paper processes and moving information and transactions out to employees.

The marketplace is highly fragmented with many vendors with a very small share. ADP is the market share leader in almost every category with as much as 30% - 40% share. In nearly every category there are very few vendors with double-digit share but a vast number with less than 1%. For those employers looking for alternatives, the fragmented market creates some complexities which may lead to higher dissatisfaction levels (approximately 20% dissatisfied) and higher shopping rates (approximately 20% plan on shopping).

The survey validated a trend we see in our consulting practice that the preference is for a single platform that can support payroll, HRIS, Benefits and Time & Attendance over separate, integrated “best of breed” platforms. Since 75% of our survey’s respondents are in the 25 – 500 market, we believe this is trend that will continue in the years ahead as vendors are expanding capabilities to align with the needs of this segment. Conversely, for those looking for deeper functionality with Performance Management and Recruitment, we see a larger share of employers adopting a “best of breed” or point solution.

Employee self-service is adopted by as many as 70% of companies but primarily for viewing purposes rather than facilitating transactions. Mobile use, on the rise, still is hovering with less than 1/3 companies as we see this as a major opportunity given that most employees prefer this approach to accessing information. From a communication perspective, most employers are not fully taking advantage of technology to make communication easier. In the very near-term, we anticipate artificial intelligence like the “Amazon Echo” being the preferred method for instant information and we anticipate a gap between those vendors having this capability compared with those aspiring to have this capability.



# HR, Benefits, and Payroll Technology Summary of Findings Report

## Feature Comparison

*This information has been provided by each vendor and is viewed as confidential. ProHCM strongly recommends viewing product demonstrations to determine how well each capability fulfills a specific requirement.*

Features	ADP	Ceridian	Epicor	Paylocity	Workday
Corporate Headquarters	Roseland, NJ	Bloomington, NM	Austin, TX	Arlington Heights, IL	Pleasanton, CA
Date Established	1949	1992	1972	1997	2005
Service Locations	International	8	Global	Chicago, Orlando, Oakland	Global
Ownership Structure	Public	Corporation	Private	Public	NYSE:WDAY
Time(including time zone) Service is Available	Mon-Fri, 8:00 am-5:30 pm, in your local time zone. Comprehensive Services 7am-11:30 EST.	Mon - Fri. 7:00 am - 7:00 pm EST	Mon-Fri, 7:00 am- 5:30 pm MST	7:00 am-8:00 pm CST	24/7
Service Delivery: Dedicated Account Manager or Team Approach	Dedicated Account Manager	Dedicated Customer Success Manager with POD support offered 24/7/365	BOTH	Yes	Dedicated Customer Success Mgr + 24/7/365 Team support
Total Number of Employees	56,700	3,600	4,800	2,100	8000+
Total Number of Clients	650,000	50,000	22,000	14,500	1600+
Target Market Size	1-3,000+	60-100000+	200-4000	50-3,000	500 +
Average Client Size	Varies based on ADP Product	1200 ee's on Dayforce HCM	700	150	14,000
% of Existing Client Base less than 500	Varies based on ADP Product	20% on Dayforce	20%	75%	<5
% of Existing Client Base less than 1000	70%	50% on Dayforce	60%	0.95	14%
Are you SSAE16 Certified?	Yes	Yes	Yes	Yes	Yes
Retention Percentage	91%	96.0%	98%	Greater than 92%	98.0%
Products/Services Provided					
Payroll	Yes	Yes	ADP Partnership	Yes	Yes
Benefits Enrollment	Yes	Yes	Yes	Yes	Yes
HRIS	Yes	Yes	Yes	Yes	Yes



# HR, Benefits, and Payroll Technology Summary of Findings Report

Features	ADP	Ceridian	Epicor	Paylocity	Workday
Time & Attendance	Yes	Yes	Yes	Yes	Yes
Performance Management	Yes	Yes	Yes	Yes	Yes
Applicant Tracking/Online Recruitment	Yes	Yes	Yes	Yes	Yes
Payroll					
Tax filing & W2 Processing	Yes	Yes	No	Yes	Yes
Local and State Tax Filing	Yes	Yes	No	Yes	Yes
Calculate Taxes Automatically for Employees that Work in One State, but Live in a Different State	Yes	Yes	No	Yes	Yes
Access to Unlimited Historical Tax Reports Online	Yes	Yes	No	Yes	Yes
Unlimited Direct Deposit Accounts for Employees	Up to 999	Yes	No	Yes	Yes
Online Paystubs & W2's	Yes	Yes	No	Yes	Yes
Ability to Set up Garnishments with Ending Goal and/or Date	Yes	Yes	No	Yes	Yes
New Hire Reporting	Yes	Yes	No	Yes	Yes
GL Interface	Yes	Yes	No	Yes	Yes
Support Unlimited Payroll History Accessible Online by Employee and/or Administrator	Admin-Yes: Employee-3 yrs.	Yes	No	Yes	Yes
Allow Taxable Wage/Deduction Allocations for Employees Working in Multiple States.	Yes	Yes	No	Yes	Yes
Able to Block Certain Tax Withholdings	Yes	Yes	No	Yes	Yes
Able to Provide Electronic W-4	Yes	Yes	Yes	Yes	Yes
Pre-processing Payroll Reports	Yes	Yes	No	Yes	Yes



# HR, Benefits, and Payroll Technology Summary of Findings Report

Features	ADP	Ceridian	Epicor	Paylocity	Workday
Ability to Print/Calculate Manual Checks Off Payroll Cycle	Yes	Yes	No	Yes	Yes
Batch Process Multiple EIN's	Yes	Yes	No	Yes	Yes
Consolidate and Site/Location Reporting Including Multiple EIN's	Yes	Yes	No	Yes	Yes
Ability to Enter Multiple Hire/Termination Dates	Yes	Yes	Yes	Yes	Yes
Wage Allocation to Different Site Locations	Yes	Yes	No	Yes	Yes
Ability to Process Payroll Remotely from any Location, if needed	Yes	Yes	No	Yes	Yes
Pay Cards	Yes	Yes	No	Partner	Available through Partners
Salary Grades and Comp Ratios	Yes	Yes	Yes	Yes	Yes
International Payroll	Yes	Yes	No	Partner	Yes
If yes above, what countries	120+ countries				
If yes through partner, which partner	ADP, no partner				
Core HR					
Track I-9 Compliance	Yes	Yes	Yes	Yes	Yes
New Hire Workflows	Yes	Yes	Yes	Yes	Yes
Paperless Onboarding Process	Yes	Yes	Yes	Yes	Yes
Termination Workflows	Yes	Yes	Yes	Yes	Yes
Internal/External Work Experience	Yes	Yes	Yes	Yes	Yes
Job Status/History	Yes	Yes	Yes	Yes	Yes
Salary Tracking/History	Yes	Yes	Yes	Yes	Yes
Stores W-2 Earnings	Yes	Yes	Yes	Yes	Yes
Tracks Assets	Yes	Yes	Yes	Yes	Yes
Administers Bonus Plans	Yes	Yes	Yes	Yes	Yes



# HR, Benefits, and Payroll Technology Summary of Findings Report

Features	ADP	Ceridian	Epicor	Paylocity	Workday
Administers Stock Option Plans	Yes	Yes	No	Yes	Yes
Tracks Job Descriptions	Yes	Yes	Yes	Yes	Yes
Skills Inventories	Yes	Yes	Yes	Yes	Yes
Maintains Union Rosters	Yes	Yes	Yes	Yes	Yes
Tracks Seniority Rankings	Yes	Yes	Yes	Yes	Yes
Tracks Grievances	Yes	Yes	Yes	Yes	Yes
Accident Tracking	Yes	Yes	Yes	Yes	Yes
Ability to Add Notes to Employee	Yes	Yes	Yes	Yes	Yes
Ability to Add Unlimited Documents to an Employee	Yes	Yes	Yes	Yes	Yes
Configurable Workflow	Yes	Yes	Yes	Yes	Yes
Custom Fields	Yes	Yes	Yes	Yes	Yes
Archiving Employee Records	Yes	Configurable by client needs.	Yes	Yes	Yes
HR Form Mapping	Yes	Yes	Not specified	Yes	Yes
Maintain global HR data	Yes		Yes		Yes
Alerts					
Automatic Email Notification	Yes	Yes	Yes	Yes	Yes
Supports User Alert Setup	Yes	Yes	Yes	Yes	Yes
Employee Alerts	Yes	Yes	Yes	Yes	Yes
Employee Self-Service					
Browser Supported	Yes	Yes	Yes	All	All major browsers
View Personal Records	Yes	Yes	Yes	Yes	Yes
Update Personal Records	Yes	Yes	Yes	Yes	Yes
Online Open & New Hire Enrollment	Yes	Yes	Yes	With bSwift - Fully Integrated	Yes
Online Life Events	Yes	Yes	Yes	With bSwift - Fully Integrated	Yes
Attach Forms	Yes	Yes	Yes	Yes	Yes
Request Time Off	Yes	Yes	Yes	Yes	Yes



# HR, Benefits, and Payroll Technology Summary of Findings Report

Features	ADP	Ceridian	Epicor	Paylocity	Workday
View Time Off History	Yes	Yes	Yes	Yes	Yes
View Paystub	Yes	Yes	Yes	Yes	Yes
Mobile App	Yes	Yes	Yes	Yes	Native iOS and Android with Actionability vs View Only
Access Employee Directory	Yes	Yes	Yes	Yes	Yes
Multilingual Available	Yes	Yes	Yes	No	Yes
Languages Available (if Yes above)	26 languages		English, French, Spanish		32, Standard
Expense Reporting	Yes	Partner	No	Yes	Yes
Manager Self-Service					
View Team Calendar	Yes	Yes	Yes	Yes	Yes
View Employee Information	Yes	Yes	Yes	Yes	Yes
Approve Time Off	Yes	Yes	Yes	Yes	Yes
View Attendance	Yes	Yes	Yes	Yes	Yes
Initiate Salary Change Request	Yes	Yes	Yes	Yes	Yes
Hire New Employee	Yes	Yes	Yes	Yes	Yes
Terminate Employee	Yes	Yes	Yes	Yes	Yes
Online Performance Review	Yes	Yes	Yes	Yes	Yes
Track Notes on Employee	Yes	Yes	Yes	Yes	Yes
Progressive Discipline	Yes	Yes	Yes	Yes	Yes
Run Reports	Yes	Yes	Yes	Yes	Yes
Manager Dashboard	Yes	Yes	Yes	Yes	Yes
Out of Office Assistant for Workflow	Yes	Yes	Yes	Yes	Yes
Mobile App	Yes	Yes	Limited	Yes	Yes
Benefits Management					
Administer Benefit Plan Participation	Yes	Yes	Yes	Yes	Yes
Track Benefit Plan Eligibility	Yes	Yes	Yes	Yes	Yes



# HR, Benefits, and Payroll Technology Summary of Findings Report

Features	ADP	Ceridian	Epicor	Paylocity	Workday
Track Plan History	Yes	Yes	Yes	Yes	Yes
Calculate Employee Contribution Amounts	Yes	Yes	Yes	Yes	Yes
Accommodate Age and Salary Banding Rules	Yes	Yes	Yes	Yes	Yes
Accommodate Voluntary Plans	Yes	Yes	Yes	Yes	Yes
Calculate Premium Payment Amounts	Yes	Yes	Yes	Yes	Yes
Produce Total Compensation Statements	Yes	Yes	Yes	With bSwift - fully integrated	Yes
Print Benefit Confirmation Statements	Yes	Yes	Yes	With bSwift - fully integrated	Yes
Email Benefit Confirmation Statements	Yes	Yes-User initiated	Yes	With bSwift - fully integrated	Yes
Create Consolidated Billing Reports	Yes	Available through reporting and integration with benefit carriers.	Yes	With bSwift - fully integrated	Yes
Cobra Tracking	Yes	Yes, through our partner Wage Works	Yes	Yes	Yes
Integrate with Carriers	Yes	Yes	Yes	Yes	Yes
401K Enrollment and Contributions	Yes	Yes	Yes	Yes	Yes
Passive Enrollment	Yes	Yes	Yes	Yes	Yes
Training & Development					
Track Certifications and Licenses	Yes	Yes	Yes	Yes	Yes
Track Hours/Dates Required for Training, Certifications and Licenses	Yes	Yes	Dates-Yes: Hours-Custom	Yes	Yes
Upload Certifications and Licenses	Yes	Yes	Yes	Yes	Yes
Administer Training Enrollment	Yes	Yes	Yes	Yes	Yes
Track Training Class Participation	Yes	Yes	Yes	Yes	Yes
Track Training Costs	Yes	Yes	Yes	Yes	Yes
Maintain Course Library	Yes	Yes	Yes	Yes	Yes



# HR, Benefits, and Payroll Technology Summary of Findings Report

Features	ADP	Ceridian	Epicor	Paylocity	Workday
Update Employee Qualifications	Yes	Yes	Yes	Yes	Yes
Evaluate Training Requirements	Yes	Yes	Yes	Yes	Yes
Generate Notices	Yes	Yes	Yes	Yes	Alerts for Expired training
Schedule Courses	Yes	Yes	Yes	Yes	Yes
Alerts for Employee	Yes	Yes	Yes	Yes	Yes
Performance Management					
Appraisal Tracking	Yes	Yes	Yes	Yes	Yes
Configurable Evaluation Forms	Yes	Yes	Yes	Yes	Yes
Goal Management	Yes	Yes	Yes	Yes	Yes
Access to Competency Library	Yes	Yes, configured by client	Custom	Yes	Yes
Career Planning	Yes	Yes	Yes	Yes	Yes
Dashboard	Yes	Yes	Configuration	Yes	Yes
360° Performance Review	Yes	Supported through shared conversations and including additional participants to comments and contribute to goal feedback.	Yes	Yes	Yes
Managers Able to Link Performance Reviews to Pay Increases/Promotion	Yes	Yes	Yes	Yes	Yes
Recruitment					
Supports Requisition Creation & Approval Process	Yes	Yes	Yes	Yes	Yes
Track Requisition Cost, Source	Yes	Yes	Yes	Yes	Yes
Track Job Applied for, Date, Cost	Yes	Yes	Yes	Yes	Yes
Tracks External and Internal Job Applicants	Yes	Yes	Yes	Yes	Yes



