Kenosha Unified School District

REGULAR MONTHLY BOARD MEETING

October 22, 2019

7:00 PM

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

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Kenosha Unified School District

Regular School Board Meeting
October 22, 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

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 — 5
Minutes of 9/24/29, 9/25/29 and 10/15/19 Special Meetings and Executive Sessions, 9/24/19 Regular Meeting and 9/25/19, 10/9/19 and 10/15/19 Special Meetings

C. Consent/Approve — 23
Summary of Receipts, Wire Transfers and Check Registers

XI. Old Business

A. Discussion/Action — 32
Motion to Rescind Action Taken at September 24, 2019 Regular Meeting - Human Resource Information System Upgrade

XII. New Business

A. Discussion — 103
Official Third Friday Enrollment Report

B. Discussion/Action — 107
Changes in Fiscal Year 2018-2019 Adopted Budget

C. Discussion/Action 110
2018-2019 Budget Carryovers to the 2019-2020 Budget

D. Discussion/Action 114
Formal Adoption of the 2019-2020 Budget

E. Discussion/Action 123
Resolution No. 358 - American Education Week November 18-22, 2019

XIII. Other Business as Permitted by Law 124
Tentative Schedule of Reports, Events and Legal Deadlines For School Board (October/November)

XIV. Predetermined Time and Date of Adjourned Meeting, If Necessary

XV. Adjournment

Kenosha Unified School District
Kenosha, WI
October 22, 2019

The Office of Human Resources recommends the following actions:

ACTION	LAST NAME	FIRST NAME	SCHOOL/DEPT	POSITION	STAFF	DATE	FTE
Appointment	Bergeron	Toni	Prairie Lane Elementary	Interpreter	Interpreter	09/23/2019	1
Appointment	Buntrock	Jennifer	Lance Middle School	Special Education	ESP	09/30/2019	1
Appointment	Clyne	Vivienne	Washington Middle School	Administrative Support (10 MO)	ASP	09/16/2019	1
Appointment	Cruz	Antonio	KTEC West	Night Custodian - Second Shift	Facilities	09/16/2019	1
Appointment	Davis	Maria	Stocker/Somers Elementary School	Night Custodian - Second Shift	Facilities	09/16/2019	1
Appointment	Douglas	Theresa	EBSOLA CA	Classroom	ESP	08/29/2019	1
Appointment	Gray-Carter	Cassandra	Wilson Elementary School	Information/Health Services	ESP	10/02/2019	1
Appointment	Griffiths	Sara	Nash Elementary School	Special Education	ESP	10/07/2019	1
Appointment	Hannaman	Tabatha	Mahone Middle School	Special Education	ESP	10/02/2019	1
Appointment	Leal	Cecilia	Harvey Elementary School	Special Education	ESP	09/12/2019	1
Appointment	Mattison	Abigail	Mahone Middle School	Special Education	ESP	09/30/2019	1
Appointment	McDorman	Seth	Indian Trail HS & Academy	History/Sociology	Instructional	09/16/2019	0.67
Appointment	O'Connor	Lindsey	Human Resources	Chief Human Resources Officer	AST	10/07/2019	1
Appointment	Parks-Knight	Darien	Tremper High School	Security	ESP	09/16/2019	1
Appointment	Perez	Amber	Bose Elementary School	Special Education	ESP	10/07/2019	1
Appointment	Rivera	Julie	Tremper High School	Attendance	ESP	09/23/2019	0.65
Appointment	Rovik	Sydney	Bradford High School	Dance	Instructional	09/30/2019	0.83
Appointment	Ruffolo-Olson	Paulina	Lance Middle School	Special Education	ESP	09/23/2019	1
Appointment	Spangler	Julie	Lakeview Technology Academy	Classroom	ESP	10/01/2019	1
Appointment	Wtorkowski	Katie	Grewenow Elementary School	Multi-Age K/1	Instructional	10/03/2019	1
Resignation	Clausen	Laurin	Lance Middle School	Spanish	Instructional	09/20/2019	1
Resignation	Henrichs	Ashleigh	KTEC East	Administrative Support (12 MO)	ASP	10/18/2019	1
Resignation	Ramon	Ginger	Mahone Middle School	Special Education	ESP	09/12/2019	1
Resignation	Tobin	Mary	Jeffery Elementary School	C.D.S.	Instructional	09/20/2019	1
Resignation	Wirsching	Erica	Jefferson Elementary School	E.C.	Instructional	11/16/2019	1
Resignation	Woodard	Hilary	Grewenow	Special Education	ESP	10/11/2019	1
Retirement	Frenner	Anna	Bose Elementary	Special Education	ESP	09/27/2019	1
Retirement	Gildenstern	Thomas	Facilities	Carpenter	Facilities	10/01/2019	1
Retirement	Kirby	William	Facilities	Carpenter-Crew Leader	Facilities	01/23/2020	1
Retirement	Venne	Daniel	Mahone Middle School	English	Instructional	11/22/2019	1
Separation	Sinclair	Thomas	Southport Elementary School	Cross Categorical	Instructional	09/25/2019	1

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SPECIAL MEETING & EXECUTIVE SESSION
OF THE KENOSHA UNIFIED SCHOOL BOARD
HELD SEPTEMBER 24, 2019

A special meeting of the Kenosha Unified School Board was held on Tuesday, September 24, 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 6:40 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. 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.

Mr. Duncan moved that the executive session be held. Ms. Adams seconded the motion.

Roll call vote. Ayes: Ms. Adams, Ms. Stevens, 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.

Mrs. Linsey O'Connor arrived at 6:44 P.M. and answered questions from Board members. Mrs. O'Connor was excused at 6:58 P.M.

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

Meeting adjourned at 6:58 P.M.

Stacy Schroeder Busby
School Board Secretary

REGULAR MEETING OF
THE KENOSHA UNIFIED SCHOOL BOARD
HELD SEPTEMBER 24, 2019

A regular meeting of the Kenosha Unified School Board was held on Tuesday, September 24, 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 7:03 P.M. with the following Board 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 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 Frank Elementary School EL Education Credential Award.

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

Ms. Stevens moved to approve Mrs. Lindsey O'Connor as the Chief Human Resources Officer. Mrs. Modder seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis gave the Superintendent's Report which included a PowerPoint presentation by Dr. Savaglio-Jarvis, Dr. Alisia Moutry - President/CEO 4AM Consulting, Mrs. Yolanda Jackson-Lewis – Coordinator of Diversity/Student and Family Engagement, Mrs. Maria Kotz – Principal of Reuther Central High School, and Mr. Juan Torres – Coordinator of Diversity/Student and Family Engagement on the Wisconsin Urban Leadership Institute (WULI).

Ms. Adams introduced the student ambassador, Juan Gomez-Solis from Tremper High School, and he made his comments.

Mrs. Modder presented the legislative report.

Views and/or comments were made by the public.

The Board President did not make any remarks.

Board members considered the following Consent-Approve items:

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

Consent-Approve item X-B – Minutes of the 8/20/19 and 9/17/19 (2) Special Meetings, 8/27/19 Special Meeting and Executive Session, 8/27/19 Regular Meeting and 9/17/19 Annual Meeting of Electors.

Consent-Approve item X-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 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."

Consent-Approve item X-D – 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 recommends that the board approve revised Policy and Rule 3643 – Emergency School Closings as a second reading on September 24, 2019."

Consent-Approve item X-E – Update on Student and Staff Technology Acceptable Use Policies submitted by Ms. Angela Becker, Network Manager; Mrs. Annie Fredriksson, Coordinator of Instructional Technology; Mr. Kristopher Keckler, Chief Information Officer; 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.

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."

Consent-Approve item X – F – Policy 5533.2 - Pediculosis (Head Lice) submitted by Ms. Julie Housaman, Chief Academic Officer, Ms. Bridget Kotarak, Director of Special Education & Student Support, 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 Standford 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.

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)."

Mr. Duncan moved to approve the consent agenda. Mrs. Modder seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis presented the Classification, Compensation, and Personnel Policy for General Administrative, Instructional Administrative, Supervisory and Technical Personnel submitted by Mrs. Ruder and Dr. Savaglio-Jarvis, excerpts follows:

"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.

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."

Mr. Battle moved to approve the recommended changes to the 2019-2021 Classification, Compensation, and Personnel Policy for General Administrative, Instructional Administrative, Supervisory and Technical Personnel. Mr. Duncan seconded the motion. Unanimously approved.

Mr. Patrick Finnemore, Director of Facilities, presented the Facilities Update. He gave a PowerPoint presentation entitled "Summer 2019 Construction Project Updates" which covered the following topics: Bradford main entrance, Bradford staff entrance, Bradford cafeteria, Bradford commons window project, Bradford swimming pool, Bradford gym wall, Bradford boiler room, Bradford chillers, Reuther greenhouse, Reuther pool skylights, Reuther chiller, Tremper staff entrance, Tremper automotive classroom/shop, Tremper culinary classroom, Tremper music room, Tremper special education room, Tremper exterior windows, and coming in summer of 2020.

Mr. Finnemore answered questions from Board members.

No action was taken on the Facilities Update as it was an informational only item.

Dr. Savaglio-Jarvis presented the 2019-2020 Elementary School Multiage Waivers Request submitted by Mr. Martin Pitts, Regional Coordinator of School Leadership and Learning – Elementary; Ms. Susan Valeri, Chief of School Leadership; and Dr. Savaglio-Jarvis, excerpts follow:

"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).

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: Grant, Nash and Prairie Lane.

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."

Mr. Battle moved to approve the class size waiver request for Grant, Nash, and Prairie Lane Elementary Schools for the 2019-2020 school year. Mr. Duncan seconded the motion. Unanimously approved.

Mrs. Ruder presented the Human Resource Information System Upgrade submitted by Mr. Hamdan, Mrs. Ruder, and Dr. Savaglio-Jarvis, excerpts follow:

"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 priory 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.

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 contact. 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.

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.

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

Mrs. Ruder gave a PowerPoint presentation entitled "KUSD 2019: Need for a Human Resource Information System" which covered the following topics: challenges - high level overview, research, request for information (RFI), objectives, overall cost, overall cost compared to budgeted salaries, financial exposure, and next steps.

Mrs. Ruder and Mr. Handan answered questions from Board members.

Mr. Duncan moved to postpone the Human Resource Information System Upgrade for 60 days. Ms. Stevens seconded them motion. Unanimously approved.

Dr. Savaglio-Jarvis presented the Gang Prevention Program submitted by Ms. Valeri and Dr. Savaglio-Jarvis, excerpts follow:

"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.

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 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.

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.

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.

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."

Mr. Battle moved to approve the Memorandum of Understanding with the Boys and Girls Club of Kenosha for Gang Prevention Education Program. Mr. Duncan seconded the motion. Motion carried. Ms. Adams dissenting.

Ms. Stevens presented Resolution No. 356 - National Bullying Prevention Month 2019 which read as follows:

"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."