# HR, Benefits, and Payroll Technology Summary of Findings Report

Features	ADP	Ceridian	Epicor	Paylocity	Workday
Resume Importing	Yes	Yes	Yes	Yes	Yes
Applicant Able to Import/Upload Documents (Certifications Required etc.)	Yes	Yes	Yes	Yes	Yes
Integration with Job Boards	Yes	Yes	Yes	Yes	Yes
Integration with Social Media Marketing	Yes	Yes	Roadmap	Yes	Yes
Key Word Search	Yes	Yes	Yes	Yes	Yes
Search by Date Applied	Yes	Yes	Yes	Yes	Yes
Sorting, Scoring and Searching by Prescreening Questions	Yes	Yes	Yes	Yes	Yes
Interview/Contacts Tracking	Yes	Yes	Yes	Yes	Yes
Schedule an Interview	Yes	Yes	Yes	Yes	Yes
Automatically Generate Customized Communications to Applicant/Candidate	Yes	Yes	Yes	Yes	Yes
Job Descriptions	Yes	Yes	Yes	Yes	Yes
EEOC Collection and EEO-1 Reporting	Yes	Yes	Yes	Yes	Yes
Organizational Charting					
Create Org Charts	Yes	Onscreen org chart views and standard export available.	Partner-Org Publisher	Yes	Yes
Attendance					
Calculate Sick Time Use	Yes	Yes	Yes	Yes	Yes
Calculate Leave Time Use	Yes	Yes	Yes	Yes	Yes
Time In/Out	Yes	Yes	Yes	Yes	Yes
Supports Multiple Leave Types for Employees	Yes	Yes	Yes	Yes	Yes
Track Leave Balances	Yes	Yes	Yes	Yes	Yes
Enables Leave Forecasting	Yes	Yes	Yes	Yes	Yes
Make Adjustments at Employee Level	Yes	Yes	Yes	Yes	Yes



# HR, Benefits, and Payroll Technology Summary of Findings Report

Features	ADP	Ceridian	Epicor	Paylocity	Workday
Scheduling	Yes	Yes	No	Yes	Yes
Reporting					
# of Standard Reports	166+	200+	150+	200+	2400+
Able to Modify Standard Reports	Yes	Yes	Yes	Yes	Yes
Fully Prompted Report Writer	Yes	Yes	Yes	Yes	Yes
Query Builder	Yes	Yes	Yes	Yes	Yes
Point-in-time Reports	Yes	Yes	Yes	Yes	Yes
Reports Scheduler	Yes	Yes	Yes	Yes	Yes
Number of Different Formats Reports can be Exported Into (Excel, PDF, etc.)	7 (XLS, PDF, HTML, CSV, TXT, XML, and Query)	2	7+	6	Yes
Pre Populate OSHA 300 Form	Yes	excel, pdf and dashboards	Yes	Yes	Yes
Reporting can be Generated for Multiple EIN's, Locations, Departments etc.	Yes	Yes	Yes	Yes	Yes
Consolidated Reporting of Multiple EIN's, Locations, Departments	Yes	Yes	Yes	Yes	Yes
Point-in-time Comparison Reports	Yes	Yes	Yes	Yes	Yes
Benefit Billing Reconciliation Reports	Yes	Yes	Yes	With bSwift - fully integrated	Yes
Manager Level Reporting-Team View Only	Yes	Yes	Yes	Yes	Yes
Security Roles are Carried Through to Reporting	Yes	Yes	Yes	Yes	Yes
Change Reports Reflecting the Login/PW of the Individual Who Approved or Initiated Change	Yes	Yes	Yes	Yes	Yes
Additional Services					
Cobra Administration	Yes	Partner	No	No - full integration with Aurico	Tracking Yes, Administration via Partner



# HR, Benefits, and Payroll Technology Summary of Findings Report

Features	ADP	Ceridian	Epicor	Paylocity	Workday
FSA Administration	Yes	Partner	No	No - full integration with Aurico	Partner
Employee Call Center	Yes	Available to clients using our Managed Payroll Services and for clients using Managed Wage Administration and Managed Benefit Administration services.	No	No	Yes, via Partner
401K	Yes	Partner	No	No - 360 degree integration with over 100 platforms	No
HR Call Center	Yes	Available to clients using our Managed Payroll Services and for clients using Managed Wage Administration and Managed Benefit Administration services.	No	No	Yes, via Partner
Benefit Administration Services	Yes	Yes	No	Yes	Yes, via Partner
Consolidated Billing	Yes	yes	No	Yes	Yes
Dependent/Eligibility Audits	Yes	Yes	No	Yes	Yes
Employee/HR Training Videos	Yes	Yes	No	Yes	Yes
FMLA Administration	Yes	Partner	Not specified	Yes	Yes
ACA	Yes	Yes	Yes	Yes	Yes

*The above information was provided by a representative of each of the vendors. It is our expectation that the information provided is accurate. Purchase decisions should not be based on this document alone. During the product demonstration process we suggest that the vendors are asked to demonstrate the functionality that is represented on this document so that the functionality is validated.*



# HR, Benefits, and Payroll Technology Summary of Findings Report

## Price Estimates Comparison

*Price Estimates – THIS IS NOT A PROPOSAL. This is intended to provide comparative pricing only and be used as a proxy. FINAL PRICING SHOULD BE PROVIDED BY EACH VENDOR after the demonstration process and at the completion of a final discovery with each vendor. Pricing estimates are based on 3,700 employees.*

HCM Platform	ADP	Ceridian	Epicor	Paylocity	Workday
One-time Implementation	\$200,000- \$400,000	\$400,000- \$700,000	\$50,000- \$100,000	\$50,000- \$150,000	\$500,000- \$999,999
Ongoing Monthly Fees (PEPM)	\$17.00- \$22.00	\$16.00- \$20.00	\$6.00- \$10.00	\$10.00- \$20.00	\$15.00- \$25.00

Benefits Only Platform	bswift	EE Navigator	BusinesSolver	PlanSource
One-time Implementation	\$15,000- \$20,000	\$10,000	\$20,000- \$30,000	\$15,000- \$25,000
Ongoing Monthly Fees (PEPM)	\$2.75-\$4.00	\$1.50	\$5.00-\$10.00	\$2.75- \$4.00



# ATTACHMENT B



## Proposal for ADP Services

- Scope
- Pricing
- Assumptions



## Financial Summary

ADP is pleased to offer Kenosha Unified School District the following pricing for the Services set forth herein:

Term: 5 years

This estimated pricing is valid for 90 days from the date of this proposal. The pricing is exclusive of travel and related expense and is based on the Services and volumes in the Assumptions section, and the list of interfaces in the Interface Matrix section.

One-time Implementation Fees	One-time Cost
INCLUDES:	\$395,000.00
<u>ADP Vantage HCM</u> New Hire Reporting ADP Electronic I-9 Services Manager Self Service iPay, iReports, iArchive ADP Onboarding Hackett Best Practice Program ADP Marketplace ADP Employment Tax Services <u>ADP Unemployment Claims Services</u> <u>Employment Verification Services</u> <u>ADP Time &amp; Attendance Services</u> Activities Accruals Leave Analytics <u>Benefits Services</u> ADP Benefits Administration Services Employee Decision Support Tools <u>ADP Dependent Verification Services</u> Ongoing Dependent Verification <u>ADP Health Compliance Services</u> ADP Health Compliance Essential	



One-time Implementation Fees	One-time Cost
<u>ADP Recruiting Management Services</u> Mobile Text Message <u>Talent Management Solutions</u> ADP Performance Management <u>ADP Wage Garnishment Services</u> <u>Application/Hosting Services</u> Hosting Facility & Services <u>General Services</u> Market and People Insights Document Cloud Federated Single Sign On Employee Job and Check History - 3 years	
<b>Sub-total One-Time Implementation Fees</b>	<b>\$395,000.00</b>
Deferred Implementation Fees* * Subject to credit approval	<b>(\$395,000.00)</b>
<b>Total Estimated One-Time Implementation Fees</b>	<b>\$0.00</b>

- Pricing does not include travel and related expenses, any such expenses will be billed as incurred.

- Data will include all Client employee and company level data (current row and applicable historical rows) for included ADP Vantage HCM components. Client must provide to ADP a data dictionary, which defines the structure of the database itself (not that of the data held in the database) and is used in control and maintenance of large databases and records, including, among other items of information, (1) what data is stored, (2) the name, description, and characteristics of each data element, (3) the types of relationships between data elements, and (4) access rights and frequency of access, in order to know what the table structure is for the data to enable ADP to readily understand the data provided. An entity relationship diagram ("ERD"), which is a graphical notational representation of the relationships between entities in a relational database or information system that consists mainly of entities, attributes, relationships, cardinalities and ordinalities, is also an acceptable manner for Client to convey such data structure information to ADP. Client must provide to ADP all Client source data; ADP must be able to successfully view it to ensure it is readable, decrypted and not corrupted, and Client must ensure such data includes expected data types (e.g., personal, job, employment) prior to the start of the Implementation (Week 1 in the implementation plan). In the event Client fails to provide source data prior to the commencement of the implementation (Week 1 in the implementation plan), then Client will pay all reasonable and actual costs incurred by ADP related to the failure in accordance with ADP's change control process.



Ongoing Services Fees	Per Employee Per Month (PEPM)	Estimated Annual Cost
INCLUDES:	\$13.47	\$606,127.38
<u>ADP Vantage HCM</u>		
New Hire Reporting		
ADP Electronic I-9 Services		
Manager Self Service		
New Hire Onboarding		
Hackett Best Practice Program		
ADP Marketplace		
<u>Payroll Services</u>		
ADP Employment Tax Services		
<u>ADP Unemployment Claims Services</u>		
<u>Employment Verification Services</u>		
<u>ADP Time &amp; Attendance Services</u>		
Activities		
Accruals		
Leave		
Analytics		
<u>Benefits Services</u>		
ADP Benefits Administration Services		
Employee Decision Support Tools		
<u>ADP Dependent Verification Services</u>		
Ongoing Dependent Verification		
<u>ADP Health Compliance Services</u>		
ADP Health Compliance Essential		
<u>ADP Recruiting Management Services</u>		
Mobile Text Message		
<u>Talent Management Solutions</u>		
ADP Performance Management		
<u>Wage Garnishment Services</u>		
<u>Application/Hosting Services</u>		
Hosting Facility & Services		
<u>General Services</u>		
Market and People Insights		
Document Cloud		



Ongoing Services Fees	Per Employee Per Month (PEPM)	Estimated Annual Cost
Federation Single Sign On		
<b>Sub-total Estimated Ongoing Services Fees</b>	<b>\$13.47</b>	<b>\$606,127.38</b>
<b>Total Estimated Ongoing Services Fees</b>		<b>\$606,127.38</b>

- Pricing assumes 3,749 paid employees and 0 unpaid employees. Actual invoicing will be based on employees in a non-terminated status.

If applicable, items not included in the PEPM are stated below.

Ongoing Services Fees	Units	Rate per Unit	Frequency	Monthly Cost	Estimated Annual Cost	Based on
Deferred Implementation Fees				\$6,583.33	\$78,999.94	- Subject to credit approval - Billable upon service commencement
<b>Payroll Services</b>						
W-2s	4,011	\$1.22	per W-2		\$4,873.89	
<b>ADP Dependent Verification Services</b>						
Initial Audit of Dependents	1,223	\$10.50	per audit		\$12,841.50	
<b>Leased Timeclocks, Maintenance for Purchased Clocks</b>						
InTouch Terminal Barcode Reader	40	\$117.00	per each per month	\$4,680.00	\$56,160.00	



# Statement of Work

To the RESNAV SOLUTIONS Letter Agreement for Professional Services

**ALL FIELDS REQUIRED**

**Active employee up to 10,000**

## PART I: Completed by

RESNAV SOLUTIONS Workforce Now Agreement dated: _ (the “Agreement”)			
Client Company Name:	<b>Kenosha United School District</b>	Client Company Code:	
Address:			
City	State	Zip Code	Time Zone
Corporate address (if different from above)			
City	State	Zip Code	
Industry:		Number of Employees: <b>&gt;1000</b>	
If multi-national, list locations:			
Client Contact Name/Title:		Completed By:	
Phone:		Phone:	
Email:		Email:	
Date of Transition to RESNAV SOLUTIONS (if applicable)			
Professional Service Title	<b>Position Control Base/ Fund Tracking / Grade and Step / Workflow/ RM Feed / Non Standard payments / escrow Calculation</b>		
Brief description of project:			
Service Start Date: Based on Signed SOW / Deposit and receipt of all necessary data feeds		Service Completion Date: 60 - 90 Business days from Service start date completion	

## Part II: Completed by RESNAV SOLUTIONS representative

Proposal Date:	
Service Prerequisites:	<ul style="list-style-type: none"> <li>• Client will not alter the scope of work beyond that which is proposed in the Statement of Work. Base system is provided without customization as described in the key Features.</li> <li>• Client Company has sufficient resources for the Project</li> <li>• Client will complete Web service certification (API) / SFTP push of data</li> <li>• Client will request to ADP Payroll data in the form of an employee level GL feed for Actual reporting or payroll Template report</li> <li>• Client will perform an audit of converted data and review with client team</li> <li>• Client is required to sign off on scope document</li> <li>• Client is required to engage in testing of solution and sign off</li> <li>• Client is responsible for associated set up and cost of data feeds from the ADP system (If Any)</li> </ul>



## Statement of Work

<p>Description of Services (not all services may apply)</p>	<p>With Position Control, your organization can budget by position, not just by employee. This system is designed to serve as an inventory of human resource requirements for your organization, describing each position - current, planned, filled and vacant. The Position Control System describes all positions within an organization, providing position profiles and regular staffing reports. These reports enable managers to evaluate staffing needs over time, while final checks ensure that positions are open prior to being filled. Actual hours worked are tracked after each payroll to allow for an ongoing comparison of budget to actual incumbent costs.</p>
<p>Deliverables:</p>	<ul style="list-style-type: none"> <li>• Welcome / Introduction meeting / Confirm scope</li> <li>• Implementation Timeline (Discovery, Configuration, Testing, Go Live)</li> <li>• Client supporting documentation and business requirements</li> <li>• Client Training (Train the trainer)</li> <li>• Base Position Control Web Site as noted in Key features and screen shots provided</li> <li>• User Logins</li> </ul>
<p>Process:</p>	<ul style="list-style-type: none"> <li>• Review SOW, Reaffirm scope of project.</li> <li>• Connect with ADP PM, gain client background, define mutual expectations</li> <li>• Introduce ResNav Solutions to client, confirm scope, define mutual expectations.</li> <li>• Clearly identify acceptable data formats for information to and from ADP and Clients</li> <li>• Analyze current operational procedures of client, fit into project</li> <li>• Identify and notify of potential difference between expected and promised</li> <li>• Create Gantt Chart (responsibilities, dates of delivery, time frame)</li> <li>• Work with business analysts and software developers until completion</li> <li>• When required, work with client 3<sup>rd</sup> party contractors</li> <li>• Maintain high level of communication and a unified team approach</li> <li>• Provide project timeline, adhere to steps\ Identify and notify all parties of Potential factors that could lead to departure from timeline</li> <li>• Notify all parties of timeline revisions (supply Gantt Chart with updates)</li> <li>• Identify and overcome obstacles to successful project completion</li> </ul>



## Statement of Work

Process:	<ul style="list-style-type: none"> <li>• Track time and materials</li> <li>• Maintain privacy and confidentiality</li> <li>• Facilitate information extraction ADP, Upload into client site</li> <li>• Provide demonstration site and review with client to ensure satisfaction prior to final delivery</li> <li>• Be Available for client meetings during business hours regardless of client time zone</li> <li>• Coordinate client demo at testing</li> <li>• Notify Client of billable events at applicable stages of project</li> <li>• Recap project, train the trainer, establish post completion expectations</li> </ul>
Key Features	<p>2 tier tracking:</p> <ul style="list-style-type: none"> <li>• Business Level – Dynamic string based on ADP field data</li> <li>• Job Level -- Dynamic string based on ADP field data</li> <li>• Position Level – Unique string based on a combination of a Business Level and Job Level</li> </ul> <p>Position Key features:</p> <ul style="list-style-type: none"> <li>• System is position centric – Positions can be added and tracked independent of an employee</li> <li>• Positions can be set up 1 to 1 or 1 to Many - Only 1 active employee at a time or slots can be used to create multiple employee links</li> <li>• Future positions can be added – Using effective dating</li> <li>• Date tracking of positions for open/closed</li> <li>• Position level hierarchy – The system has a “Reports To” Position feature</li> <li>• Importing of positions – System had predefined templates to allow importing of Mass positions to be imported</li> </ul> <p>Position Budgeting:</p> <ul style="list-style-type: none"> <li>• Budgets – Can be on an Annual or Fiscal Year basis</li> <li>• Revisions – System tracks multiple revisions of budget dollars and FTE within a Year</li> <li>• Transfer Function – Track and Transfer remaining budget dollars for closed positions within the Fiscal Year</li> <li>• Fund tracking: <ul style="list-style-type: none"> <li>○ Apply positions to fund Amounts / Grants to track limits</li> <li>○ Apply Positions to Funding Sources</li> </ul> </li> </ul>



## Statement of Work

Key Features	<p>Salary forecasting</p> <ul style="list-style-type: none"> <li>• Apply a percent increase to all active and open positions for future budgeting</li> <li>• Allow specific employee overrides</li> <li>• Prorate increases based on ADP Anniversary Date</li> </ul> <p>Pre-Defined Reporting:</p> <ul style="list-style-type: none"> <li>• Vacancy Reporting – Real time vacancy reporting -- Providing open positions, budget, Last person in the position, last Salary</li> <li>• Position Report – Position level data provided to report off of, including employee history links</li> <li>• Employee Report – Employee position data for history searching</li> <li>• Budget to Actual Reports – Track in real time YTD Budget, Budget to Date against Actual Fiscal Year dollars to show variance tracking</li> <li>• Turnover Report – Track and monitor turnover information by position</li> <li>• Basic Hierarchy Structure View based on “Reports To”</li> </ul>
Key Features	<p>Employment page:</p> <ul style="list-style-type: none"> <li>• Basic employee/personal data - Stored from the ADP data</li> <li>• Employee Position History - Tracks all movements of the employee by linking and unlinking employees based on ADP data</li> <li>• Employee Secondary position tracking – Can be entered directly to the system</li> </ul> <p>Manager level access:</p> <ul style="list-style-type: none"> <li>• Based on “Reports To” Position – Automatically knows a manager reporting structure by positions</li> <li>• Provide Vacancy reporting</li> <li>• Provide Budget to Actual reporting</li> <li>• Allow Salary forecasting on a Manager “Reports To” level</li> </ul>



## Statement of Work

Key Features Custom	No Custom



## Statement of Work

Costs*:	<p>RESNAV SOLUTIONS – Base Costs</p> <p>Estimated Cost: Base set up \$ Price will be figured by scope (per organization/Federal ID#)</p> <p><b>This does not include any files from ADP, that would need to be priced separately from ADP</b></p> <p><b>Position Control One Time: Base = \$22,500 (Per EIN's)</b></p> <p><b>Grant / Step Management One Time: Base = \$14,500 (Per EIN's)</b></p> <p><b>Fund Tracking One Time: Base = \$6,500 (Per EIN's)</b></p> <p><b>RN Feed One Time: Base = \$6,400 (Per EIN's)</b></p> <p><b>Tracking Non – Standard payments and EPIP export One Time: Base = \$9,200 (Per EIN's)</b></p> <p><b>Tracking escrow / calculations One Time: Base = \$6,700 (Per EIN's)</b></p> <p><b>eTracker workflow One Time: Base = \$6,500 (Per EIN's / per workflow)</b></p> <p><b>Hosting site One Time Set up Cost \$4,800</b></p> <p>RESNAV SOLUTIONS - Monthly Costs up to 5,000 employees (.20 per employee &gt; 5,000)</p> <p><b>Position Control Recurring Monthly: \$1200 – Billed at beginning of Testing (Per EIN's)</b></p> <p><b>Grant / Step Management Recurring Monthly: \$400 – Billed at beginning of Testing (Per EIN's)</b></p> <p><b>Fund Tracking Monthly: \$300 – Billed at beginning of Testing (Per EIN's)</b></p> <p><b>RN Feed Recurring Monthly: \$300 – Billed at beginning of Testing (Per EIN's)</b></p> <p><b>Tracking Non Standard Payments and EPIP export Recurring Monthly: \$300 – Billed at beginning of Testing (Per EIN's)</b></p> <p><b>Tracking Escrow / Calculations Recurring Monthly: \$100 – Billed at beginning of Testing (Per EIN's)</b></p> <p><b>eTracker Recurring Monthly: \$250 – Billed at beginning of Testing (Per EIN's)</b></p> <p><b>Optional Report Writer Monthly: \$250 – Billed at beginning of Testing (Per EIN's)</b></p> <p><b>Payment Terms:</b></p> <p><b>All One-Time costs are billed 50 percent upfront</b></p> <p><b>Monthly cost is billed at the beginning of testing</b></p> <p><b>Note - all work is done remotely – If a client site visit is requested it would be billed at \$1,600 per individual per day plus expenses.</b></p> <p>RESNAV SOLUTIONS Hourly Rate \$175 above the Base set up \ allowed hours in base program.</p> <p>-----</p> <p><b>Custom Request(s) or additional hours above 35 will be billed at \$175 per hour:</b></p> <p><b>Estimated Hours _____ x \$175 = \$_____</b></p> <p><b>Deposit – with SOW of 50% required.</b></p> <p><b><u>Total onetime payment =</u></b></p>
Custom configuration Requested	



## Statement of Work

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## Statement of Work

Custom configuration Requested continued	<p>The above cost represents an estimate only. Actual billing shall be calculated based on time and materials expended on the services. Changes in project scope and/or unforeseen internal/external issues such as delays beyond RESNAV SOLUTIONS control may impact completion date and project cost. Prices for the statement of work as set on the effective date shall not change, but any changes or additions to the statement of work shall be subject to price changes in the normal course of business, at RESNAV SOLUTIONS's discretion.</p> <p>Client is expected to use/review all system components within 15 days of sign off. PM to be available for Support for 90 days after completion at no additional cost, unless client systems change. PM available for bug fixing at no cost indefinitely unless client systems change. Otherwise, PM to be available for support at \$175 per hour</p>
Custom / Optional	<p><b><i>Optional functionality available (To be priced and scoped separately)</i></b></p> <ul style="list-style-type: none"> <li>• Allocation of positions</li> <li>• Custom Forecasting</li> <li>• Additional data grids (If necessary)</li> <li>• Report writing tool</li> </ul> <p><b>To be priced if requested.</b></p> <p>1.</p>

ExecView by ResNav Solution		Hours
<b>Module</b>	<b>Base Position \ Budgeting Control</b>	
<b>Held By</b>	<b>Task/Description</b>	
ResNav\Client\ADP	Review SOW with client \ ADP	1
ResNav	Request data from ADP \Client	1
ResNav	Upload supplied data from ADP \Client	4
ResNav	Create API\Import	10
ResNav\Client\ADP	Review site with Client\ ADP	4
ResNav	Set up live Site	2
ResNav	Set up live API\Import	2
ResNav\Client\ADP	Recap project	2
ResNav\Client	Train Client	4
ResNav\Client\ADP	Client Signoff	1
ResNav	Included: up to 4 hours of project management phone time	4
	Total allowed invested hours by ResNav	35



## Statement of Work

### Screen 1: Main Menu

ResNav Solutions  
Linking Your Systems Together

ResNav Solutions dan@hrknowledge.com

HOME EMPLOYMENT INFO POSITION REPORTS LOOKUP TABLES IMPORT SECURITY

Business Levels Rate Forecasting Position Hierarchy Job Setup  
Manager Positions Position Setup Requisition **Optional**  
Position Budgets

### Screen 2: Business Level

ResNav Solutions  
Linking Your Systems Together

ResNav Solutions dan@hrknowledge.com

HOME EMPLOYMENT INFO POSITION BENEFITS WEB TIME REPORTS LOOKUP TABLES IMPORT WORKFLOWS MY WORK FLOW SECURITY CERTIFIED PAYROLL

Business Level Detail

Back

**Title**

Business Code II

Business Code  
Business II

Business Title  
Business Code II

Parent Business Level  
Business Code II

Division (Location)  
Texas

**EIN**

123654789

Federal EIN  
123654789

EEO  
Employer Accountable

Budget Reporting  
Gross Only

Pay Frequency  
BiWeekly

Schedule Hours  
4

Business Level Type  
Business Plans For Startups

**Notes**

Notes  
Test Notes

#### Business Level Detail

\*Business Code  
Business II

\*Business Title  
Business Code II

\*Department (Parent BU Level)  
Business Code II

Division (Location)  
Texas

☒ Active

Federal EIN  
123654789

EEO  
employer accountable

Budget Reporting  
☒ Gross Only ☐ All Taxes-Ded

Pay Frequency  
BiWeekly

Schedule Hours  
4

Business Level Type  
Business plans for startups

Notes  
test Notes



## Statement of Work

### Screen 3: Position

**ResNav Solutions** Linking Your Systems Together

ResNav Solutions dan@hrknowledge.com

HOME EMPLOYMENT INFO POSITION BENEFITS WEB TIME REPORTS LOOKUP TABLES IMPORT WORKFLOWS MY WORK FLOW SECURITY CERTIFIED PAYROLL

**Position Details**

**Business Level - Code 1**

Position Code: SW02  
Position Status: Active  
Position Title: Manager  
Position Type: Salary  
BU Code: Code 1  
Reports To: Accounting Manager : CA001-3012  
BU Title: HR.  
Total Slots: 6  
Job Code: MT11  
Slots Filled: 2  
Job Title: Manual Testingsz  
FTE: 5  
Actual End Date: 12/12/2017  
Position Categories: Default

**Pos Additional Details**

**Location - Texas**

Location: Texas  
Travel Percent: None  
Department: HR  
Incumbent ADP ID: 04125  
Division: Requisition Number: 25666  
Shift: 2  
Account Number: 122334  
Group 2: 2  
Performance Profile: N/A  
Group 3: 3  
Approved By: N/A  
Group 4: 4  
Reason: Temp  
Group 5: 5  
Probation Period: 29 Days

**Salary Details**

**Standard Hours - 40**

Standard Hours: 40  
Salary Step: 01  
Pay Frequency: --Select--  
Reg/Temp: Temporary  
Salary Amount: \$600.00  
Work Status: Full Time  
Salary Plan Code: 1B  
Units: 2  
Salary Grade Code: B  
Salary Minimum: \$300.00  
Salary Midpoint: \$400.00  
Salary Maximum: \$50000.00

**Funding Source**

Effective Date	Percentage

**Position Budget**

Year	Month	Amount	FTE
2016	3	\$20,000.00	4
2011	1	\$12,000.00	11
2013	1	\$12,000.00	10

**Employee History**

Name	Average	Annual	Variance
Jane Doe	\$600.00	\$0.00	\$2,000.00
Joy Boskin I	\$600.00	\$0.00	\$2,000.00
unassigned	\$600.00		\$2,000.00
unassigned	\$600.00		\$2,000.00
unassigned	\$600.00		\$2,000.00
unassigned	\$600.00		\$2,000.00

### Screen 4: Standard Reports

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HOME EMPLOYMENT INFO POSITION BENEFITS WEB TIME REPORTS LOOKUP TABLES IMPORT WORKFLOWS MY WORK FLOW SECURITY CERTIFIED PAYROLL

Employee Position  
Position Open  
Turnover Report

Budget To Actuals  
Contract Earn vs Burn Report

Position Report - General  
Position In Use  
Position Closed Report

Contracts Report  
Salary & Fringe Report



## Statement of Work

---

Upon completion of the services, RESNAV SOLUTIONS will request confirmation from the Client that the services and deliverables outlined in this statement of work have been satisfactorily delivered. Services, including any deliverables, will be deemed accepted by Client if no response has been received within 4 business days of the date of this confirmation request.

In the event that Client terminates this SOW or the Agreement and work hereunder has already commenced, Client agrees that it is responsible for all costs and fees incurred by RESNAV SOLUTIONS prior to the effective date of such termination and such amounts shall be due and payable by Client to RESNAV SOLUTIONS within 5 days of receipt of invoice. In the event of a termination, the financial exposure to the client will be limited to \$37,500 subject to a mutual agreement on the terms for termination to be defined (termination for cause) prior to the onset of the execution of the SOW.

---

### Customization Support and Maintenance

As part of the scope of this Statement of Work, customization projects will be maintained and supported by RESNAV SOLUTIONS within thirty (30) days following delivery. Ongoing phone support, additional change requests and customization upgrades, including those coinciding with new software releases, are available at additional cost. After this initial 30 day period, recurring maintenance fees if detailed in this SOW will apply to those Professional Services identified in this SOW

**Client Name:**

**Client Signature:**

**Title:**

**Date:**

**RESNAV**

**RESNAV**

**SOLUTIONS**

**SOLUTIONS**

**Name:**

**Signature:**

**Title:**

**Date:**

\*This proposal expires thirty (60) days after Proposal Date if not signed by Client.

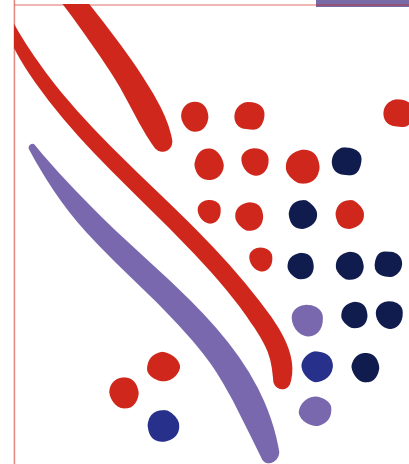


# Quantitative and Qualitative Reasons to Move to ADP Human Capital Management

June 7, 2019

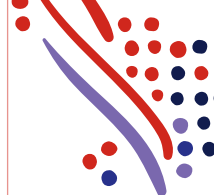


Always Designing  
for People™





# ADP: Strategies to Increase Cost Effectiveness



## Strategy #1

Track Time & Attendance  
Accurately

## Strategy #2

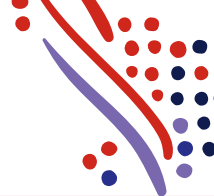
Automate and  
Streamline Enrollment  
and Eligibility

## Strategy #3

Streamline Hiring Process



# ADP: Strategy #1



## *Track time & attendance accurately*

### Let's do the math...

- Organizations that do not automate time and attendance accurately grant their employees an average of 1.25 (10 HOURS) extra unearned days off.\*
- Assuming that KUSD average employee wage rate is \$25 per hour (10 hours x \$25 x 3,749 employees), the savings would be **\$937,250** for your workforce granted ineligible paid time off (PTO).
- Savings and improved accuracy derived from automating timekeeping for hourly employees.
- Studies show that automation of time & attendance can save as much as 1-2% of payroll expense.