Mr. Battle moved to approve Resolution No. 356 - National Bullying Prevention Month 2019. Ms. Stevens seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis presented Resolution 357 – Wisconsin School Board Appreciation Week October 6-12, 2019 which read as follows:

"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."

Mrs. Modder moved to approve Resolution 357 – Wisconsin School Board Appreciation Week October 6-12, 2019. Mr. Duncan seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis presented the Head Start Semi Annual Report submitted by Ms. Luanne Rohde, Director of Early Education; Mr. Pitts; Ms. Valeri; and Dr. Savaglio-Jarvis, excerpts follow:

"The purpose of this report is to ensure community and School Board awareness of the progress of the Kenosha Unified Head Start Program. This is an informational report provided every six months. 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.

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 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.

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.

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

Ms. Valeri answered questions from Board members.

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

Meeting adjourned at 8:54 P.M.

Stacy Schroeder Busby
School Board Secretary

SPECIAL MEETING & EXECUTIVE SESSION
OF THE KENOSHA UNIFIED SCHOOL BOARD
HELD SEPTEMBER 25, 2019

A special meeting of the Kenosha Unified School Board was held on Wednesday, September 25, 2019, in the Board Meeting Room at the Educational Support Center. The purpose of this meeting was to vote on holding an executive session to follow immediately.

The meeting was called to order at 5:37 P.M. with the following members present: Ms. Adams, Mrs. Modder, Mr. Duncan, Mr. Garcia, and Mr. Wade. Dr. Savaglio-Jarvis, Attorney Christine Hamiel from Von Briesen & Roper, S.C., and Attorney Shana Lewis from Strang, Patteson, Renning, Lewis & Lacy were also present. Ms. Stevens and Mr. Battle were 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 to deliberate concerning a case which was the subject of a quasi-judicial hearing before the Board and to consider the dismissal or discipline of a public employee, the investigation of charges against such person and the taking of formal action on any such matter.

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

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

1. Termination Hearing

Attorney Hamiel noted that the District employee nor representation for said employee was present.

Attorney Lewis called upon several witnesses to give testimony pertaining to incidents and documents in relation to the termination of a District employee. Board members asked questions of said witnesses following their testimony.

Dr. Savaglio-Jarvis, Attorney Lewis and all witnesses departed the hearing at 6:42 P.M.

Board members met privately and discussed the information provided to them. There was consensus for termination of the District employee.

Mrs. Modder moved to reconvene in open session. Mr. Duncan seconded the motion. Unanimously approved. Open session was reconvened at 6:58 P.M.

Mr. Duncan moved to accept administration's recommendation for termination. Mr. Garcia seconded the motion. Unanimously approved.

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

Meeting adjourned at 6:58 P.M.

Stacy Schroeder Busby
School Board Secretary

A SPECIAL MEETING OF
THE KENOSHA UNIFIED SCHOOL BOARD
HELD OCTOBER 9, 2019

A special meeting of the Kenosha Unified School Board was held on Wednesday, October 9, 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 5110.1 – 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 – Employee Anti-Harassment.

The meeting was called to order at 5:33 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 and Attorney Ronald Stadler from Jackson Lewis P.C. were also present.

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

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

Attorney Stadler presented the revisions incorporated into Policy 5110.1 - Student Equal Opportunity and Nondiscrimination in Education which were suggested at the last meeting.

The following additional suggested changes were noted:

- Add “undocumented/immigration status”, “gender identity” and “gender expression” to the first sentence of the first paragraph.
- Change “consultation with” to “concurrence by” in the second sentence of paragraph three.
- Change “designated employee” to “Superintendent and/or designee” in the first sentence of the fifth paragraph.
- Attorney Stadler will look to see which term is consistently used throughout other policies: “employees” or “staff”.
- Incorporate the following grammatical changes noted by Mr. Duncan:
    - change “solved” to “resolved” throughout policy;
    - change “of” to “by”; and
    - “give” to “provide”.
- Cross reference Policy 5110.2.

Attorney Stadler presented the revisions incorporated into Policy 5110.2 - Nondiscrimination Guidelines Related to Students Who Are Transgender and Students Nonconforming to Gender Role Stereotypes which were suggested at the last meeting.

The following additional suggested changes were noted:

- Attorney Stadler will look to see which term is consistently used throughout other policies: “employees” or “staff”.
- Change “his/her” to “their” throughout the policy.
- At the top of page 4, change “timely fashion” to “within 15 school days without any undue delay. This deadline may be extended with good cause.”
- Attorney Stadler will revise the “Overnight Accommodations” section of the policy to incorporate some of the wording used in Madison’s policy which will allow the district to have flexibility but also be cognizant of all students and parents involved.

Attorney Stadler presented the revisions incorporated into Policy 5111 – Bullying which were suggested at the last meeting.

The following additional suggested changes were noted:

- Add “undocumented/immigration status” to replace “parental status” in the third paragraph.
- Incorporate the grammatical changes noted by Mr. Duncan in the last sentence of the third paragraph.
- Add an additional bullet in the fourth paragraph to cover a hate act.
- Cross reference Policy 5110.2.

Attorney Stadler presented the revisions incorporated into to Policy 4111 – Employee Anti-Harassment which were suggested at the last meeting.

The following additional suggested changes were noted:

- Attorney Stadler will look to see which term is consistently used throughout other policies: “employees” or “staff”.
- Add “undocumented/immigration status”, “gender identity” and “gender expression” to the third paragraph.
- Add “staff-to-staff, student-to-staff, staff-to-student, regardless of the genders of the involved parties” to the last sentence in paragraph three.
- Add “or threats” after “comments” in the second bullet in paragraph four.
- Change bullet three in paragraph four to read: “Insults or slurs based on a person’s protected characteristics.”
- Add an additional bullet which reads: “Non-sexual questions or comments about a person’s body, genitals or anatomy.”
- Change “timely fashion” to “within 15 school days without any undue delay. This deadline may be extended with good cause” in the seventh paragraph of the rule.
- Change “solved” to “resolved” throughout policy.
- In paragraph six of the policy, note that sexual relationships between staff members, where one has supervisory responsibilities over the other are “highly discouraged.”

Mrs. Modder moved to adjourn the meeting. Ms. Stevens seconded the motion. Unanimously approved.

Meeting adjourned at 6:39 P.M.

Stacy Schroeder Busby
School Board Secretary

SPECIAL MEETING & EXECUTIVE SESSION
OF THE KENOSHA UNIFIED SCHOOL BOARD
HELD OCTOBER 15, 2019

A special meeting of the Kenosha Unified School Board was held on Tuesday, October 15, 2019, in the Small Board Meeting Room at the Educational Support Center. The purpose of this meeting was to vote on holding an executive session to follow immediately.

The meeting was called to order at 5:30 P.M. with the following members present: Ms. Adams, Ms. Stevens, Mrs. Modder, Mr. Duncan, Mr. Battle, Mr. Garcia, and Mr. Wade.

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 to discuss Personnel: Compensation and/or Contracts.

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

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

1. Personnel: Compensation and/or Contracts

Attorney Lori Lubinsky from Axley Brynelson, LLP arrived at 5:34 P.M. and discussed the Superintendent's contract with Board members.

Mrs. Modder moved to adjourn the meeting. Ms. Stevens seconded the motion. Unanimously approved.

Meeting adjourned at 7:00 P.M.

Stacy Schroeder Busby
School Board Secretary

A SPECIAL MEETING OF
THE KENOSHA UNIFIED SCHOOL BOARD
HELD OCTOBER 15, 2019

A special meeting of the Kenosha Unified School Board was held on Tuesday, October 15, 2019, at 6:30 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 Policy 8850 – School Board Committees.

The meeting was called to order at 7:07 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 and/or comments by the public.

Board members discussed the structure of school board committees, the meeting frequency of the school board committees and the possibility of community input in regards to the school board committees.

Mr. Wade requested that board members send him their suggestions/preference within the next thirty days in regards to the following:

- structure of school board committees, i.e. four separate committees or one committee of the whole;
- preferred frequency of standing committee meetings; and
- suggested questions for a community poll/survey.

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

Meeting adjourned at 7:54 P.M.

Stacy Schroeder Busby
School Board Secretary

Kenosha Unified School District
Kenosha, Wisconsin
Summary of Cash Receipts and Disbursements
October 22, 2019

CASH RECEIPTS	reference	total
September 2019 Wire Transfers-In, to Johnson Bank from:		
WI Department of Public Instruction	*state aids register receipts*	$ 22,145,226.24
Johnson Bank	*account interest*	2,787.69
Bankcard Services (MyLunchMoney.com)	*food services credit card receipts (net of fees)*	158,702.47
Bank (RevTrak)	*district web store receipts (net of fees)*	41,962.04
Retired & Active Leave Benefit Participants	*premium reimbursements*	27,825.08
Various Sources	*small miscellaneous grants / refunds / rebates*	278,287.56
Total Incoming Wire Transfers		22,654,791.08
September 2019 Deposits to Johnson Bank - All Funds:		
General operating and food services receipts	*(excluding credit cards)*	219,682.78
TOTAL SEPTEMBER CASH RECEIPTS		$ 22,874,473.86

CASH DISBURSEMENTS	reference	total	
September 2019 Wire Transfers-Out, from Johnson Bank to:			
Payroll & Benefit wires			
Individual Employee Bank Accounts	*net payrolls by EFT (net of reversals)*	$ 7,896,341.05	
WI Department of Revenue	*state payroll taxes*	406,273.74	
WI Department of Revenue	*state wage attachments*	2,565.50	
IRS	*federal payroll taxes*	2,774,933.60	
Delta Dental	*dental insurance premiums*	230,069.57	
Diversified Benefits Services	*flexible spending account claims*	2,994.05	
NVA	*vision insurance premiums*	47,907.33	
Optum	*HSA*	304,820.77	
Various	*TSA payments*	315,634.26	
Subtotal		11,981,539.87	
General Operating Wires			
US Bank	*purchasing card payment-individuals*	315,911.57	*
Aegis	*workers' compensation payment*	200,000.00	
Kenosha Area Business Alliance	*LakeView lease payment*	16,666.67	
United Healthcare	*health insurance premiums*	3,060,975.75	
Subtotal		3,593,553.99	
Total Outgoing Wire Transfers		$ 15,575,093.86	
September 2019 Check Registers - All Funds:			
Net payrolls by paper check	*Register# 01019DP, 01919DP 01020DP, 01920DP*	$ 20,354.52	
General operating and food services	*Check# 583445 thru Check# 584505 (net of void batches)*	6,290,301.66	
Total Check Registers		$ 6,310,656.18	
TOTAL SEPTEMBER CASH DISBURSEMENTS		$ 21,885,750.04	