Unearned Hours	Estimated Avg. Hourly for KUSD	Number of Employees	Potential Savings
10	\$25	3,749	\$937,250

\* "Leave Management: Cutting Labor Costs," Nucleus Research, July 2011



## ADP: Strategy #2



*Automate and streamline enrollment and eligibility*

Let's do the math...

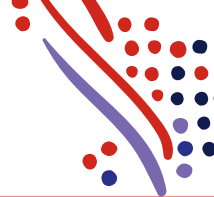
- KUSD health care costs estimated to be \$30,000\* per employee
- Industry average for cost savings via more timely and accurate carrier reporting and from self-billing is 3-5% of total benefits spend.\*\*

Total Benefits Spend	Incremental Improvement	Potential Savings
\$41MM	3%	\$1,230,000

\* Per KUSD

\*\* Industry standard





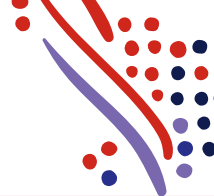
## *Streamline hiring process*

### Soft dollar costs...

- **Accessibility:** Streamlining the hiring process with an intuitive, mobile solution improves accessibility, enhances candidate and hiring manager satisfaction and increases efficiency.
- **Integration:** Seamless integration into your human capital management solution increases efficiency, produces improved workflows and enhances reporting for continuous improvement.
- **Velocity:** Velocity, which relates to the time to fill positions, speed to organizational objective, ease of scalability and responsiveness to changes in organizational demands, improves when organizations streamline the hiring process through automation.
- **Quality:** While quality can be subjective, aspects of the hiring process like candidate satisfaction, hiring manager satisfaction, candidate ramp up speed, visibility into the hiring process, reduction in turnover, interview-to-hire ratios and overall effectiveness of the talent acquisition function, see marked improvement when organizations streamline the hiring process.



# ADP Strategies: Potential Savings



## *Estimated Savings— Minimum, Median and Industry*

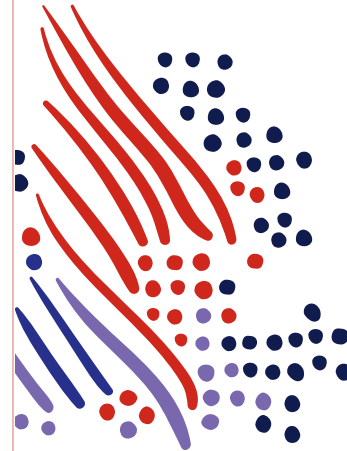
By the numbers...

Category	Factors	Minimum	Median	Industry
Track Time & Attendance Accurately	Managing unearned PTO, reducing errors, improving accuracy for hourly earnings	\$937,250	\$1,500,000	\$3,000,000
Eligibility/ Enrollment Automation	More timely and accurate eligibility reporting	\$400,000	\$1,200,000	\$1,400,000
Potential annual savings to KUSD		\$1,337,250	\$2,700,000	\$4,400,000

Plus the soft dollar improvements derived from streamlining the hiring process with seamless integration into your HCM solution, an intuitive, mobile solution that improves accessibility, increased velocity and a higher quality results.



# Qualitative Reasons to Move to ADP Human Capital Management





*“Make comprehensive process transformation—not just technology innovations.”*

*—PwC*

*The Hidden Reality of Payroll & HR Administration Costs (2011)*



*In partnership with the Hackett Group, ADP helps organizations move toward “world-class” HR service levels, leveraging digital technology as a platform for designing and delivering services around the customer experience; shift resources from low- to high-value activities; build and deploy sophisticated analytics capabilities; and provide high-value tools, expertise and insights to business leaders.*



# Hackett Best Practices

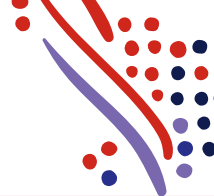


*Design and deliver services around customer experience.*

Even before solution deployment begins, KUSD will be able to leverage Hackett Best Practices to design and deliver business processes designed to reduce cost, increase efficiency, save money and create a high-quality customer experience for KUSD employees.



# Hackett Best Practices

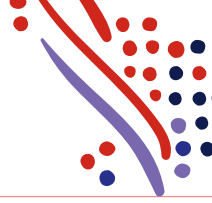


*Build and  
deploy  
sophisticated  
analytics  
capabilities.*

One example of sophisticated analytics capabilities delivered by ADP is real-time insight to employee actions during open-enrollment so that KUSD can influence behavior and drive outcomes. And, of course, ADP provides free consulting services to help KUSD prepare for, and communicate critical information about, open enrollment.



# Hackett Best Practices



*Provide high-value tools, expertise and insights.*

ADP provides consumer-driven, self-service tools through the award-winning ADP app, which improves employee engagement, satisfaction and productivity. Moreover, the self-service tools save time and resources that can be redirected to the KUSD mission, vision and strategic goals.



# Hackett Best Practices



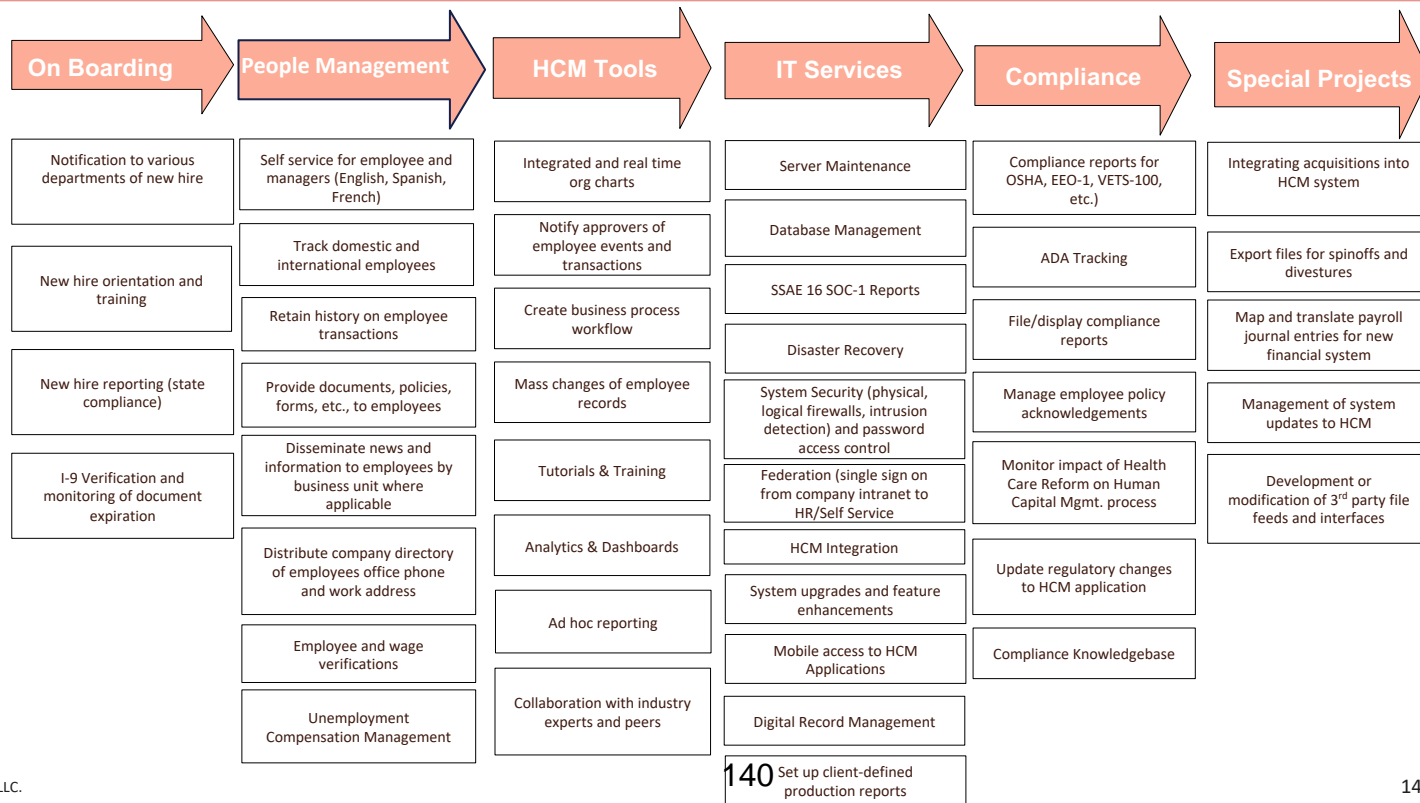
*Shift resources  
from low- to  
high-value  
activities.*

ADP automates many of the menial and manual tasks KUSD performs today, freeing up staff time to do more for staff and families of KUSD. And many those tasks that cannot be automated will be performed by ADP, allowing KUSD to shift resources from low- to high-value activities. Several of the following pages outline manual tasks that ADP will either automate or take over.