**See attached supplemental report for purchasing card transaction information*

KUSD Purchasing Card Program - Individual Cardholders

Transaction Summary by Merchant

Billing Cycle Ending September 16, 2019

Merchant Name	Total	
AIRLINE	$	24,695.30
3654 INTERSTATE	$	19,374.43
RESTAURANTS & CATERING	$	12,853.04
IN *GROHS ELECTRIC LLC	$	10,913.84
HOTEL	$	10,434.43
HAJOCA KENOSHA PC354	$	9,688.36
MENARDS KENOSHA WI	$	8,167.22
EVERWHITE/GLENROY, INC.	$	6,692.38
HIGHWAY C SERVICE INC	$	6,251.40
IN *ECONO SEWER AND DRAIN	$	5,294.20
AMERICAN TIME	$	5,108.00
INDUSTRIAL CONTROLS	$	5,048.76
CHESTER ELECTRONIC SUPPLY	$	4,488.90
MARK S PLUMBING PARTS	$	4,459.30
PROVANTAGE	$	4,034.25
SOLUTION TREE INC	$	4,034.00
PAYPAL *CULTUREPATH	$	3,800.00
PROJECT LEAD THE WAY, INC	$	3,795.00
ASG GLOBAL INC	$	3,743.10
IN *A BEEP, LLC	$	3,712.00
GLOBAL LEADERSHIP NETW	$	3,190.00
PAYPAL *HIGHLIGHTSM	$	2,961.25
INSPIREYOURPEOPLE COM	$	2,786.88
FILTRATION CONCEPTS INC	$	2,736.98
BEYOND CON(303)9938379	$	2,689.00
THE TRANE COMPANY	$	2,654.80
HALLMAN LINDSAY PAINTS -	$	2,611.16
SAMSCLUB #6331	$	2,558.37
SQ *PAUL A. ZUZINEC	$	2,495.00
UW MADISON SOE PLACE	$	2,425.00
ULINE *SHIP SUPPLIES	$	2,391.85
KENOSHA AREA BUSINESS	$	2,390.00
CLOSING THE GAP	$	2,260.00
AMZN MKTP US*MO8LC0T92	$	2,219.15
CONNEY SAFETY	$	2,182.43
BUILDERS HARDWARE	$	2,122.00
JUGS SPORTS INC	$	2,093.00
AIR FLOW INC	$	1,965.00
JOHNSTONE SUPPLY	$	1,840.33
SENOR WOOLY LLC	$	1,819.00
WISCONSIN MUSIC EDUCATORS	$	1,743.00
HARD ROCK SAWING & DRILL	$	1,715.00
USPS.COM POSTAL STORE	$	1,714.00
SOUTHEASTERN EQUIPMENT &	$	1,650.00
NOAH'S ARK WEB	$	1,645.44
NABT	$	1,645.00
JOANN STORES #2468	$	1,624.47

REI*GREENWOODHEINEMANN	$	1,553.70
NATL SCHOLASTIC PRESS	$	1,498.00
HEAT & POWER PRODUCTS INC	$	1,473.12
IN *IMAGINE U, LLC	$	1,380.00
DASH MEDICAL GLOVES	$	1,380.00
NAT'L CNCL COMM BHVRL	$	1,350.00
PAYPAL *JMAC SUPPLY	$	1,329.83
AMZN MKTP US*MO84K9OB1	$	1,314.94
GRAPHICSINC.COM	$	1,301.45
EB WATG 2019 CONFEREN	$	1,300.00
GFS STORE #1919	$	1,270.09
KIMBALL MIDWEST	$	1,262.46
WAYFAIR*WAYFAIR	$	1,228.99
GRAINGER	$	1,211.07
FIRST SUPPLY LLC #2033	$	1,194.57
SASED MIDWEST PBIS	$	1,180.00
REINDERS - BRISTOL	$	1,178.36
IMSE	$	1,175.00
STERICYCLE	$	1,157.84
ACT*WISCONSIN ART EDUC	$	1,100.00
THELEN MATERIALS LLC	$	1,036.17
MILWAUKEE PUBLIC MUSEUM	$	1,026.75
LINCOLN CONTRACTORS SUPPL	$	1,004.76
MAKEMUSIC, INC.	$	1,000.00
FCC*FRANKLINCVYSEMINAR	$	995.00
WM SUPERCENTER #1167	$	993.36
VEHICLE MAINT. & FUEL	$	976.51
FERGUSON ENT #1020	$	961.42
HOMEDEPOT.COM	$	934.95
IN *KNIGHT SOUND & LIGHTI	$	868.62
FESTIVAL FOODS	$	854.70
WAL-MART #1167	$	845.88
SP * BLOXELS	$	817.50
AMZN MKTP US*MY0GJ2FI3	$	815.52
COSPACES EDU PRO	$	813.00
HOBBY LOBBY #350	$	810.58
SWEETWATER SOUND	$	798.99
DOLLAR TREE	$	796.12
CHAMPION TEAMWEAR	$	787.22
FLUID HANDLING INC	$	748.38
PAYPAL *A1 SECURITY	$	745.91
ACT*WISCONSINEARLYCHIL	$	740.00
DBC*BLICK ART MATERIAL	$	738.23
CUSTOMINK LLC	$	728.02
APPLE HOLLER	$	722.50
BLS*NOVISIGN LTD	$	720.00
AMZN MKTP US*MO9594AG2	$	713.05
ASPEN PROPERTY CARE LLC	$	706.27
NATIONAL ASSOCIATION FOR	$	698.00
AWSA	$	696.00
VIKING ELECTRIC-CREDIT DE	$	693.05
SUPER SPORTS FOOTWEAR ETC	$	690.00
CDW GOVT #TWK6995	$	687.12
MOTION INDUSTRIES WI04	$	679.51
4IMPRINT	$	677.29

INT THESPIAN FEST 2	$	675.00
IN *WISCONSIN HIGH SCHOOL	$	669.36
THE BANDMANS COMPANY	$	624.90
FACEBK MQEJ7LS882	$	620.05
EB WHAT IS MODELING A	$	618.00
WI SCIENCE OLYMPIAD	$	600.00
IN *B AND L OFFICE FURNIT	$	600.00
ROCHESTER 100, INC	$	595.00
TCT*ANDERSON'S	$	586.27
GALLUP INC	$	570.00
TOWN & COUNTRY GLASS INC	$	569.46
CARDINAL STRITCH UNIVERSI	$	555.00
USPS PO 5668710244	$	550.00
PAYPAL *DERBYMAGIC	$	544.07
MEIJER # 284	$	538.99
ON TIME TEES	$	529.35
DICKOW CYZAK TILE CARP	$	520.46
US CARGO CONTROL	$	517.80
GUSTAVE A LARSON COMPANY	$	516.70
FASTENAL COMPANY 01WIKEN	$	470.28
CESA 6	$	470.00
FLORIDA VIRTUAL SCHOOL	$	463.50
CANCHILD	$	463.40
AMZN MKTP US*8D7UD8WO3	$	444.98
MED TECH RESOURCES LLC	$	443.44
EDUC THEATRE ASSOC	$	424.00
LEARNING RESOURCES	$	419.40
WISCONSIN SCHOOL MUSIC AS	$	412.00
NATL CNCL FOR BHVRL HTH	$	399.85
WFEA	$	399.00
VIKING ELECTRIC-MILWAUKEE	$	388.64
KEEPER GOALS	$	388.00
WONDERLAND CAMP & CONFE	$	384.00
SMK*WUFOO.COM CHARGE	$	383.00
BRENNAN INDUSTRIES INC	$	383.00
NEOPOST USA	$	380.00
NATIONAL PEN CO LLC	$	377.68
EXPRESS MEDALS	$	373.12
IN *WISCONSIN SCHOOL MUSI	$	366.00
COSTCO WHSE #1198	$	364.39
GOLF TEAM PRODUCTS	$	360.00
YARDSIGNWHOLESALE.COM	$	350.00
DATA MANAGEMENT INC.	$	350.00
NATIONAL BUSINESS INST.	$	349.00
PAT S SERVICES INC	$	325.00
FIRST FOR INSPIRATION & R	$	325.00
SHERWIN WILLIAMS 703481	$	320.90
BEST BUY 00000299	$	315.28
BEST BUY 00011916	$	315.10
DOORLOCKSDI	$	308.16
WM SUPERCENTER #5199	$	306.85
EL EDUCATION	$	306.43
PARKSIDE TRUE VALUE	$	302.75
WI DHFS LEAD AND ASBESTOS	$	300.00
SP2	$	299.00

LORENZ EXCAVATING AND TOP	$	294.97
CONSERVATIONMART	$	294.31
FBLAPBL	$	289.00
BT TIXCIEVENT FALL 2	$	286.00
SQ *JACK ANDREA	$	284.86
PICK N SAVE #871	$	278.89
AT&T*BILL PAYMENT	$	274.83
SPELLCITY	$	270.00
WALGREENS #3738	$	269.91
JUMP2MATH	$	267.00
ANIMOTO INC	$	264.00
HEGGERTY PHONEMIC AWAR	$	263.97
BATTERIES PLUS #0561	$	259.80
CONSERV FS INC	$	257.81
WASBO FOUNDATION	$	255.00
AMERICAN LIBRARY ASSN	$	253.95
LEGO EDUCATION	$	249.70
SUPERSHUTTLE EXECUCARDIA	$	248.38
SPECTRUM	$	245.70
COMMUNITY WALKS	$	245.00
ASSOC SUPERV AND CURR	$	237.96
PICK N SAVE #874	$	235.10
LOWES #02560*	$	234.88
GBC E-COMMERCE	$	231.12
CHEERORDERS	$	229.80
E-CONOLIGHT	$	224.97
USPS PO 5642800260	$	220.00
SURFSIDE BOWL	$	220.00
RESTROOM DIRECT HAND D	$	217.31
TARGET 00022517	$	216.48
SAN-A-CARE	$	212.43
AIRGASS NORTH	$	211.02
UWW CAMPS AND CONFERENCES	$	210.00
KRANZ INC.	$	208.99
SAMS CLUB #6331	$	207.69
TRANE SUPPLY-116407	$	206.44
STAGEPLAYS	$	199.51
GOOSECHASE.COM K-12 ED	$	199.00
SMORE.COM - EDUCATOR	$	197.00
EEMUSICCLASS	$	195.00
AAA CLUB/INSUR 0470590R	$	189.55
WALGREENS #9605	$	189.03
DISPLAYS2GO	$	184.07
BREEZY HILL NURSERY	$	183.24
MERIDIAN	$	182.00
AMZN MKTP US*MO6XL64M2	$	179.34
SKILLPATH / NATIONAL	$	179.00
SHIFFLER EQUIPMENT	$	177.24
OFFICEMAX/DEPOT 6358	$	174.90
STEIN'S GARDEN & HOME 14	$	171.83
MONSTER JANITORIAL LLC	$	169.56
SHERWIN WILLIAMS 703180	$	168.99
24HOURWRISTBANDS.COM	$	168.00
SUPERSHUTTLE EXECUCARMSP	$	167.56
OTC BRANDS, INC.	$	167.49

WWW.STENHOUSE.COM	$	166.69
ALLEGRA MARKETING PRINT&M	$	162.18
WRISTBANDCOMWRISTBAND	$	157.95
TOTALLYPROMOTIONAL.COM	$	156.60
AMZN MKTP US*MO9JX43L1	$	152.91
NEVCO INC	$	145.59
SHUTTLE PLUS ATL	$	143.40
EDUCATION WEEK	$	141.00
IKEA OAK CREEK	$	139.98
AMZN MKTP US*MA24C62T0	$	137.94
PITSCO INC	$	137.50
SUPERSHUTTLE EXECUCARNYC	$	131.66
USPS PO 5666100158	$	131.00
SIGNARAMA	$	128.00
TAILOR TOYS L.L.C	$	127.92
REALLY GOOD *	$	126.59
PARTY CITY 5174	$	125.47
PRAIRIE SIDE TRUE VALUE	$	124.78
MENARDS RACINE WI	$	123.50
WM SUPERCENTER #1551	$	121.95
FLOCABULARY	$	120.00
BOOK CREATOR	$	120.00
BUILDABEAR WRKSHP 0013	$	119.80
AMZN MKTP US*MO3X29SO2 AM	$	118.93
FASTSIGNS 301101	$	111.01
AMZN MKTP US*MO3RY7HK2	$	109.68
AMZN MKTP US*5O1NB8EZ3	$	105.99
OFFICEMAX/DEPOT 6869	$	105.49
AMZN MKTP US*MO2ZJ7591	$	103.99
TIME CLOCKS	$	102.00
WALGREENS #12413	$	101.22
DICK'SSPORTINGGOODS.COM	$	98.91
STU*STUMPS	$	97.98
AMZN MKTP US*MA68N69E0	$	97.68
WM SUPERCENTER #2668	$	94.55
AMZN MKTP US*MA33I6KU0	$	92.00
NATIONALGEO	$	90.00
DEMCO INC	$	89.98
LAMINATION DEPOT INC	$	89.96
AMZN MKTP US*MO7CN1OW1	$	89.22
AMERICAN BAND ACC	$	88.15
SERIOUSSHOPS.COM	$	87.36
USA CLEAN	$	85.57
ENTERPRISE RENT-A-CAR	$	83.66
CRAYOLA COM	$	76.90
BADGER THERMAL UNLIMITED	$	76.49
CABLE TIES PLUS	$	76.17
WASDA	$	75.00
AMZN MKTP US*MO0EF70N1	$	72.45
AMZN MKTP US*MO5HX1AF2	$	71.35
MOBILE ONE	$	70.00
GIH*GLOBALINDUSTRIALEQ	$	69.05
ADOBE *CREATIVE CLOUD	$	63.28
ADOBE *STOCK	$	63.28
AMZN MKTP US*MO7PF9E62	$	63.24

DICKS SPORTING GOODS#753	$	62.79
GIA BELLA FLOWERS	$	62.53
EVACUUMSTORE.COM	$	60.90
AMZN MKTP US*MA6990S90	$	60.60
ROGANS SHOES INC KENOSHA	$	59.25
NSPRA	$	59.00
MCMASTER-CARR	$	57.70
TARGET.COM *	$	57.30
MIDTOWN FLORIST	$	56.92
WALGREENS #3153	$	56.26
FARM & FLEET STURTEVANT	$	54.99
TARGET 00001529	$	54.00
DOA GAMING	$	51.00
PAYPAL *JSMITHFARMS	$	50.00
MAILCHIMP *MONTHLY	$	50.00
PAYPAL *VACSHOPINC	$	49.79
GARD SPECIALISTS CO INC	$	49.17
AMAZON.COM*MO3GU8BQ1 AMZN	$	45.54
AMZN MKTP US*HC8W30R03	$	45.48
DPI WS2 MQR EPAY	$	45.00
AMZN MKTP US*MO8KT7X22	$	44.97
NNA SERVICES LLC	$	43.26
AMAZON MKTPL*MA32L9W70	$	42.95
SPEEDY METALS - WEBSITE	$	42.90
AMAZON.COM*MO4CQ1MR1 AMZN	$	42.16
TENUTAS	$	41.10
SQ *GEORGE CAPOUN G	$	40.00
U-HAUL OF FOREST PARK	$	37.70
WALMART.COM 8009666546	$	37.32
MENARDS OAK CREEK WI	$	35.88
PAYPAL *LIVEBINDERS	$	34.95
AMZN MKTP US*MO85K5FV0 AM	$	33.98
AMZN MKTP US*MO13A3VJ2	$	33.74
WM SUPERCENTER #910	$	33.34
VISTAPR*VISTAPRINT.COM	$	32.26
IN *TRAINING WHEELS GROUP	$	30.52
TRAINING WHEELS GROUP,	$	30.52
AMZN MKTP US*XN3VI78S3	$	29.99
WAL-MART #1551	$	29.64
DMS*DATA MEMORY SYSTEM	$	28.13
RICHTER'S MARKETPLA	$	25.08
TEACHER CREATED RESOURCES	$	24.96
MILW CO OAKWOOD GOLF	$	24.00
APSTYLEBOOK.COM	$	22.00
WALGREENS #9363	$	19.99
PARTY CITY 5154	$	19.99
NCTM	$	19.58
AMZN MKTP US*MA4ZS57N0	$	19.56
ALDI 64096	$	18.93
CESA 6 GMS SERV FEE	$	18.75
AMAZON.COM*MO0GX0E82 AMZN	$	17.92
PP*ITUNES.COM/BILL	$	17.85
PIGGLY WIGGLY #004	$	16.93
ZOOM.US	$	15.75
JOHNSTON PARK	$	15.00

SQ *SHOOP PARK GOLF	$	15.00
WALGREENS #7965	$	14.99
AMZN MKTP US*MO7VX3491	$	14.99
HAWK'S VIEW GOLF CLUB	$	12.00
AMZN MKTP US*MO6439L20	$	10.99
AMZN MKTP US*MO4QS4SM0	$	10.58
SPOTIFY USA	$	10.54
PAYPAL *MICROSOFT XBOX	$	10.50
AMZN MKTP US*MA48U5Y21	$	10.01
RED*CROSS TRNG & PROD	$	10.00
SMORE.COM	$	10.00
FEDEX 789282932352	$	9.77
AMZN MKTP US*MO0BQ5SM1	$	8.99
WALGREENS #10714	$	8.16
KMART 3088	$	6.98
PRIME VIDEO*MO6248Q90	$	4.21
AMAZON MP3*MA0BC5920	$	1.36
PCNAMETAG INC PCNAMETAG	$	(6.37)
PARTY CITY 1002	$	(12.86)
AFRICAN IMPORTS, LLC	$	(138.00)
US Bank Purchasing Card Payment - Individuals	$	315,911.57

KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, Wisconsin

October 22, 2019

Administrative Recommendation

It is recommended that the September 2019 cash receipt deposits totaling $219,682.78, and cash receipt wire transfers-in totaling $22,654,791.08, be approved.

Check numbers 583445 through 584505 totaling $6,290,301.66, and general operating wire transfers-out totaling $15,575,093.86, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the September 2019 net payroll and benefit EFT batches totaling $11,981,539.87, and net payroll check batches totaling $20,354.52, 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

October 22, 2019

Motion to Rescind Action Taken at September 24, 2019 Regular Meeting - Human Resource Information System Upgrade

At the September 24, 2019 regular board meeting, the board of education was presented with information in regards to a Human Resources information system upgrade (attached). The recommendation presented was to approve ADP as the districts' human resource information system (HRIS) vendor.

The motion and vote was as follows:

"Mr. Duncan moved to postpone the Human Resource Information System Upgrade for 60 days. Ms. Stevens seconded them motion. Unanimously approved."

After a thorough debriefing following the September 24, 2019 meeting, administration has decided to postpone the HRIS upgrade at this time; therefore, there is no need for the HRIS item to return to the board within 60 days.

Recommendation:
Per Board Policy 8810, number 5, it is recommended that the Board rescind the action taken at the September 24, 2019 meeting and make a motion to postpone the HRIS upgrade indefinitely.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Lindsey O'Connor
Chief Human Resources Officer

Tarik Hamdan
Chief Financial Officer

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 priory 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 contact. 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)	?	?
Estimated annual budget impact	**$612,100**	**$669,200**	**$669,200**	**$819,200**	**$819,200**

**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

[redacted]

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	$0
	TOTAL*	**$ 435,000.00**

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

Is this a [ ] One-time or [X] 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.

	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)	$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)	?	?
Estimated annual budget impact	**$612,100**	**$669,200**	**$669,200**	**$819,200**	**$819,200**

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

ATTACHMENT A

HR, Benefits, and Payroll Technology
Summary of Findings Report

results

PRESENTED BY

ProHCM
HR WITHOUT LIMITS

Sponsored by Hays Companies

For: Kenosha School District

January 2019

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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

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

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

Current Situation

- 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

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

Key System Requirements

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

- 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

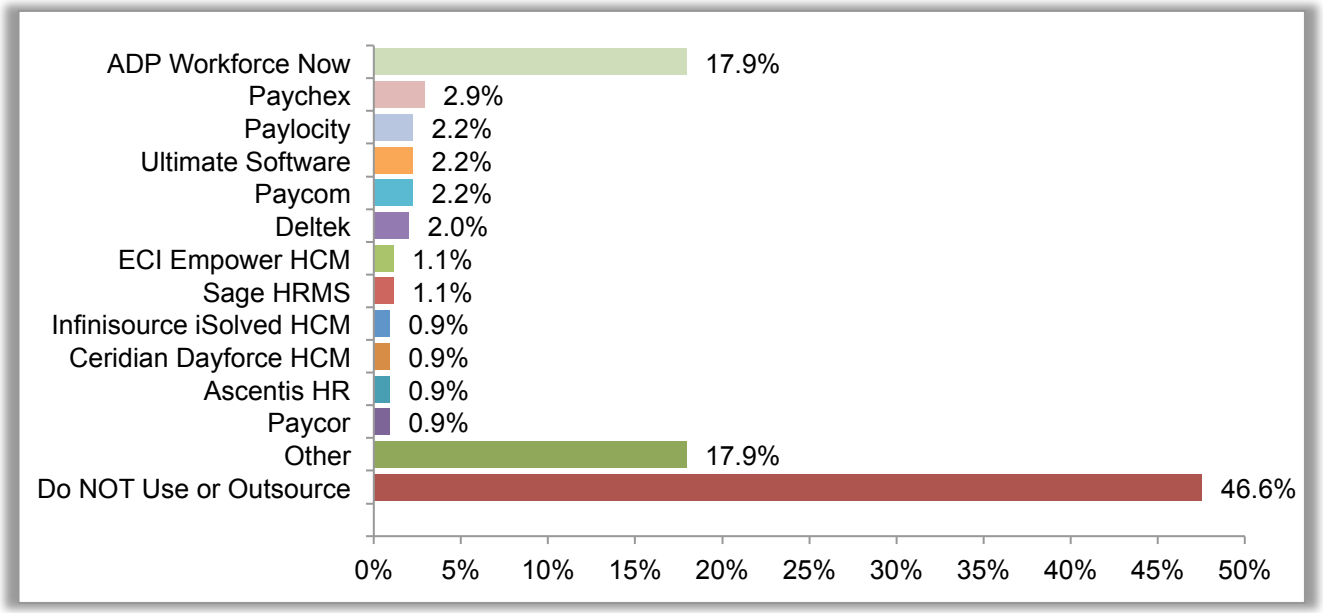
Reporting features should include:

- 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

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.