# HRIS - in house

Managed by  
Client



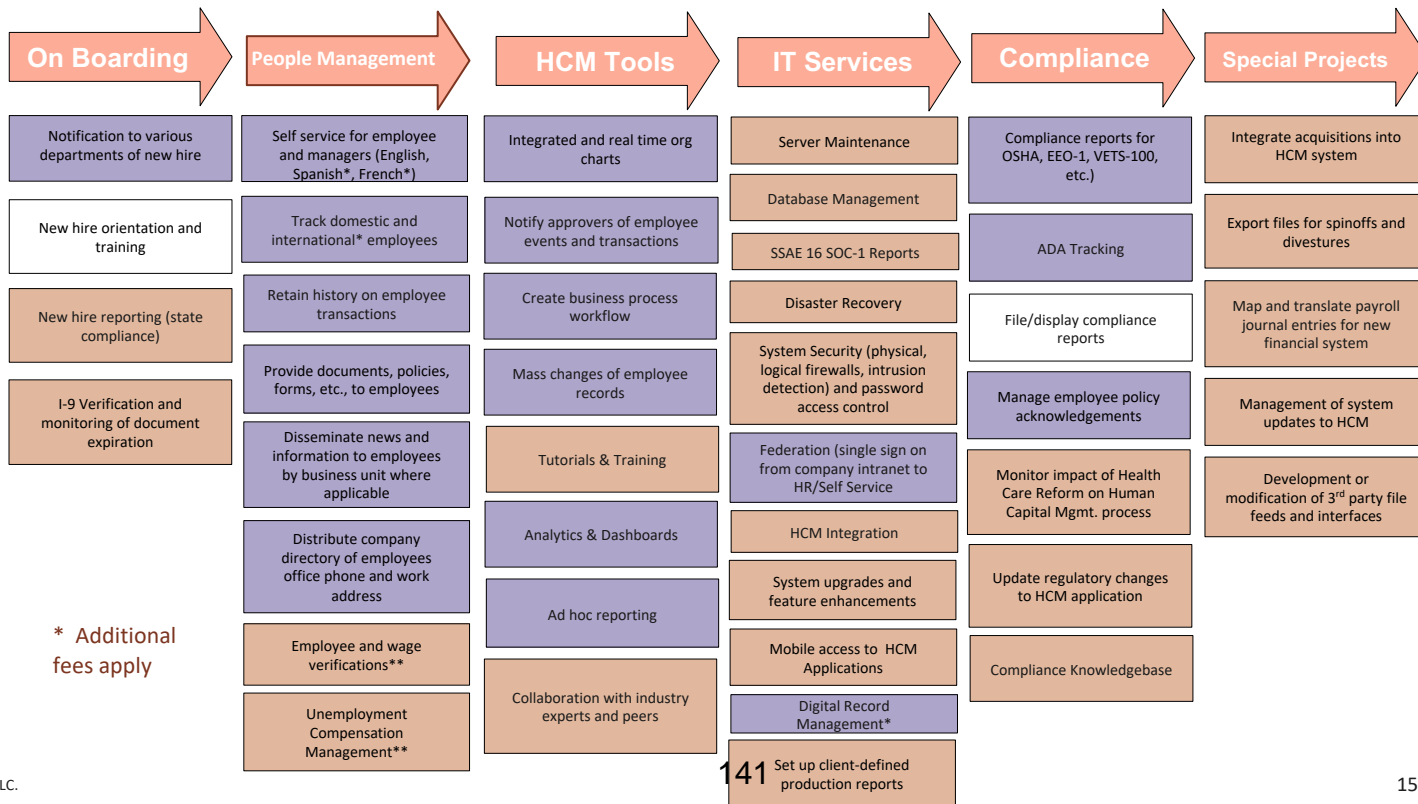


# ADP - HCM

Automated via  
ADP HCM

Managed by  
ADP

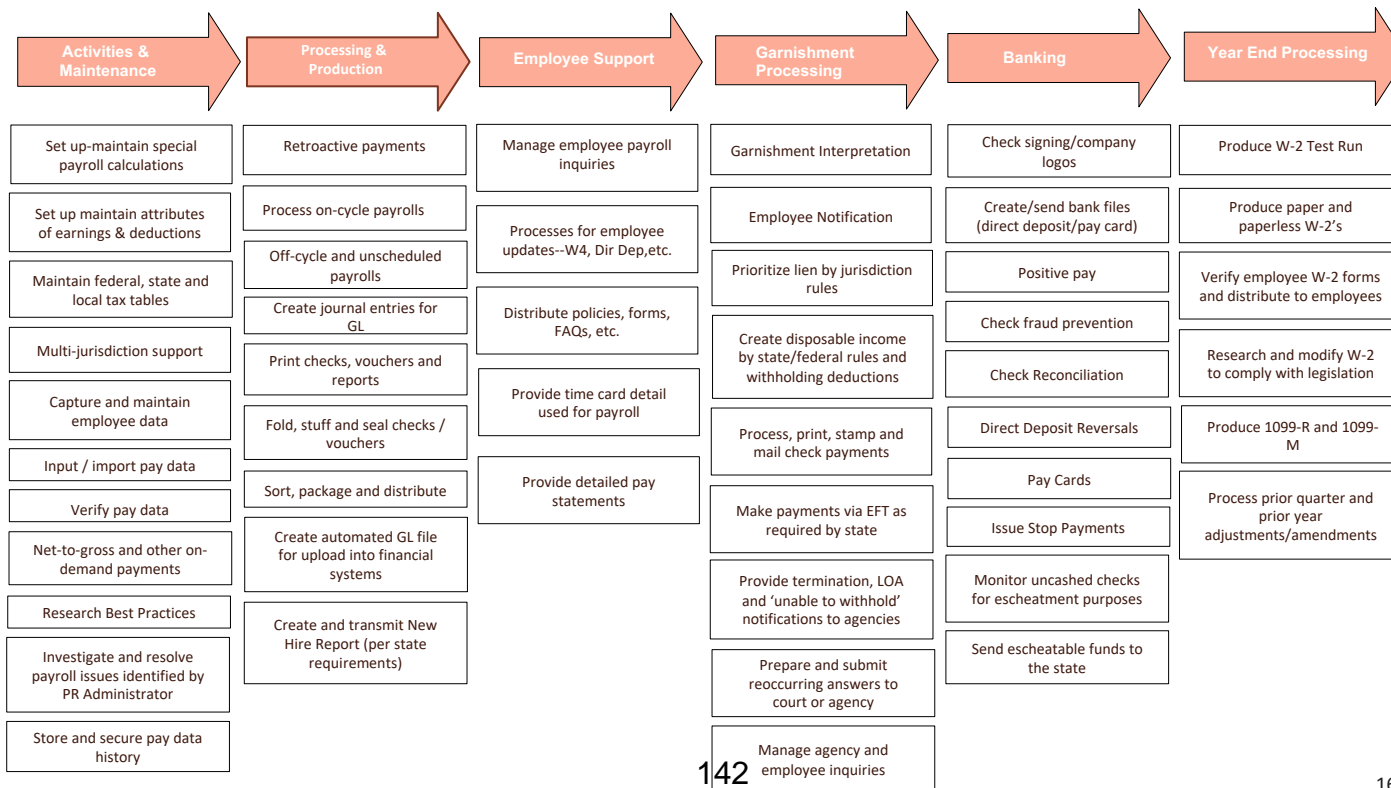
Managed by  
Client





# Payroll processing - in house

Managed by  
Client

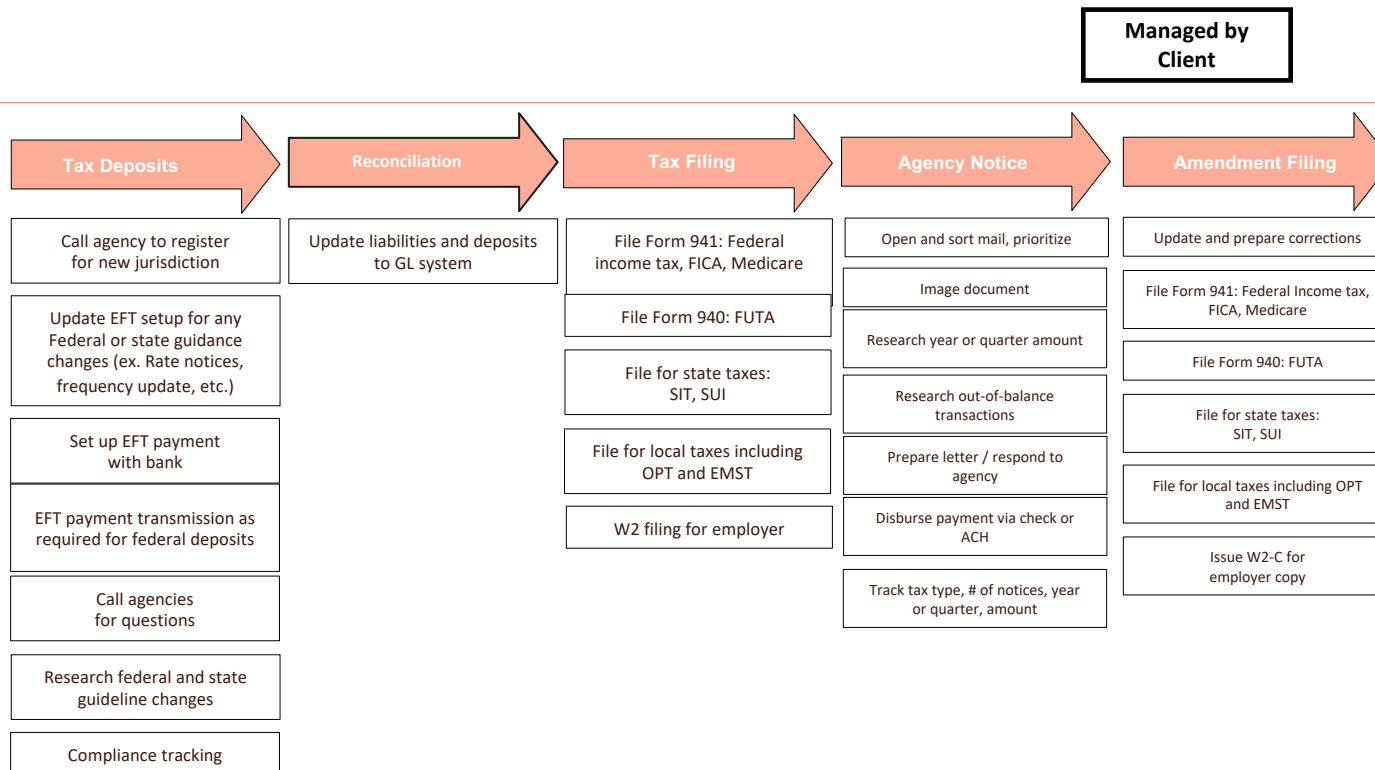
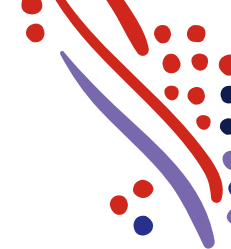






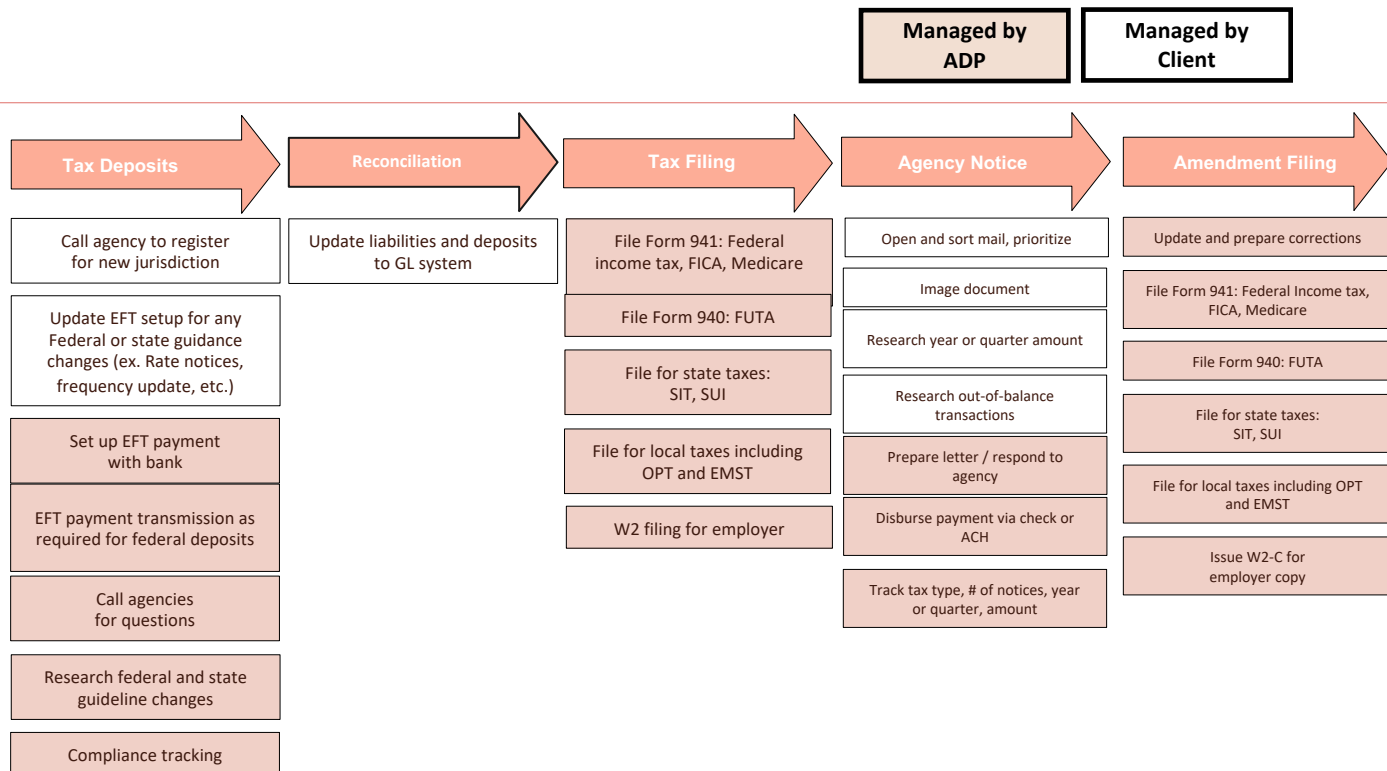


# Tax filing responsibilities - in house





# Tax filing tasks - ADP HCM





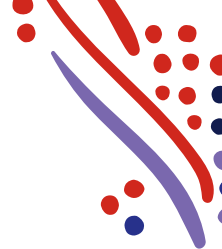
# Benefits processing tasks - in house

Managed by Client

Event / Election Processing	Administrative Tasks	Employee * Communications	Employee Support & Decision Making	Vendor Management	Reporting	Dependent Processing	Benefit Deduction Processing	System Maintenance & Compliance
Eligibility Determination	Plan Design & Rate Negotiations	Produce Eligibility Emails	Provide Decision Support Tools	Carrier Premium Reporting	Run Scheduled & Ad-Hoc Reports	Substantiate Dependent Changes due to FSCs	Schedule and run Payroll Deduction	Disaster Recovery & Contingency Planning
Employee Status Change Events	Plan Fiduciary Responsibility	Produce Election Confirmations- Email or Online	Analytics of Employee Consumer Behavior	Carrier Enrollments	Maintain Data Warehouse for Ad Hoc Reporting	Calculate & Maintain Eligibility	Calculate Employee Cost of Coverage	Maintain HIPAA Compliance
Family Status Change Events	Project Manage Annual Enrollment	Email Notify Employees of Election Changes	Provide Contacts Information	Carrier Data Reconciliation	Medicare Part D Reporting	Enable Drop Coverage for Overage Dependents	Calculate Employer Cost of Coverage	Maintain Section 125 Compliance
New Hire and Annual Enrollment Processing	Train Administrative Users	Maintain Historical Confirmations	Provide Plan Materials to Employees	Premium Payments to Carriers*	Produce SOC 1 Reports	Verify Student / Disabled Status*	Calculate ASO Fees	Run Scheduled Processes
Identification of COBRA / HIPAA Events	Process Evidence of Insurability	Produce Communications Campaign*	Participant Call Center *	Process Haste Enrollments *	ACA Compliance Reporting*	Process QMCSO Dependents *	Report on Retros/ Chargebacks	Monitor Scheduled Processes for Completion
Maintain Election & Dependent/ Beneficiary Data	Collect Beneficiary Data	Print Enrollment Materials & Guides *	Non-English Speaking Support*			Process Domestic Partner Affidavits*	Calculate Imputed Income for Life Insurance	Maintain System Components
Collect PCP Data	Benefits Billing for Employees on Leave without Pay*		Warm Transfer to other Vendors or Carriers *				Calculate Imputed Income for Domestic Partner Coverage	Update System Configuration as Required
Calculate Medicare Eligibility – remove from HSA if 55 or over								Deploy System Upgrades



# Benefits processing responsibilities - ADP HCM



Automated via ADP HCM	Services Performed by ADP with Core	*Optional ADP Service Level	Managed by Client
-----------------------	-------------------------------------	-----------------------------	-------------------

Event / Election Processing	Administrative Tasks	Employee * Communications	Employee Support & Decision Making	Vendor Management	Reporting	Dependent Processing	Benefit Deduction Processing	System Maintenance & Compliance
Eligibility Determination	Plan Design & Rate Negotiations	Produce Eligibility Emails	Provide Decision Support Tools	Carrier Premium Reporting	Run Scheduled & Ad-Hoc Reports	Substantiate Dependent Changes due to FSCs	Schedule and run Payroll Deduction	Disaster Recovery & Contingency Planning
Employee Status Change Events	Plan Fiduciary Responsibility	Produce Election Confirmations- Email or Online	Analytics of Employee Consumer Behavior	Carrier Enrollments	Maintain Data Warehouse for Ad Hoc Reporting	Calculate & Maintain Eligibility	Calculate Employee Cost of Coverage	Maintain HIPAA Compliance
Family Status Change Events	Project Manage Annual Enrollment	Email Notify Employees of Election Changes	Provide Contacts Information	Carrier Data Reconciliation	Medicare Part D Reporting	Enable Drop Coverage for Overage Dependents	Calculate Employer Cost of Coverage	Maintain Section 125 Compliance
New Hire and Annual Enrollment Processing	Train Administrative Users	Maintain Historical Confirmations	Provide Plan Materials to Employees	Premium Payments to Carriers*	Produce SOC 1 Reports	Verify Student / Disabled Status*	Calculate ASO Fees	Run Scheduled Processes
Identification of COBRA / HIPAA Events	Process Evidence of Insurability	Produce Communications Campaign*	Participant Call Center *	Process Haste Enrollments *	ACA Compliance Reporting*	Process QMCSO Dependents *	Report on Retros/ Chargebacks	Monitor Scheduled Processes for Completion
Maintain Election & Dependent/ Beneficiary Data	Collect Beneficiary Data	Print Enrollment Materials & Guides *	Non-English Speaking Support*			Process Domestic Partner Affidavits*	Calculate Imputed Income for Life Insurance	Maintain System Components
Collect PCP Data	Benefits Billing for Employees on Leave without Pay*		Warm Transfer to other Vendors or Carriers *				Calculate Imputed Income for Domestic Partner Coverage	Update System Configuration as Required
Calculate Medicare Eligibility – remove from HSA if 55 or over								Deploy System Upgrades



# Your ACA Responsibilities

	Employee	Penalty Management	Response	Annual Filings	Review	Response	Request	Communication
EMPLOYER	Hires new associate	Validate that the Notice of Coverage meets DOL	Conduct regulatory testing on MEC for all Exchange notices received	Ensure you are within the specific Exchange guidelines	Receive penalty resolution	Reconcile all employee W2s, Exchange notices and 1094c	Update status in tracking system	Request an appeal from the appropriate one of 18 Exchanges within the 90 day timeline
	Determine if associate is insurance eligible and full-time	Send Notice of Coverage via email and first class mail	Conduct regulatory testing on minimum value for all Exchange notices received	Determine which Exchange notices are subject to penalty	Store all resolutions in document tracking system for future reference	Document all penalties to be paid for each employee	Employee goes to 1 of 18 State or Federal Exchanges for coverage and are granted a premium tax credit	Research and access all Exchange notices, payroll system, benefit system and 1095cs to determine if penalty is valid
	Prepares Notice of Coverage to be sent via email and first class mail	Certify that Notice of Coverage was mailed	Conduct regulatory testing on affordability for all Exchange notices received	Determine if there is a need to take action to mitigate risk of monthly accrual of penalty	Prepare annual filings 1094/1095c	Remit payment on behalf of each employee to the IRS	Receive penalty appeal resolution	Send appeal of new penalty notice to IRS
		Access payroll system for regulatory testing	Respond to any of the 18 Exchanges	Request an appeal from the appropriate 1 of 18 Exchanges	Send employees and IRS copies of 1094/1095c	Track and monitor penalty payment receipts in tracking system	Determine that Exchange notices are NOT subject to penalty based on previous regulatory testing	Document resolution for every employee in document tracking system
		Access benefits system for regulatory testing			Research validity of penalty by reviewing preliminary Exchange notices (payroll, benefits, time)			
EMPLOYEE	Receives Notice of Coverage within 14 days of hire date	Employee goes to 1 of 18 State or Federal Exchanges						
EXCHANGE	Exchange sends marketplace notice to employer	Sends notice to employer and employee within 90 days of appeal being accepted or dismissed	Exchange sends preliminary notice to employer	Send timely receipt of appeal request	Send notification to employer and employee of appeal being accepted or dismissed within 90 days			
IRS	Reconcile annual Exchange reports (1094/1095c), health insurer reports (1094/1095c) and taxpayer tax returns	IRS sends final amount of penalty to employer after IRS penalty reconciliation deadline	Sends communication on penalty resolution remittance	Send timely acknowledgement of appeal receipt	Send notification to employer of penalty being valid or sends notice of dismissal if penalty is invalid/dismissed within 90 days of appeal			