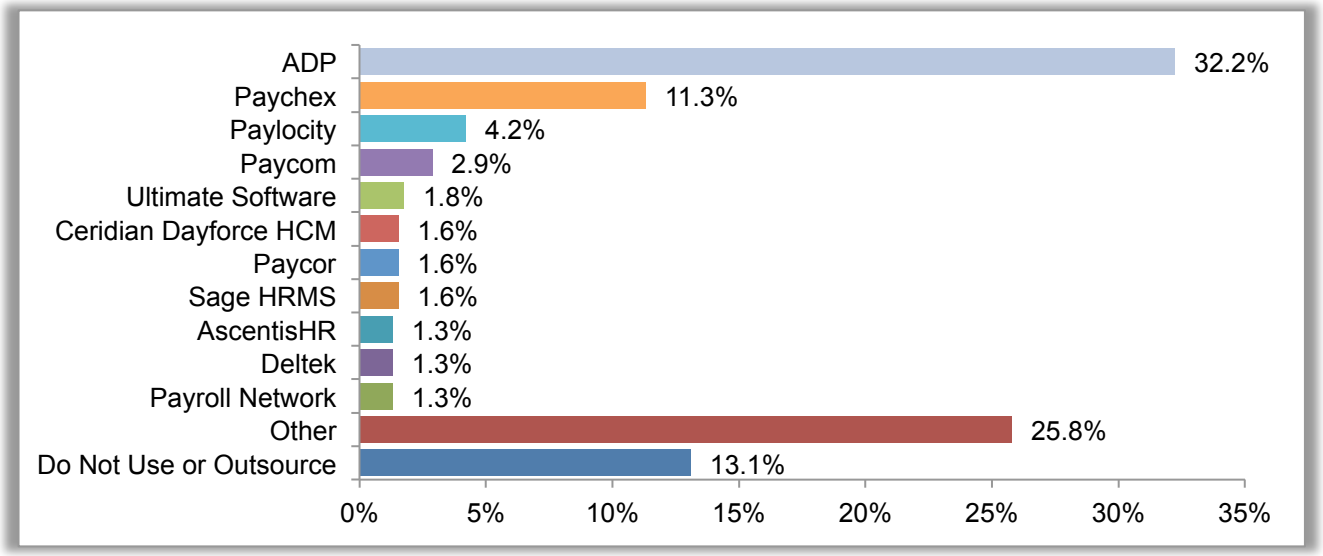
Which vendor do you use for General HR Management (HRIS)?



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.

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.

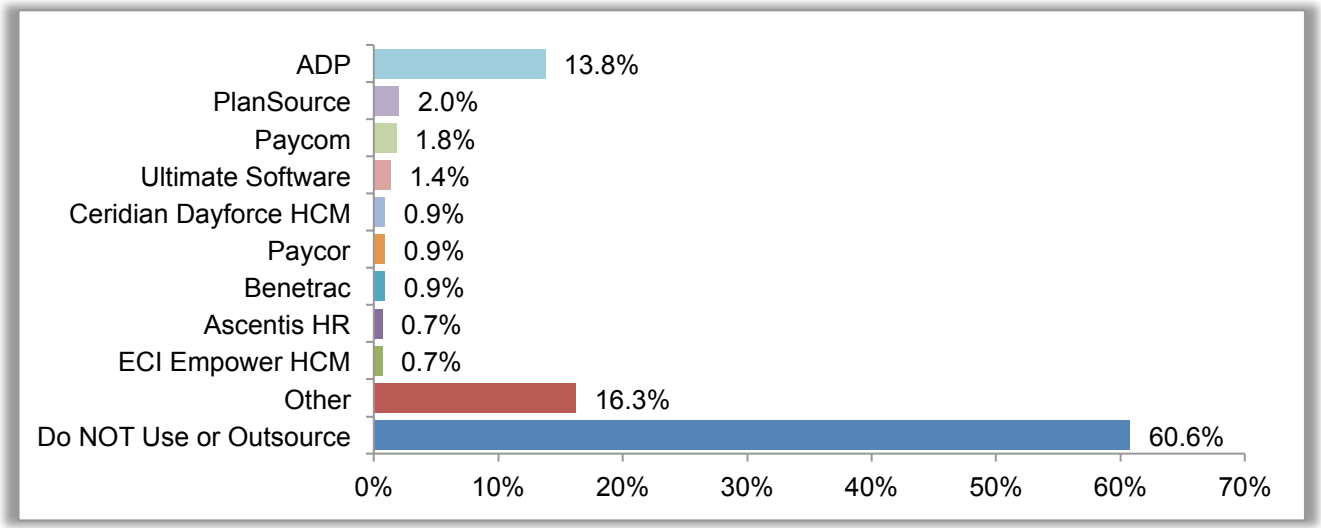
In the 26 – 100 segment, ADP once again dominated but the Paychex share dropped to 12%. Paylocity and Sage were next with 4% followed by Infinisource with 3%.

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 2nd 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.

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.

2017 HR, Benefits, and Payroll Technology Survey Summary

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.

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

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

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

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

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

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

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 conrtibute 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

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

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

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 that the vendors are asked to demonstrate the functionality that is represented on this document so that the functionality is validated.

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

Always Designing for People™

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
ADP Vantage HCM	
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	
ADP Unemployment Claims Services	
Employment Verification Services	
ADP Time & Attendance Services	
Activities	
Accruals	
Leave	
Analytics	
Benefits Services	
ADP Benefits Administration Services	
Employee Decision Support Tools	
ADP Dependent Verification Services	
Ongoing Dependent Verification	
ADP Health Compliance Services	
ADP Health Compliance Essential	

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

- 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
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 & Attendance Services		
Activities		
Accruals		
Leave		
Analytics		
Benefits Services		
ADP Benefits Administration Services		
Employee Decision Support Tools		
ADP Dependent Verification Services		
Ongoing Dependent Verification		
ADP Health Compliance Services		
ADP Health Compliance Essential		
ADP Recruiting Management Services		
Mobile Text Message		
Talent Management Solutions		
ADP Performance Management		
Wage Garnishment Services		
Application/Hosting Services		
Hosting Facility & Services		
General Services		
Market and People Insights		
Document Cloud		

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

- 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
Payroll Services						
W-2s	4,011	$1.22	per W-2		$4,873.89	
ADP Dependent Verification Services						
Initial Audit of Dependents	1,223	$10.50	per audit		$12,841.50	
Leased Timeclocks, Maintenance for Purchased Clocks						
InTouch Terminal Barcode Reader	40	$117.00	per each per month	$4,680.00	$56,160.00	

ResNav Solutions
Linking Your Systems Together
ResNav Solutions

ATTACHMENT C

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:	Kenosha United School District	Client Company Code:	
Address:			
City	State	Zip Code	Time Zone
Corporate address (if different from above)			
City	State	Zip Code	
Industry:		Number of Employees: >1000	
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	**Position Control Base/ Fund Tracking / Grade and Step / Worflow/ RM Feed / Non Standard payments / escrow Calculation**		
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:	• 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. • Client Company has sufficient resources for the Project • Client will complete Web service certification (API) / SFTP push of data • Client will request to ADP Payroll data in the form of an employee level GL feed for Actual reporting or payroll Template report • Client will perform an audit of converted data and review with client team • Client is required to sign off on scope document • Client is required to engage in testing of solution and sign off • Client is responsible for associated set up and cost of data feeds from the ADP system (If Any)

Statement of Work

Description of Services (not all services may apply)	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.
Deliverables:	• Welcome / Introduction meeting / Confirm scope • Implementation Timeline (Discovery, Configuration, Testing, Go Live) • Client supporting documentation and business requirements • Client Training (Train the trainer) • Base Position Control Web Site as noted in Key features and screen shots provided • User Logins
Process:	• Review SOW, Reaffirm scope of project. • Connect with ADP PM, gain client background, define mutual expectations • Introduce ResNav Solutions to client, confirm scope, define mutual expectations. • Clearly identify acceptable data formats for information to and from ADP and Clients • Analyze current operational procedures of client, fit into project • Identify and notify of potential difference between expected and promised • Create Gantt Chart (responsibilities, dates of delivery, time frame) • Work with business analysts and software developers until completion • When required, work with client 3rd party contractors • Maintain high level of communication and a unified team approach • Provide project timeline, adhere to steps\ Identify and notify all parties of Potential factors that could lead to departure from timeline • Notify all parties of timeline revisions (supply Gantt Chart with updates) • Identify and overcome obstacles to successful project completion

Statement of Work

Process:	• Track time and materials • Maintain privacy and confidentiality • Facilitate information extraction ADP, Upload into client site • Provide demonstration site and review with client to ensure satisfaction prior to final delivery • Be Available for client meetings during business hours regardless of client time zone • Coordinate client demo at testing • Notify Client of billable events at applicable stages of project • Recap project, train the trainer, establish post completion expectations

Key Features	2 tier tracking:
	• Business Level – Dynamic string based on ADP field data
	• Job Level -- Dynamic string based on ADP field data
	• Position Level – Unique string based on a combination of a Business Level and Job Level
	
	Position Key features:
	• System is position centric – Positions can be added and tracked independent of an employee
	• 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
	• Future positions can be added – Using effective dating
	• Date tracking of positions for open/closed
	• Position level hierarchy – The system has a “Reports To” Position feature
	• Importing of positions – System had predefined templates to allow importing of Mass positions to be imported
	
	Position Budgeting:
	• Budgets – Can be on an Annual or Fiscal Year basis
	• Revisions – System tracks multiple revisions of budget dollars and FTE within a Year
	• Transfer Function – Track and Transfer remaining budget dollars for closed positions within the Fiscal Year
	• Fund tracking:
	  ○ Apply positions to fund Amounts / Grants to track limits
	  ○ Apply Positions to Funding Sources

Statement of Work

Key Features	Salary forecasting • Apply a percent increase to all active and open positions for future budgeting • Allow specific employee overrides • Prorate increases based on ADP Anniversary Date Pre-Defined Reporting: • Vacancy Reporting – Real time vacancy reporting -- Providing open positions, budget, Last person in the position, last Salary • Position Report – Position level data provided to report off of, including employee history links • Employee Report – Employee position data for history searching • Budget to Actual Reports – Track in real time YTD Budget, Budget to Date against Actual Fiscal Year dollars to show variance tracking • Turnover Report – Track and monitor turnover information by position • Basic Hierarchy Structure View based on "Reports To"
Key Features	Employment page: • Basic employee/personal data - Stored from the ADP data • Employee Position History - Tracks all movements of the employee by linking and unlinking employees based on ADP data • Employee Secondary position tracking – Can be entered directly to the system Manager level access: • Based on "Reports To" Position – Automatically knows a manager reporting structure by potions • Provide Vacancy reporting • Provide Budget to Actual reporting • Allow Salary forecasting on a Manager "Reports To" level

Statement of Work

Key Features Custom	**No Custom**

Statement of Work

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

Statement of Work

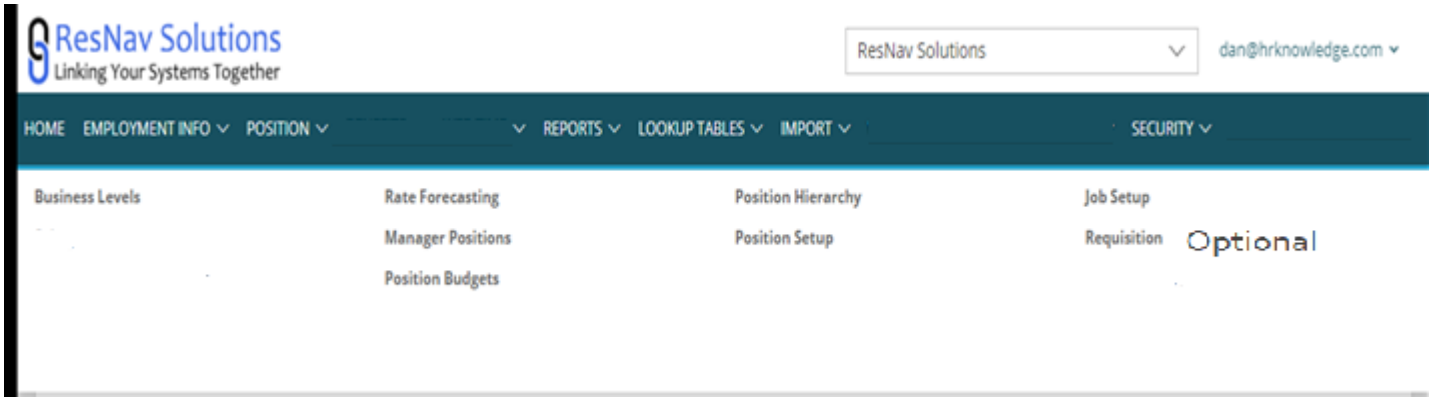
Statement of Work

Custom configuration Requested continued	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. 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
Custom / Optional	***Optional functionality available (To be priced and scoped separately)*** • Allocation of positions • Custom Forecasting • Additional data grids (If necessary) • Report writing tool **To be priced if requested.** **1.**

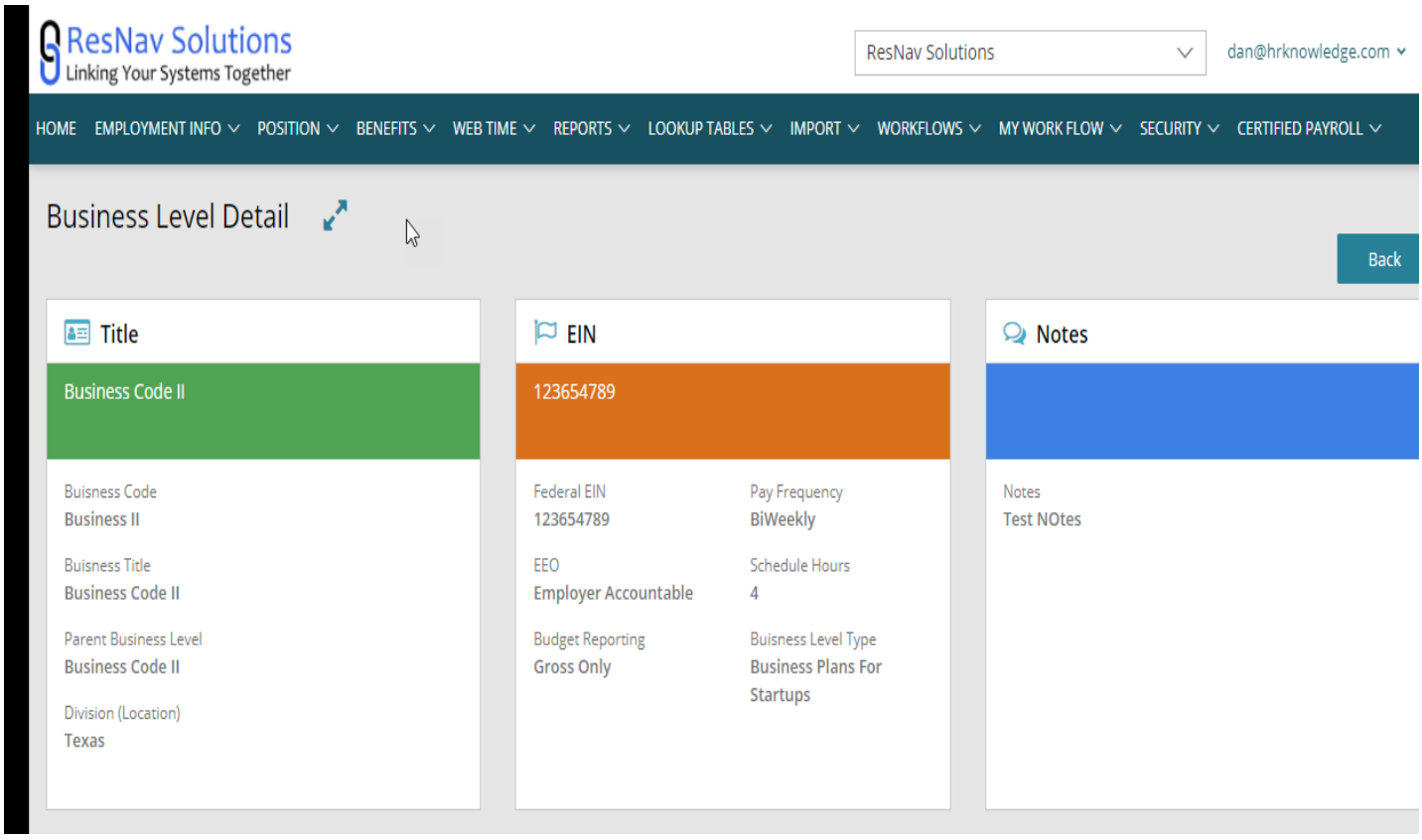
ExecView by ResNav Solution		Hours
Module	**Base Position \ Budgeting Control**	
Held By	**Task/Description**	
ResNav\Client\ADP	Review SOW with client \ ADP	1
ResNav	Request data from ADP \Client	1
ResNav	Upload supplied data from ADP \Client	4
ResNav	Create API\Import	10
ResNav\Client\ADP	Review site 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