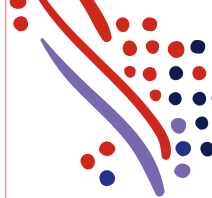


# Your ACA Responsibilities with ADP

	Employee	Penalty Management	Response	Annual Filings	Review	Response	Request	Communication	
EMPLOYER	Hires new associate	Validate that the Notice of Coverage meets DOL	Conduct regulatory testing on MEC for all Exchange notices received	Ensure you are within the specific Exchange guidelines	Receive penalty resolution	Reconcile all employee W2s, Exchange notices and 1094c	Update status in tracking system	Request an appeal from the appropriate one of 18 Exchanges within the 90 day timeline	Prepare for appeal by collecting all data from payroll system, benefit system, Exchange notices and 1094cs to support the penalty appeal
	Determine if associate is insurance eligible and full-time	Send Notice of Coverage via email and first class mail	Conduct regulatory testing on minimum value for all Exchange notices received	Determine which Exchange notices are subject to penalty	Store all resolutions in document tracking system for future reference	Document all penalties to be paid for each employee	Employer receives notice from State or Federal Exchanges. Send Marketplace Notice to ADP	Research and access all Exchange notices, payroll system, benefit system and 1095cs to determine if penalty is valid	
	Prepares Notice of Coverage to be sent via email and first class mail	Certify that Notice of Coverage was mailed	Conduct regulatory testing on affordability for all Exchange notices received	If escalated, determine if there is a need to take action to mitigate risk of monthly accrual of penalty	Prepare annual filings 1094/1095c	Remit payment on behalf of each employee to the IRS	Receive penalty appeal resolution	Send appeal of new penalty notice to IRS	
		Access payroll system for regulatory testing	Respond to any of the 18 Exchanges	Request an appeal from the appropriate 1 of 18 Exchanges	Send employees and IRS copies of 1094/1095c	Track and monitor penalty payment receipts in tracking system	Determine that Exchange notices are NOT subject to penalty based on previous regulatory testing	Document resolution for every employee in document tracking system	
		Access benefits system for regulatory testing			Research validity of penalty by reviewing preliminary Exchange notices (payroll, benefits, time)				
EMPLOYEE	Receives Notice of Coverage within 14 days of hire date	Employee goes to 1 of 18 State or Federal Exchanges							
EXCHANGE	Exchange sends marketplace notice to employer	Sends notice to employer and employee within 90 days of appeal being accepted or dismissed	Exchange sends preliminary notice to employer	Send timely receipt of appeal request	Send notification to employer and employee of appeal being accepted or dismissed within 90 days				
IRS	Reconcile annual Exchange reports (1094/1095c), health insurer reports (1094/1095c) and taxpayer tax returns	IRS sends final amount of penalty to employer after IRS penalty reconciliation deadline	Sends communication on penalty resolution remittance	Send timely acknowledgement of appeal receipt	Send notification to employer of penalty being valid or sends notice of dismissal if penalty is invalid/dismissed within 90 days of appeal				



# THANK YOU



*A partnership with ADP begins before we sign any agreements.*

*With KUSD, the partnership began when ADP joined KUSD in a discovery session to learn about your goals and objectives as well as the various challenges you face.*

*We are grateful for the opportunity and hope that you recommend ADP to the Board—and the Board concurs.*

*Everyone in the Government and Education vertical at ADP shares your passion for public service and appreciates the important role that school districts play in our lives.*

*As we recognize that there is a direct link between the back office and driving student outcomes, we are excited about the prospect of continuing this partnership.*

*Thank you for considering ADP.*



Pros	Cons
<ul style="list-style-type: none"> <li>• Greater efficiency for the hire to retire process for HR staff</li> <li>• Greater efficiency for hiring managers districtwide <ul style="list-style-type: none"> <li>○ Access to the applicant tracking process will allow hiring managers to know where they, the HR coordinator and/or applicant are in the process, thus eliminating the need for frequent calls/emails - allows them to be self-sufficient</li> <li>○ System will allow for automatic notification to applicants who did not receive positions</li> <li>○ Notifications from system regarding next steps to selected candidates</li> <li>○ Online I-9 verification and monitoring</li> </ul> </li> <li>• Reduction in paper waste <ul style="list-style-type: none"> <li>○ PCN paperwork would be routed through the system</li> <li>○ Employee records would be created through the system</li> </ul> </li> <li>• Elimination of file room with electronic storage of files <ul style="list-style-type: none"> <li>○ Reduces risk of lost files</li> <li>○ Reduces liability of files being left in an unsecured area</li> <li>○ Reduces risk of personnel information inadvertently being shared with staff who should not be privy to such information</li> <li>○ Allows for easier access with open records requests, which are received frequently by KUSD for any number of reasons</li> <li>○ Allows for easy access/review of documentation when hiring individuals so the district isn't</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Time and attendance <ul style="list-style-type: none"> <li>○ Culture shift of asking hourly employees to clock in and out</li> <li>○ Requires us to move all hourly timesheet employees to pay as they earn rather than allowing them to be paid hourly funds over 26 pay periods if they elect to do so (ESPs, interpreters, etc.) - another culture shift</li> </ul> </li> <li>• Uncertainty of how the system will work for someone with multiple pay setups (e.g. teacher who also works as a noon-hour supervisor during the day)</li> <li>• Some tools may have an additional cost, but we won't know what we truly need until we begin working with ADP</li> <li>• Staff time commitment will be needed as we map out the current process and outline new processes, as well as cleaning up data, etc.</li> <li>• ADP does not offer Financial or General Ledger modules therefore we will be breaking up the comprehensive Enterprise Resource Planning (ERP) system that we currently have</li> <li>• Will require interfaces to transfer data between the HR/Payroll system (ADP) and our Financial/General Ledger system (BusinessPlus)</li> <li>• Payroll processing schedule may become less flexible - depends on coordination with a 3rd party processor</li> <li>• Potential for scope creep once we start taking apart systems that have been in place for 16 years</li> <li>• Significant budgetary commitment</li> </ul>



<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>rehiring someone who had past infractions</li> <li>○ Maintain historical records via the online site vs offsite as they age</li> <li>○ Allows for real time organizational charts to be pulled</li> <li>○ Easy access to analytics needed for reports, grants and others</li> </ul> </li> <li>● Time and attendance           <ul style="list-style-type: none"> <li>○ Ability to get reporting of hours on a daily basis which is needed for unemployment reporting and work comp reporting and is something we just estimate right now</li> <li>○ Provides employees with accurate time reporting which may be a benefit in regards to overtime, etc.</li> <li>○ Moves us away from an honor system and time and excel timesheets that involve many individuals and the risk for human error or delays</li> <li>○ Assists in calculating ACA requirements</li> <li>○ Ability to use for discipline</li> </ul> </li> <li>● \$125,000 all-in assurance for walking away for technical reasons only           <ul style="list-style-type: none"> <li>○ NOTE: This cannot be due to not wanting to implement the tool, it has to be based on the system not doing what we need it to</li> <li>○ This amount would be covered by UHC contribution of \$250,000 for first year, \$150,000 for second year and \$150,000 for third year</li> </ul> </li> <li>● Payroll           <ul style="list-style-type: none"> <li>○ System will maintain updated tax tables</li> <li>○ Will allow for out of state tax withholding (e.g. IL)</li> </ul> </li> </ul>	
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<ul style="list-style-type: none"><li>○ Produces paper and paperless W-2s (additional cost)</li><li>○ Will assist with leave entry and calculation</li><li>● Benefits<ul style="list-style-type: none"><li>○ Online enrollment/update platform</li><li>○ Identification of Cobra/HIPAA</li><li>○ Maintains elections and dependent/beneficiary data</li><li>○ Benefits billing for employees on leave without pay</li><li>○ FMLA tracking/reporting</li></ul></li><li>● Forces data cleanup that is greatly needed for KUSD</li><li>● Forces process and procedure layout that is greatly needed for KUSD</li><li>● Forces changes in the way we process in order to be more efficient and allow the tool to work vs the 20+ years of patches we have created that broke our current tool<ul style="list-style-type: none"><li>○ Work with Hackett group included in scope to determine where we veer from best practices in order to correct our practice/process to better align with the product and best practice in HR</li></ul></li><li>● Performance management<ul style="list-style-type: none"><li>○ Allows us to move this paper-based process to an online tool that will tie directly to an employee's record</li><li>○ Can begin to formulate succession plans for staff</li><li>○</li></ul></li></ul>	
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September 24, 2019

## **GANG PREVENTION EDUCATION PROGRAM**

### **Background:**

The Boys & Girls Club of Kenosha (BGCK) and the Kenosha Unified School District (KUSD) have enjoyed a partnership for many years working collaboratively to address the issue of gang involvement and delinquency issues in our community. This partnership provides the Boys & Girls Club of Kenosha with the support they need to monitor, supervise and mentor youth in gang prevention groups, while working on anger management, team building, job skills development, gang resistance, and social and delinquency issues.

### **Program Description:**

Together, the BGCK and KUSD provide educational gang intervention and/or prevention services at Bradford, Indian Trail, Tremper, Reuther and Hillcrest high schools; and Bullen, Lance, Lincoln, Mahone and Washington middle schools. Club gang prevention staff also provides extra security at KUSD and BGCK sporting events. The BGCK gang prevention program plan includes the following objectives:

- I. BGCK will monitor/supervise/mentor approximately 50 youth in gang prevention and intervention education to students in attendance at Bradford, Indian Trail, Tremper, Reuther and Hillcrest high schools; and Bullen, Lance, Lincoln, Mahone and Washington middle schools. Students will be case managed for approximately six months where they will focus on anger management, team building, job skill development, gang resistance and social and delinquency issues.
- II. BGCK will organize and supervise incentive-based activities for students to encourage and reinforce positive behavioral changes (socially, academically and within the family circle). These activities will include, but not be limited to, trips to professional and local sporting events, community service opportunities, cultural events and local college events. Additional incentive-based activities will include:
  - a. Full scholarships for targeted youth who are interested in league sports programs at the BGCK.
  - b. Priority placement and assessment for eligibility in the summer or year round youth employment program.
- III. BGCK staff will maintain frequent contact with the families of program participants in order to gauge behavioral changes and to provide referrals for additional resources within



the community. BGCK will organize family events throughout the year. Program staff will meet with families at least twice per quarter at sponsored activities and/or through individual home visits.

- IV. BGCK staff will continue to work with principals of individual schools as requested to assist with gang involvement and delinquency issues. BGCK staff will continue to offer Gang Prevention group trainings per request of the individual principals. These groups typically involve identified at-risk students along with current and former case managed students. Often BGCK staff is asked to assist with or to be involved in follow-up with previously managed students, typically at the request of school personnel.

#### **Program Activities:**

The program activities continue to focus on high school and middle school age students. In the previous years there was a heavier focus on middle school students dictated by need. BGCK continues to assist all schools regarding gang threats by assisting in identification of gangs, mediating disputes between students and/or gang members, investigating fights and any other issues schools request.

BGCK provides schools with gang prevention and community service activities that assist with the safety of schools. BGCK staff assists with gang prevention activities and has ongoing in-service gang trainings for school personnel upon request. BGCK staff attends local universities gang awareness trainings and BGCK staff sits on panels upon request.

BGCK staff has found that one of the most effective incentives affecting behavioral change has traditionally been and will continue to be offering employment opportunities for our youth. BGCK has been working to maintain unsubsidized employment opportunities in the private sector or enroll participants in the BGCK Summer Youth Employment Program (SYEP) for at-risk youths in our community. A major focus last year was centered on employment efforts for case managed youth and that will continue to be a key component. BGCK staff facilitates a National Boys & Girls Club program titled Career Launch. This program is used as a springboard to help the youth prepare for entrance in the job market by assisting with resume writing, interviewing skills, job searching and appropriate dress for success. Since jobs continue to be the number one driving force or tool to captivate the attention of young teenagers, a major effort of BGCK staff has been to transition youth into permanent employment instead of seasonal employment. Many of the case managed youth are referred and participate in the SYEP. There is a total of nine current case managed youth participating in the SYEP.

Another program that is offered at the Boys and Girls Club program is the Youth Empowerment Program (YEP). This program is designed primarily for middle school youth and focuses on providing them with tools to ensure successful completion of high school. In addition, the staff will continue to encourage youth to participate at the BGCK year-round in order to benefit and maximize the offerings.

A heavy emphasis of BGCK staff has been to encourage middle school youth to participate in BGCK programming after school to enhance what they worked on during the school day. This



has proven to be successful with more youth coming to the BGCK for a safe, positive place to be outside of school hours. BGCK daily programming focuses on three priority outcomes: academic success, good character and leadership and healthy lifestyles. Key programs that BGCK staff utilize are the newly revised Boys & Girls Club of America tested and proven program called Street SMARTS and SMART Moves. The curriculum provides education, resource materials, mentoring sessions, peer learning groups and positive adult role models. Street SMARTS and SMART Moves programming targets boys and girls ages 6-16 and provides age appropriate topics and lesson plans. Goals of the program include youth participating in activities designed to hone their decision-making and critical-thinking skills, as well as, learn how to avoid and/or resist alcohol, tobacco and other drugs. Additional program outcomes include increased knowledge in handling anger and conflict; resisting bullying, fighting and gang involvement; developing skills to express feelings, make values-based empowered choices and maintain positive relationships. The competencies developed in this program include:

- Personal values and skills: communication, cooperation, assertion, responsibility, empathy, engagement and self-control.
- Interpersonal skills: interpersonal competencies, cultural competence and peaceful conflict resolution.
- Positive sense of self: personal power, identity; self-esteem, sense of purpose, positive view of a personal future, planning and decision-making.

BGCK now participates in the Child and Adult Food Care Program (CAFCP), which provides a healthy cooked meal to attendees to ensure youth are not going home hungry on the days they attend the club. The BGCK worked with Kenosha Transit to make the BGCK a stop on the city bus route from the following schools: Bradford, Indian Trail, Tremper, Bullen, Lincoln, Mahone and Washington. In addition, BGCK is transporting members from select elementary schools.