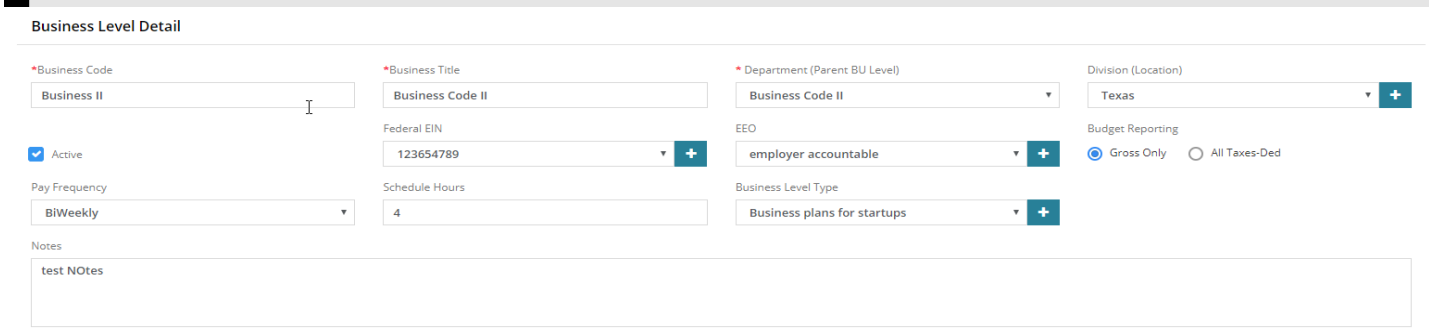
Statement of Work

Screen 1: Main Menu



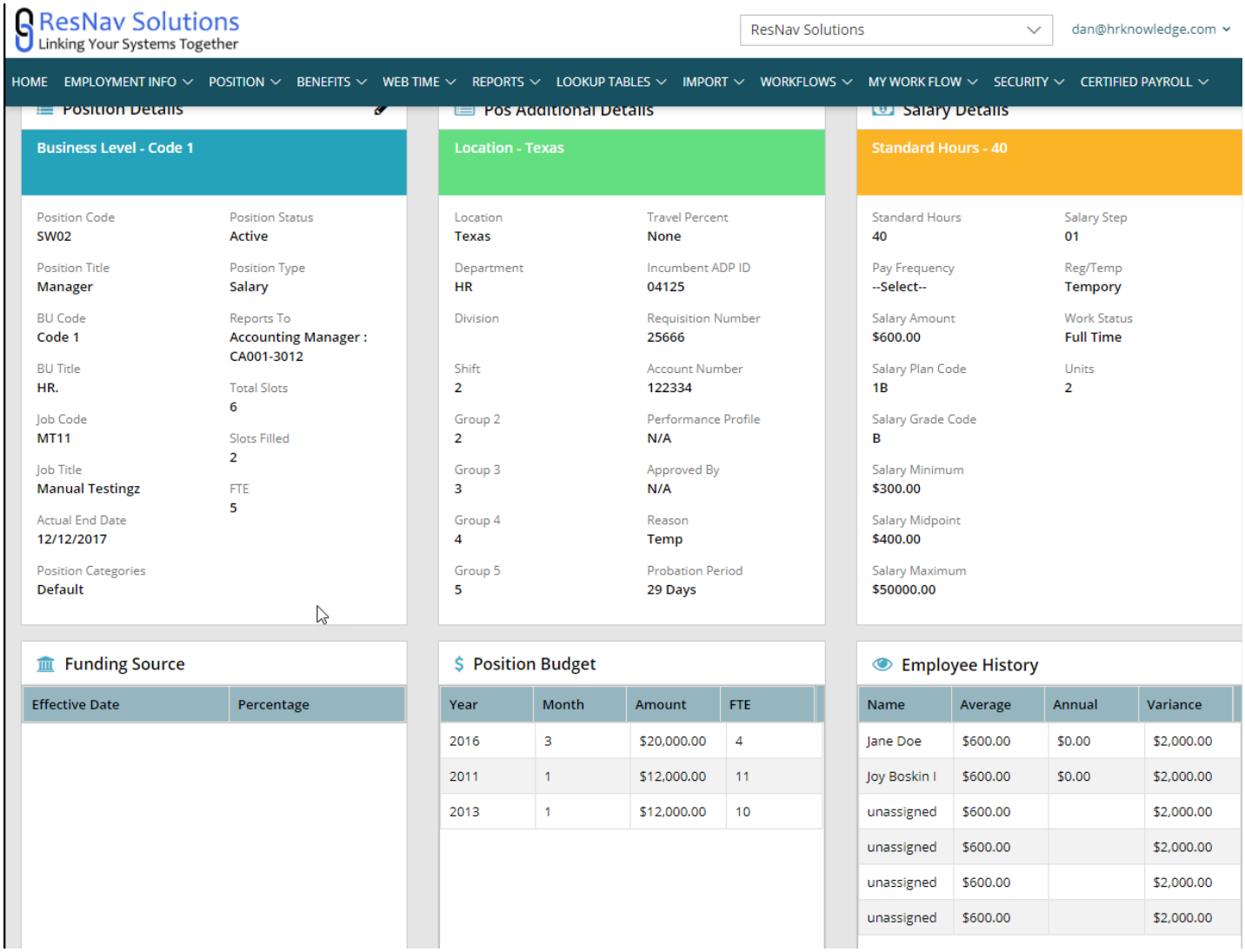
Screen 2: Business Level



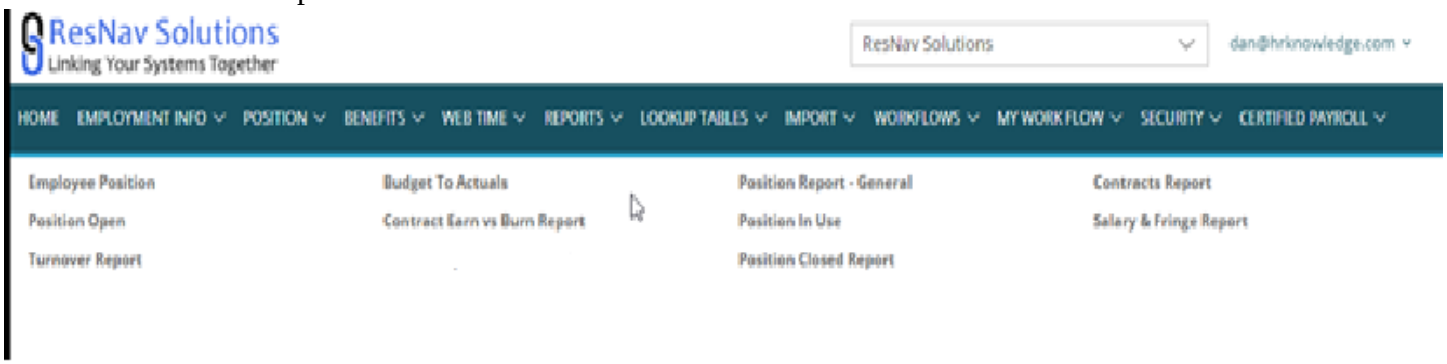


Statement of Work

Screen 3: Position



Screen 4: Standard Reports



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 SOLUTIONS		**RESNAV SOLUTIONS**	
Name:		**Signature:**	
Title:		**Date:**	

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

ATTACHMENT D

Quantitative and Qualitative Reasons to Move to ADP Human Capital Management

June 7, 2019

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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

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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*

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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*

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ADP: Strategy #3

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.

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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.

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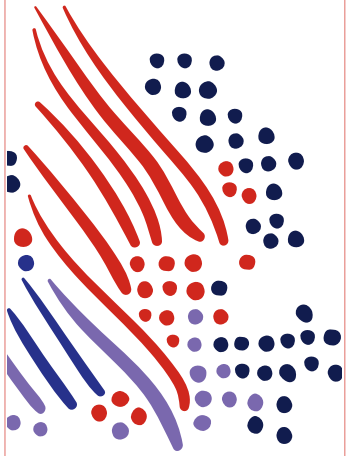
Qualitative Reasons to Move to ADP Human Capital Management



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

—PwC

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

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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.

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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.

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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.

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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.

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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.

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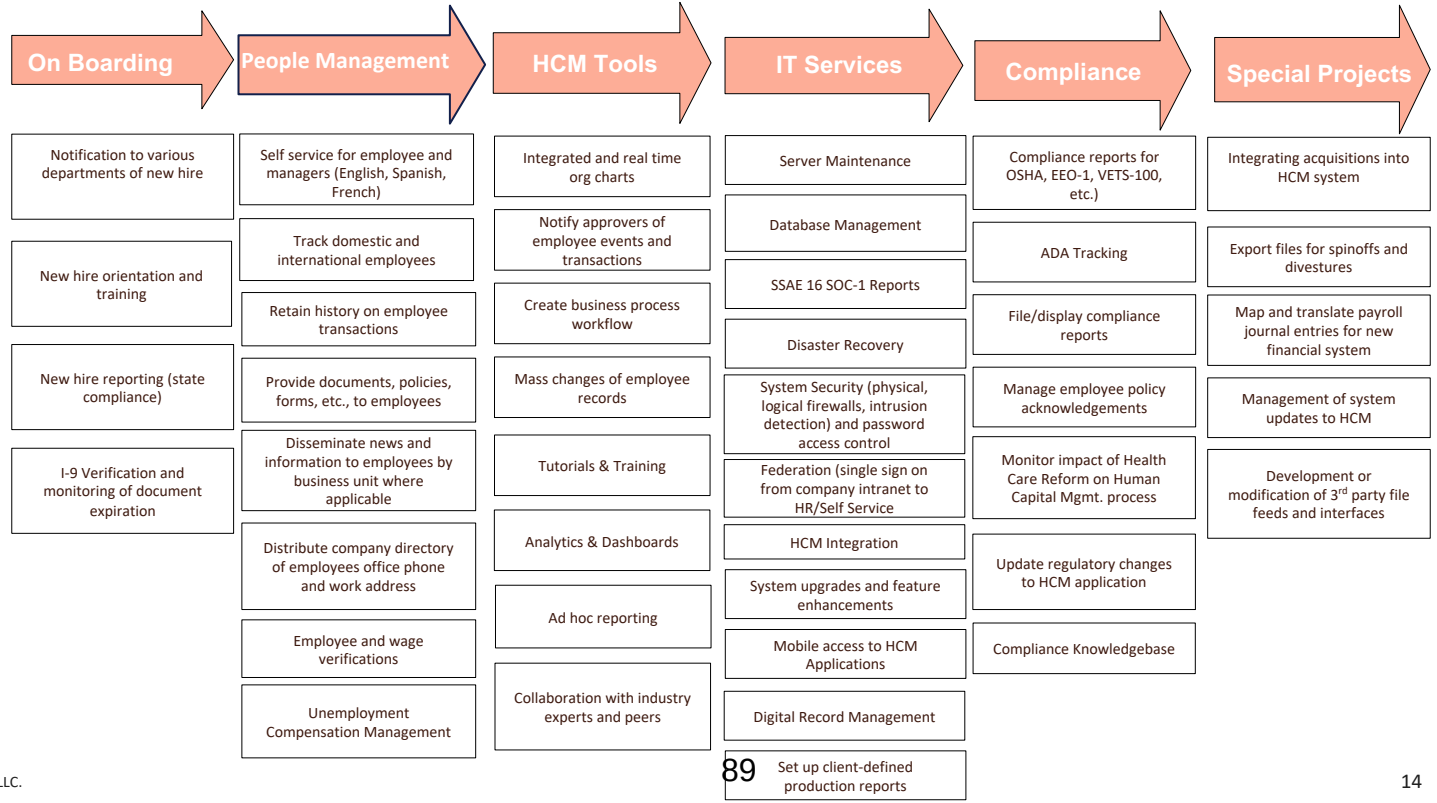
HRIS - in house

Managed by Client



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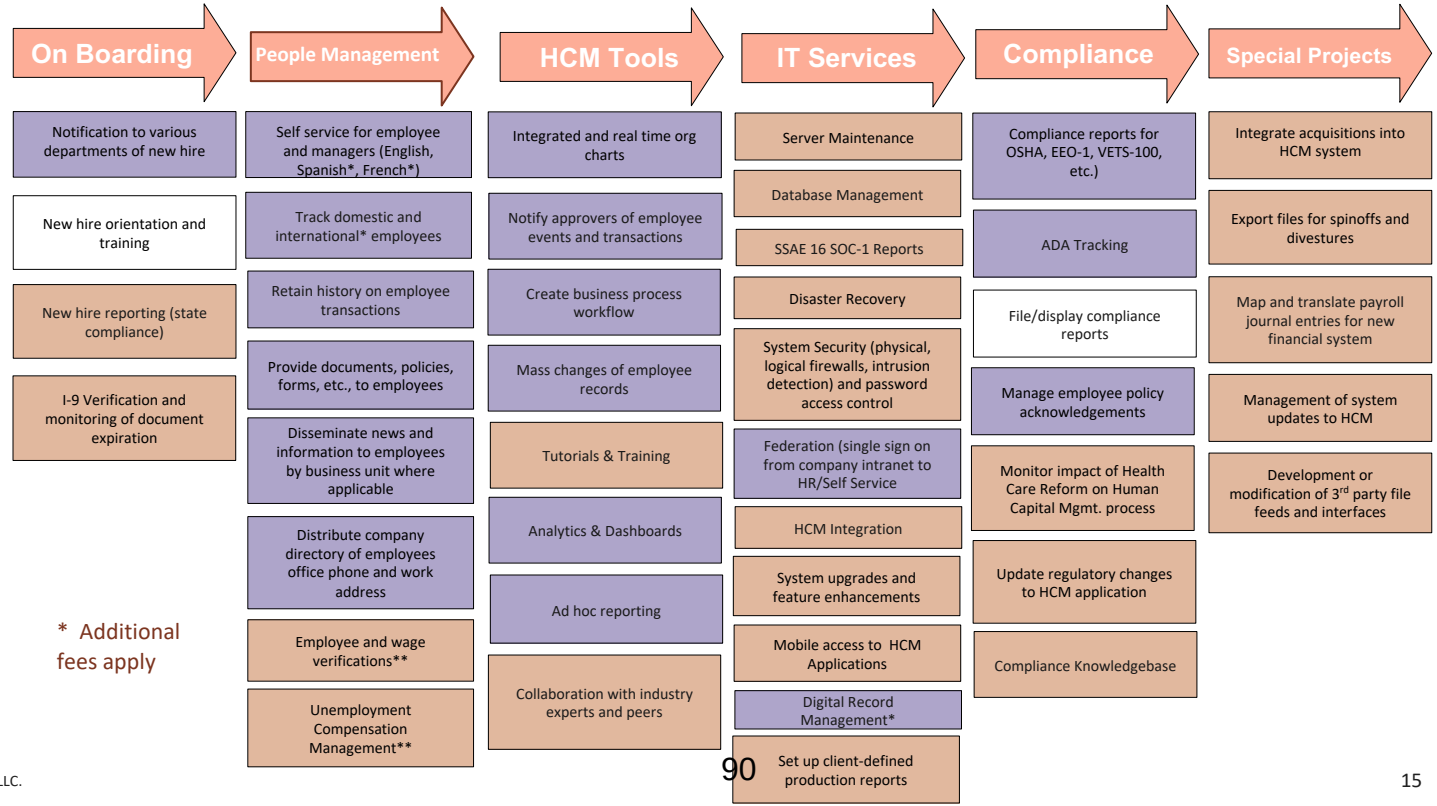
ADP - HCM