BGCK staff is also available to assist elementary schools by providing elementary principals and staff with assistance in locating direct community resources and programs.

#### **Boys and Girls Club to Provide:**

- A comprehensive list of student participants and their respective schools, along with release forms signed by the students and their parents/guardians before working with anyone in the schools
- Detailed financial reports when submitting bills to KUSD:
  - Mileage submissions must include who traveled, the date, building/location visited and miles/distance traveled
  - Salary submissions must include who the salary is for, amount being requested, number of hours worked, locations worked at and the individual's hourly rate



- Phone bills must include the individual's name and the amount for his/her line
- Any other submissions also must include supporting documents

### **Gang Prevention Initiative**

I. The Boys and Girls Club of Kenosha (BGCK) gang prevention staff facilitates three groups targeting all grades at Bullen Middle School for at-risk young ladies, one group at Lance Middle School for 8<sup>th</sup> grade young ladies, one group at Indian Trail for young ladies (mixed grades), several groups for young men at Bradford and a mentor/mentee program that partners high school and middle school students (Mahone/Indian Trail). These groups focus on anger management, team building, job skill development, gang resistance and social/delinquency issues. All of the students in the groups were referred by a counselor or principal because of behavior, lack of involvement, delinquency or attendance issues. In addition to facilitating groups in the schools BGCK staff conducts weekly gang prevention programming to Boys and Girls Club members, all of which are KUSD students.

During weekly programming in both the schools and Boys and Girls Club of Kenosha staff utilizes the Street SMART and SMART Girls curriculum. This curriculum is not only evidence based, but shown to be effective by Boys and Girls Club of America for delinquency prevention.

At the beginning of the year, a group will be established at Tremper High School.

II. BGCK has organized and supervised incentive based activities such as week-long field trip to Washington DC, Spring Break College Tours, various field trips, high school sporting events, and basketball tournaments. BGCK also hosted holiday parties for Thanksgiving and Christmas for members.

- a. BGCK offered full scholarships to 10 youth who participated in football, soccer and basketball. These programs build teamwork, promote confidence and provide mentoring to youth participating.
- b. BGCK Teen Center also partnered with Anointed Hoops to offer a basketball league aimed at middle/high school aged youth that may not be able to play for a school team for various youth.
- c. Some of the youth in the gang prevention programs are on track to participate in the summer youth employment program 2019.

III. BGC staff has maintained frequent contact with the families of program participants through home visits, weekly phone calls and activities. The parents meet weekly at the Boys and Girls Club to get information about upcoming events that are happening in the community such as the multi state college tour, the achievement gap present in KUSD and etc. The parents are also given skills and resources to handle the challenges they may face with their teens. We have also provided referrals for additional resources within the community to families.



IV. BGC staff work with the staff of individual schools daily. Gang prevention staff visits schools as requested to assist with gang involvement and delinquency issues. They help identify graffiti, provide security at sporting events, identify issues happening outside the school to ensure they are not brought into the school, and work closely with SRO police officers at the schools to further prevent gang activity in KUSD schools. BGC staff also participate in the Kenosha County Gang Task Force where many different agencies come together to discuss any gang activities in the schools and community.

**Current Progress and Future goals:**

**2018-2019 Goal- 80% of youth will maintain or reduce their gang risk assessments score from intake to completion.**

- 90% of youth participating decreased their gang risk assessment score from program intake to completion of program.

**2018-2019 Goal- 75% of youth that participate in the program for at least three months will improve school attendance.**

- 80% of youth that have participated have improved school attendance.

**2018-2019 Goal- 75% of the youth will improve their academic performance by one grade level.**

- 80% of youth participating improved their academic performance by one grade level. GPA-Our youth's average GPA upon entry to our program was 1.3, upon exit our youth increased their average to 1.8, 87% of the youth in this program increased the GPA, 5% remained the same, 8% increased by 2%.

In the 2018-2019 school year we facilitated nine school-based groups weekly, in addition to the groups held at the Teen Center. Several of the groups are continuations of groups from previous school years. The groups are typically held during lunch or CORE class period to decrease the amount of time taken away from academics. Youth are hand selected by staff that exhibit certain risk factors that put them at increased risk for gang involvement; such as, but not limited to: disruptive classroom behavior, family member known gang member, lack of extracurricular activities, fighting with classmates and etc. Each group contains no more than 15 students and are typically separated by gender; which allows for freer conversation between the students and staff member.

The school groups encourage students to attend the Boys and Girls Club to increase their pro-social activities and community involvement outside of school. Youth in the groups were able to attend the annual spring break college tour that introduced students to various colleges throughout the eastern and southern states. Furthermore, five students were able to take part in the BrightSpark Washington DC trip; which allowed youth to take a weeklong tour of the historical sights of DC at no cost. 17 case managed students from school group attained employment through the Summer Youth Employment program. 20 students were able to complete 25 hours of community service by volunteering at HALO and the Shalom Center



creating art work, bringing hygiene products and providing books for youth living in the homeless shelters.

Based on feedback given from KUSD staff and members in the group, appropriate Street SMART lessons are presented and discussed. The purpose of the lesson is to provide youth with soft skills and coping mechanisms for handling conflict, resist gang involvement and better resources for handling stressful situations. Students are also able to participate in field trips once certain requirements (better classroom behavior, no major or minor infractions for an established period of time, etc.) are met. The Street SMART programs are also facilitated at the Boys & Girls Club weekly throughout the school year in our Teen Center in addition to the school groups. The youth remain in their groups approximately 3-6 months working on anger management, team building, job skill development, gang resistance and social and delinquency issues. Progress is tracked through case management, feedback from parents/KUSD staff and increased positive behavior.

**2019-2020- Goal 85 percent of youth will not have a new offense while in the program**

- BGCK will be able to report findings by collecting and checking data from the Juvenile Justice Office.

**2019-2020- Goal 85 percent of youth will participate in at least four non-gang related activities per month**

- BGCK will monitor activities by taking attendance at each activity. Key activities included Street Smarts, Smart Moves and Career Launch.

**2019-2020- Goal 70 percent of parents/families will increase involvement in youth care**

- BGCK will monitor activities by taking attendance at each activity. Examples of activities include family resource fairs, adult computer classes, Boys & Girls Club sports family days and National Night Out.

**2019-2020- Goal 80 percent of youth will maintain or reduce their gang risk assessment score from program intake to program completion**

- Participants are assessed prior to intake using gang risk assessment. Assessment ranges from 1-20 with participants scoring eight (8) or above admitted into the program.
- Progress is measured by reassessment upon program completion. Maintaining the score is considered little progress, reducing the score by 1-2 points is considered progress, reducing the score by 3 or more is considered advanced progress.

**2019-2020- Goal - 75 percent of youth who participate in the program for at least three months will improve school attendance.**

- BGCK measures progress by working with KUSD and collecting attendance.
- BGCK staff will work on strengthening the attendance percentage as academic performance increases by getting youth to school.

**2019-2020-Goal – 75 percent of youth will improve their academic performance overall**



- BGCK measures Progress by working with KUSD to collect grades, progress reports and report cards. BGCK would like to continue to improve this metric by utilizing a more detailed progress scale. Maintaining GPA will be considered little progress, improving GPA by .2 will be considered improving. Improving grades by .3 or more will be considered advanced progress.

#### **2019-2020-Goal**

- We will provide 8-10 groups for the current schools we have worked with in the past as well as work to establish new groups in at least two schools.
- Continued collaboration with KUSD staff to better monitor and track youth changes in behavior, grades and attendance through monthly reports.

#### **Administrative Recommendation:**

Administration recommends that the School Board approve entering into a Memorandum of Understanding with the Boys and Girls Clubs of Kenosha for Gang Prevention Education Program.

Sue Savaglio-Jarvis  
Superintendent of Schools

Susan Valeri  
Chief of School Leadership



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# MEMORANDUM OF UNDERSTANDING

## BETWEEN THE BOYS & GIRLS CLUB OF KENOSHA AND KENOSHA UNIFIED SCHOOL DISTRICT

The Boys & Girls Club of Kenosha (BGC) and the Kenosha Unified School District (KUSD) have enjoyed a partnership over 20 years working collaboratively to address the issue of gang involvement and delinquency issues in our community. This Memorandum of Understanding will outline the future of this partnership.

- I. BGC will case manage/monitor/supervise/mentor approximately 50 youth in gang prevention including facilitating groups at Kenosha Unified Schools. There will be approximately 8-10 youth in a group. The youth remain in the groups approximately 6 months working on anger management, team building, job skill development, gang resistance and social and delinquency issues.
- II. Additionally, BGC will organize and supervise incentive based activities for the youth in order to encourage and reinforce positive behavioral change. These incentive based activities will be granted on a case-by-case basis by BGC staff to recognize positive behavioral changes (socially, academically and within the family circle). These activities will include, but not be limited to: trips to professional and local sporting events, community service opportunities, cultural events, and local college events. Additional incentive based elements will include:
  - a. BGC will offer full scholarships for targeted youth who are interested in league sports programs at the BGC.
  - b. Targeted youth interested in employment training will receive priority placement and be assessed for eligibility in the summer or year round program.
- III. All targeted youth will be provided free memberships to the Boys & Girls Club for the duration of the program. Youth will be encouraged to attend educational and cultural teen programming held at the BGC facility.
- IV. BGC staff will maintain frequent contact with the families of program participants in order to gauge behavioral changes, as well as to provide referrals for additional resources within the community. BGC will organize family events throughout the year. Program staff will meet with families at least twice per quarter at these sponsored activities or through individual home visits.
- V. BGC staff will work with principals of individual schools as requested to assist with gang involvement and delinquency issues.
- VI. BGC staff will continue to serve on the Kenosha County Gang Task Force and participate in their monthly meetings. This group brings together representatives of law enforcement, juvenile intake, Division of Children and Family Services, and KUSD. The task force undertakes to coordinate intervention and address trends in gang behavior and delinquency.

### **1. Staff:**



- I. BGC will maintain 2 full time and 2 part time staff to implement Gang Prevention programming. They are leaders in the Gang Prevention community and represent over 50 years of gang prevention experience in this community.

## 2. Contract Budget

K.U.S.D		\$60,000.00
Boys & Girls Club of Kenosha		\$42,000.00
Kenosha County Div. of Children and Family Services		\$63,500.00
State of Wisconsin DPI - Wisconsin After 3		\$15,004.00
OJP Gang Prevention		\$12,750.00
<b>Total</b>		<b>\$193,254.00</b>

## 3. Program Goals

### 2019-2020- Goal 85 percent of youth will not have a new offense while in the program

- BGCK will be able to report findings by collecting and checking data from the Juvenile Justice Office.

### 2019-2020- Goal 85 percent of youth will participate in at least four non-gang related activities per month

- BGCK will monitor activities by taking attendance at each activity. Key activities included Street Smarts, Smart Moves and Career Launch.

### 2019-2020- Goal 70 percent of parents/families will increase involvement in youth care

- BGCK will monitor activities by taking attendance at each activity. Examples of activities include family resource fairs, adult computer classes, Boys & Girls Club sports family days and National Night Out.

### 2019-2020- Goal 80 percent of youth will maintain or reduce their gang risk assessment score from program intake to program completion

- Participants are assessed prior to intake using gang risk assessment. Assessment ranges from 1-20 with participants scoring eight (8) or above admitted into the program.



- Progress is measured by reassessment upon program completion. Maintaining the score is considered little progress, reducing the score by 1-2 points is considered progress, reducing the score by 3 or more is considered advanced progress.

**2019-2020- Goal - 75 percent of youth who participate in the program for at least three months will improve school attendance.**

- BGCK measures progress by working with KUSD and collecting attendance.
- BGCK staff will work on strengthening the attendance percentage as academic performance increases by getting youth to school.

**2019-2020-Goal – 75 percent of youth will improve their academic performance overall**

- BGCK measures Progress by working with KUSD to collect grades, progress reports and report cards. BGCK would like to continue to improve this metric by utilizing a more detailed progress scale. Maintaining GPA will be considered little progress, improving GPA by .2 will be considered improving. Improving grades by .3 or more will be considered advanced progress.

#### **2019-2020-Goal**

- We will provide 8-10 groups for the current schools we have worked with in the past as well as work to establish new groups in at least two schools.
- Continued collaboration with KUSD staff to better monitor and track youth changes in behavior, grades and attendance through monthly reports.

#### **4. Reports**

- I. BGC will provide a mid-year and end of year report. The reports will note program start dates, gang risk assessment scores, referrals provided, activities, program attendance, grades and school attendance.

#### **5. Finances**

- A. BGC will bill monthly by the 10<sup>th</sup> of the month.

#### **6. EFFECTIVE DATE AND SIGNATURE**

This MOU shall be effective upon the signature of BGC and KUSD authorized officials. It shall be in force from September 1, 2019 to June 30, 2020. Parties A and B indicate agreement with this MOU by their signatures.

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Susan Valeri  
Chief of School Leadership  
Kenosha Unified School District

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Date

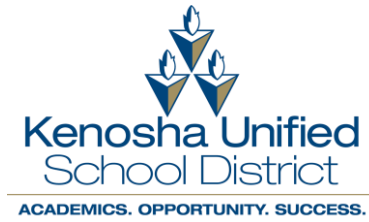
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Jake McGhee  
Chief Professional Officer  
Boys & Girls Club of Kenosha

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Date





## National Bullying Prevention Month 2019

*WHEREAS*, bullying is unwanted physical, verbal, written, indirect and electronic behaviors that involve an observed or perceived power imbalance and may be repeated multiple times or is highly likely to be repeated; and

*WHEREAS*, bullying occurs in neighborhoods, on playgrounds, at schools and through technology, such as the internet, social media and cell phones; and

*WHEREAS*, children who witness or are victims of bullying often feel less secure, more fearful and intimidated; and

*WHEREAS*, families, schools, youth organizations, colleges, workplaces, places of worship and other groups are responsible for empowering and protecting their members and promoting cultures of caring, respect and safety for everyone; and

*WHEREAS*, it is time for our community to do its part to help end bullying in Kenosha.

*NOW, THEREFORE*, be it resolved that Kenosha Unified School District does hereby proclaim October as the annual observance of National Bullying Prevention Month as a symbol of our commitment to the year-round struggle against bullying.

*BE IT FURTHER RESOLVED*, that a true copy of this resolution be spread upon the official minutes of the Board of Education.

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*President, Board of Education*

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*Superintendent of Schools*

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*Secretary, Board of Education*

*Members of the Board:*

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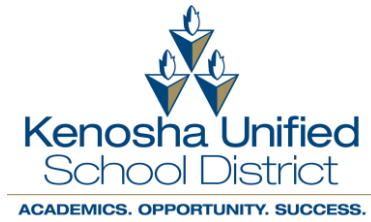
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*Resolution 356  
September 24, 2019*



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**Wisconsin School Board Appreciation Week  
October 6-12, 2019**

*WHEREAS*, Kenosha Unified School District's locally elected board members play a vital role in governing the policies of our excellent public education system and ensuring the district meets state standards for the purpose of attaining the district's vision of becoming Wisconsin's top performing urban school district that is highly regarded for continuously exceeding all expectations; and

*WHEREAS*, the members of the Kenosha Unified School District Board of Education are dedicated to children, learning and the community, and devote many hours of service to public education as they continually strive for improvement, excellence and progress in education; and

*WHEREAS*, school board members are charged with representing our local education interests by serving as the voice of our community while ensuring compliance with state and federal law; and

*WHEREAS*, school board members selflessly devote their knowledge, time and talents as advocates for our school children and community's future.

*NOW, THEREFORE*, be it resolved that Kenosha Unified School District recognizes and salutes the members of the Kenosha Unified Board of Education by proclaiming October 7-13, 2018, as Wisconsin School Board Appreciation Week.

*BE IT FURTHER RESOLVED*, that a true copy of this resolution be spread upon the official minutes of the Board of Education.

**9/24/**

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

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*Superintendent of Schools*

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

*Members of the Board:*

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*Resolution 357  
September 24, 2019*



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**Kenosha Unified School District  
Kenosha, Wisconsin**

**September 24, 2019**

**HEAD START SEMI ANNUAL REPORT**

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

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

All Head Start programs are structured through a common framework with the following components: Program Design and Management, Family and Community Partnership, and Early Childhood Development and Health Services. This report will summarize activities in each of these components from January 2019 through June 2019.

**PROGRAM DESIGN AND MANAGEMENT**

The program design and management component of Head Start ensures strong, effective organizational management for the program. Activities within the past six months include:

- The Federal Head Start Grant for the 2018-2019 school year was approved by the Head Start Policy Council on March 18, 2019, and the KUSD School Board on March 26, 2019.
- The State Head Start Supplemental Grant for the 2019-2020 school year was approved by Policy Council on May 20, 2019, and the KUSD School Board on May 28, 2019.
- The Head Start Management Team completed the Federal Head Start grant application, which was approved by Region V in June. This is the second year of the five year grant cycle. The grant has two goals:
  - Increase the social-emotional competence of children to ensure success in kindergarten.
  - Partner with families to ensure they have the knowledge and skills to be advocates for their children's education.
- The Phase one monitoring reviews were completed in November of 2018. The reviews consisted of an off- site review of these areas:
  - Program Design and Management
  - Designing Quality Education and Child Development Program Services
  - Designing Quality Health Program Services



- Designing Quality Family and Community Engagement Program Services
- Developing Effective, Eligibility, Recruitment, Selection, Enrollment, and Attendance Strategies and Fiscal Infrastructure

All areas that were reviewed were found to be in compliance with Head Start Performance Standard requirements.

Performance Standards are the requirements mandated by Head Start, which is a federally funded program. One of the requirements is to license our facilities with the Wisconsin Department of Children and Families, which was completed for our 11 sites this year. Another requirement that is presenting some challenges is the requirement of fingerprinting all staff every five years. Our program has blended our Head Start students with our 4K students which involves a large number of staff and cost. In order to review these mandates and ensure the program is meeting requirements effectively, a committee will be formed to better understand the impacts and ramifications of these mandates on the program and its structure.

- **Enrollment**

Enrollment of 330 federal students was met by Third Friday Count day in September, 2018. A total of 429 students (195 three year olds and 233 four year olds) were enrolled in the program during the 2018-2019 school year. During the year, 51 students were withdrawn from the program, 7 of which were in the program less than 45 days. The students withdrawn were mostly due to the families moving out of the district, parent choice to move to their boundary school with no Head Start program, transportation issues, and lack of attendance. There were 152 students enrolled in Head Start for a second year. 205 students will be leaving Head Start and entering kindergarten in the fall of 2019.

As of August 9, 2019, 296 students have been accepted into the program for the 2019-2020 school year as compared to 309 at the beginning of August last year. Another count occurs on Third Friday, September, 2019. Families will continue to be recruited to participate in Head Start throughout the school year. Enrollment progress will be monitored through the monthly HS22 reports that are provided to the Head Start Policy Council and School Board throughout the year.

- **Sites and Services**

Head Start was provided at the following locations for the 2018-2019 school year. There is a total of 33 classroom sessions that enroll Head Start students. There are no changes to the locations of Head Start for the 2019-2020 school year.

<b>Head Start Locations 2018-2019</b>	
<b>Two Sessions (AM and PM)</b>	
Bose Elementary School	1 classroom
Brass Community School	2 classrooms
Cesar Chavez Learning Station	5 classrooms
EBSOLA – CA	2 classrooms



**FAMILY**

The family partnership

Head Start focuses on strengthening families through connecting school and home, and strengthening community awareness, collaboration, and outreach. Key activities for this report include:

Frank Elementary School	2 classrooms
Curtis Strange Elementary School	1 classroom
Wilson Elementary School	1 classroom
<b>Single Session</b>	
Grewenow Elementary School AM only	1 classroom
Jefferson Elementary School PM only	1 classroom
Vernon Elementary School AM only	1 classroom
McKinley Elementary School AM only	2 classrooms

**AND  
COMMUNITY  
PARTNERSHIP**

and community component of

- **Family Partnerships**

The goal of parent and family engagement is to build strong and effective partnerships with families that can help children and families thrive. In KUSD's Head Start program family service providers are asked to develop a family partnership with each of their families in the Parent Family Community Engagement Framework. During the 2018-2019 school year, 99% of our families completed a family partnership. 165 families were identified as needing services and 139 of these received services in their area of need. The areas of most need included immediate needs for food, clothing or shelter, housing assistance, job training, adult education programs, health education, and parenting education. The families who did not receive services are due to a variety of reasons such as declining the services offered, moving out of the district before services could be provided, families identifying a need and then not needing the services later, changing their mind about the need or fulfilling their need on their own.

- **Providing Family Support**

Family service providers work to develop relationships with Head Start parents while providing support for their physical, social, and educational needs. To increase parent understanding of child development, Head Start partnered with Preventive Services Network to provide Triple P Parenting classes. Positive Parenting classes were also offered at Chavez Learning Station in both English and Spanish to meet the needs of our families. Family Service Providers worked with families to learn skills to advocate for their families within the community. A school counselor has been added to staff for the 2019-2020 school year to specifically address mental health concerns for both students and families in need, as well as provide informed support for the Family Service Providers who work directly with the families.

Spanish speaking Family Service Providers also supported families by providing translation support during home visits and parent-teacher conferences. These activities promote the Head Start foundational belief that children are most successful when parents participate in their education. Both English speaking and non-English speaking Head Start families have this opportunity.



## **EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES**

Early Childhood Development and Health Services are designed to ensure that every Head Start child is healthy and receives a quality educational experience that is reflective of best practice. Activities for the past six months include:

- **Health Services**

Head Start Performance Standards require that every Head Start child have multiple health assessments to ensure that the child is healthy enough to learn. Children/families that are accepted into the Head Start program and do not have these health assessments receive support to guarantee these assessments occur within the first ninety days of the program. The Kenosha Community Health Center (KCHC) continues to offer services for Head Start children to receive these required exams and follow up treatment.

Health data from the 2018-2019 school year reports:

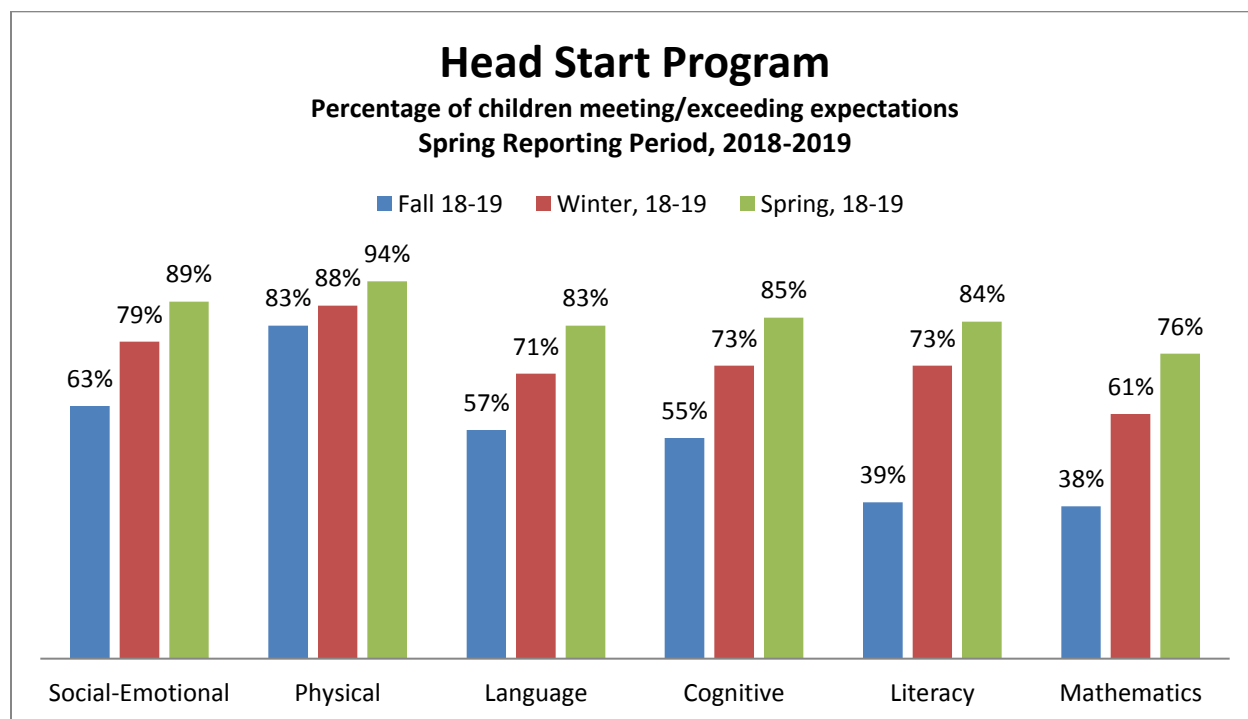
- 98% of children have a medical home (a medical home is when a family has a specific doctor to go to for their medical needs)
- 99% of children have health insurance
- 75% of children have an up to date physical
- 100% of children are up to date with immunizations
- 96% of children have a dental home (a dental home is when family has a specific dentist to go to for their dental needs)
- 78% of children have an up to date dental exam
- 0.5% of children were referred to Mental Health Services outside of Head Start
- 66% of children are reported to be a healthy weight, with 6% being underweight, 13% overweight and 15% obese

Head Start has partnered with the University of Wisconsin Extension to provide nutrition classes for families. During these classes, families were provided with healthy options for their family meals and snacks and well as nutrition information. Our Head Start nurse also works with families to connect them with both health care providers and health information to address overweight and obese concerns with the children. The school district has also revised early education breakfasts to reduce the portion sizes to better meet the needs of our youngest students.

- **Student Achievement**



The Kenosha Unified Head Start Program reports student progress three times per year using My Teaching Strategies. School Readiness Outcomes (reported for 371 children) for Spring 2018-2019 are summarized in the chart below.



As evidenced by the graph, the most significant domains of improvement during this school year were Literacy (45% increase in children meeting or exceeding expectations from Fall to Spring) and Math (38% increase in children meeting or exceeding expectations from Fall to Spring).

This continues the trend from last year at this time. The highest areas of achievement overall are Physical Development and Social-Emotional Development, which is also the same as at this time last year. These scores show that students make significant growth in all areas. Head Start provides the opportunity to provide quality intervention to our students of poverty, especially our three year old students, who are not be able to attend school unless enrolled in Head Start.

Professional Learning was provided for teachers to build their skills in being intentional in their teaching. Teachers dug deeper into learning about embedding content learning during center time and how to be intentional in teaching skills in a play based program. Teachers also planned family engagement activities to help families support their child's education. In addition to the individualized coaching cycles that the teachers receive from our instructional coaches, teachers were able to participate in workshop learning opportunities for instruction in literacy and math.

### Head Start School Readiness Goals

For each five year grant period, the Kenosha Unified Head Start Program is required to write school readiness goals in the five domains of development described in the [Head Start Early Learning Outcomes Framework](#). Below is a summary of progress on Kenosha Unified Head Start's 2018-2023 School Readiness Goals for spring, 2018-2019:



### **Approaches to Learning**

Children will increasingly demonstrate self-control including controlling impulses, maintaining attention, persisting with activities, and using flexible thinking (ELOF Goal: P-ATL5, 6, 7, 9).

**Spring, 2018-2019 report:** As of June, 2019, 92% of children met or exceeded expectations for this goal (compared to 88% in the winter).

### **Social and Emotional Development**

Children will appropriately express and respond to a broad range of emotions, including concern for others (ELOF Goal: P-SE6, 7).

**Spring, 2018-2019 report:** As of June, 2019, 91% of children met or exceeded expectations for this goal (compared to 84% in the winter).

### **Language and Literacy**

Children will increasingly match the amount and use of language required for different social situations and follow social and conversational rules (ELOF Goal: P-LC4).

**Spring, 2018-2019 report:** As of June, 2019, 84% of children met or exceeded expectations for this goal (compared to 81% in the winter).

### **Cognition**

Children will demonstrate understanding of number names and order of numerals, the order of size or measures, the number of items in a set, and use math concepts and language regularly during every day experiences (ELOF Goal: P-MATH1, 2, 4).

**Spring, 2018-2019 report:** As of June, 2019, 74% of children met or exceeded expectations for this goal (compared to 72% in the winter).

### **Perceptual, Motor, and Physical Development**

Children will demonstrate use of small muscles for purposes such as using utensils, self-care, building, writing, and manipulation (ELOF Goal: P-PMP3).

**Spring, 2018-2019 report:** As of June, 2019, 95% of children met or exceeded expectations for this goal (compared to 88% in the winter).

### **For future considerations**

Head Start received notification from the Department of Children and Families that all employees who work with or have access to our Head Start Students will be required to have a fingerprint-based criminal record check on file every five years. The district is in the process of reviewing this requirement.

This is an informational report for the Head Start Program for the 2018-2019 school year.



Dr. Sue Savaglio-Jarvis  
Superintendent of Schools

Mr. Martin Pitts  
Regional Coordinator of Leadership  
and Learning/Elementary

Ms. Susan Valeri  
Chief of School Leadership

Ms. Luanne Rohde  
Director of Early Education



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KENOSHA UNIFIED SCHOOL DISTRICT  
Kenosha, Wisconsin

September 24, 2019

**Tentative Schedule of Reports, Events,  
and Legal Deadlines for School Board  
September-October**

**September**

- September 2, 2019 – District closed for Labor Day
- September 3, 2019 – First day of school for students
- September 10, 2019 – Standing Committee Meetings Canceled
- September 17, 2019 – Public Hearing on Budget, Annual Meeting of Electors, and Special School Board Meeting – 7:00 P.M. in the Indian Trail High School and Academy Auditorium
- September 24, 2019 – Regular School Board Meeting – 7:00 P.M. in ESC Boardroom

**October**

- October 8, 2019 – Standing Committee Meetings Canceled
- October 22, 2019 – Regular School Board Meeting –7:00 P.M. in ESC Boardroom



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