Automated via ADP HCM	Managed by ADP	Managed by Client



* Additional fees apply

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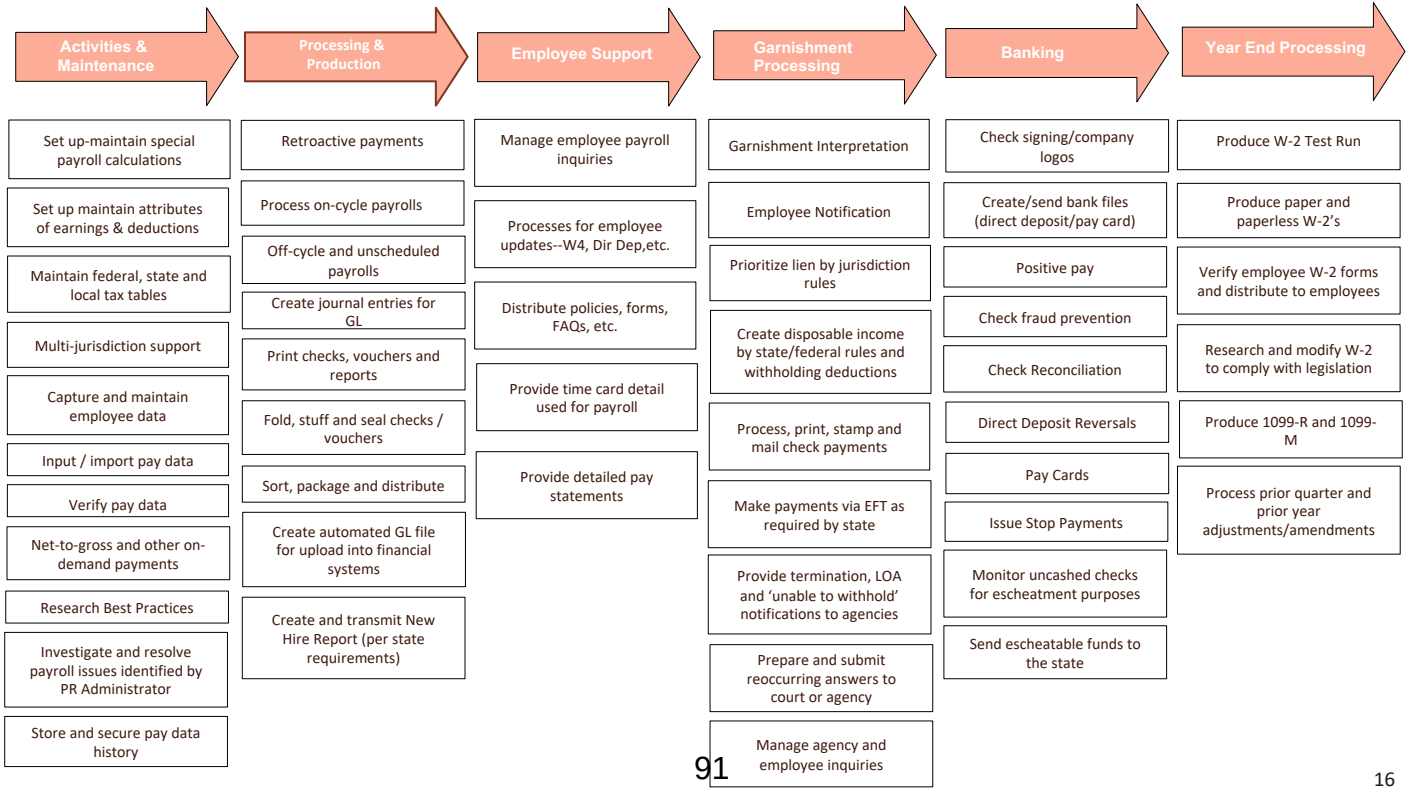
Payroll processing - in house

Managed by Client



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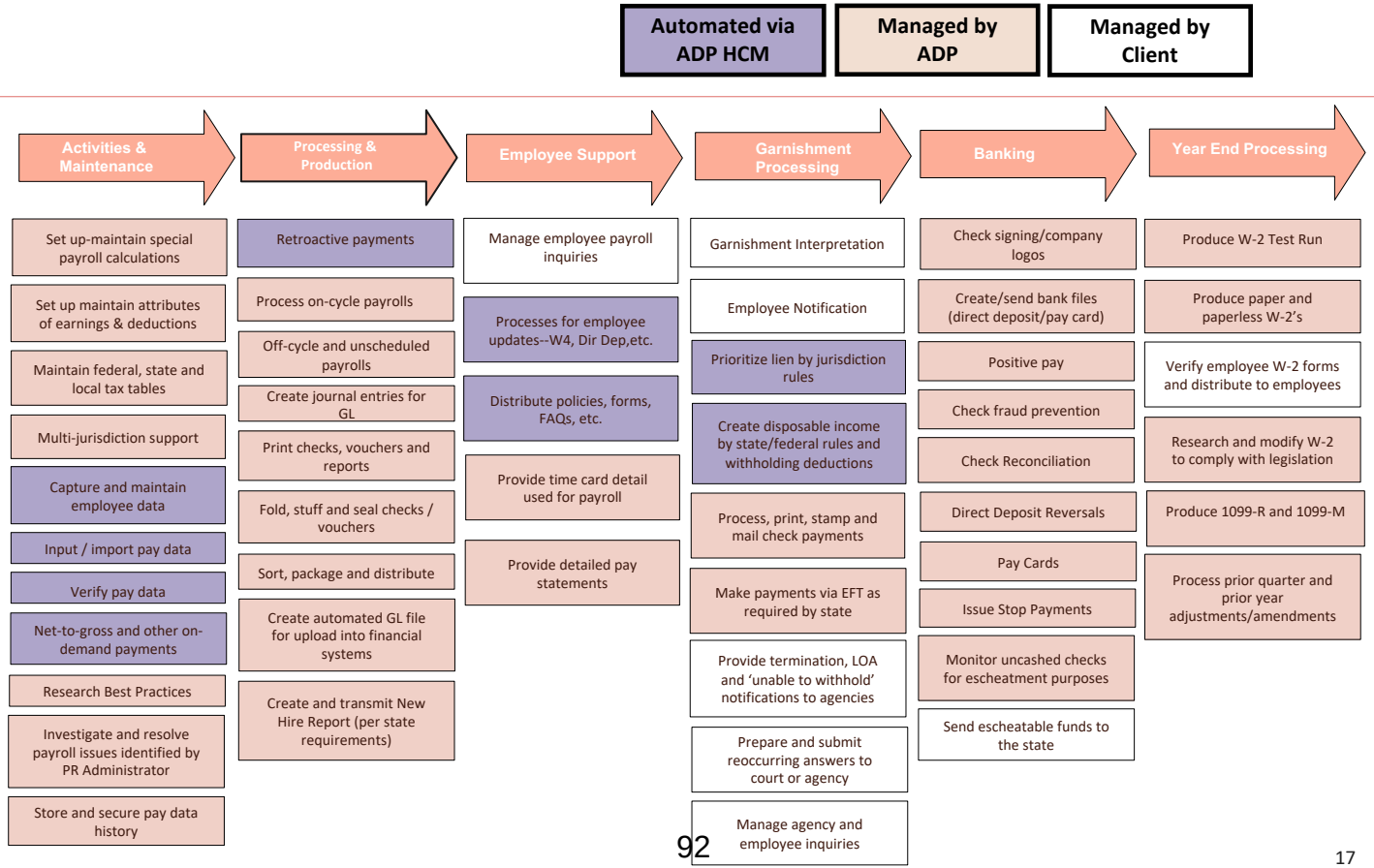
Payroll processing - ADP HCM



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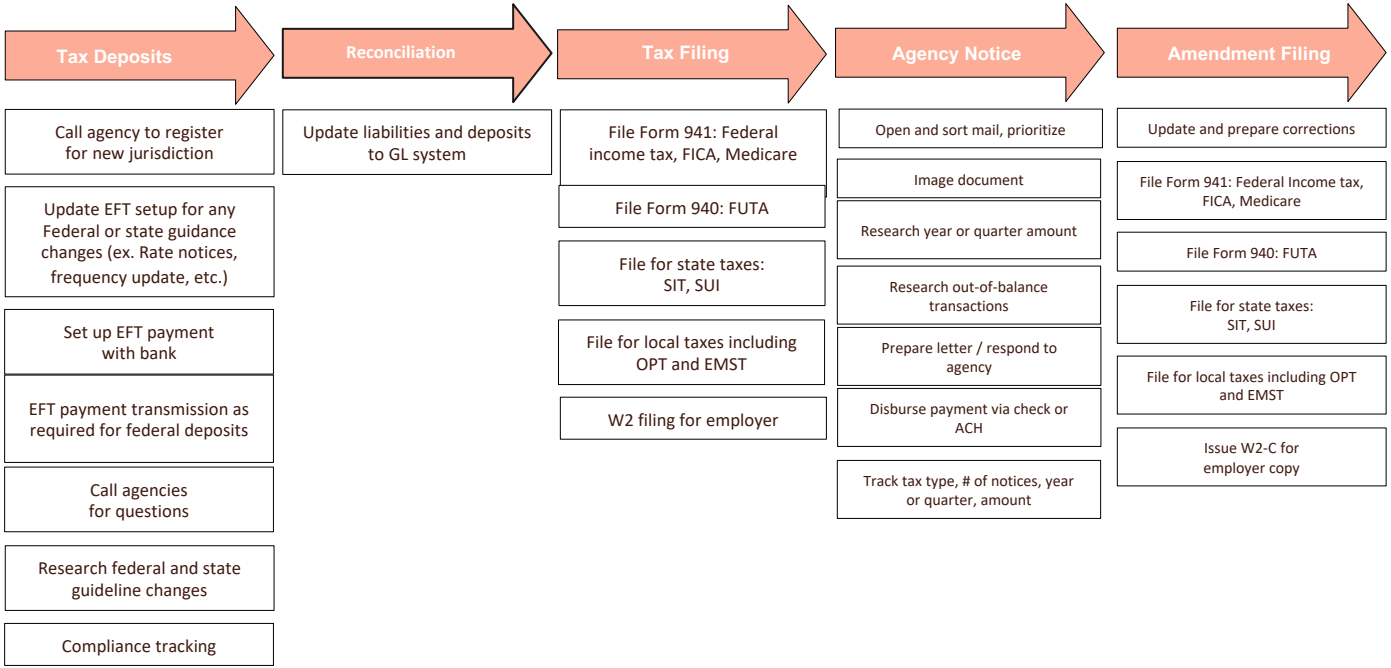
Tax filing responsibilities - in house

Managed by Client



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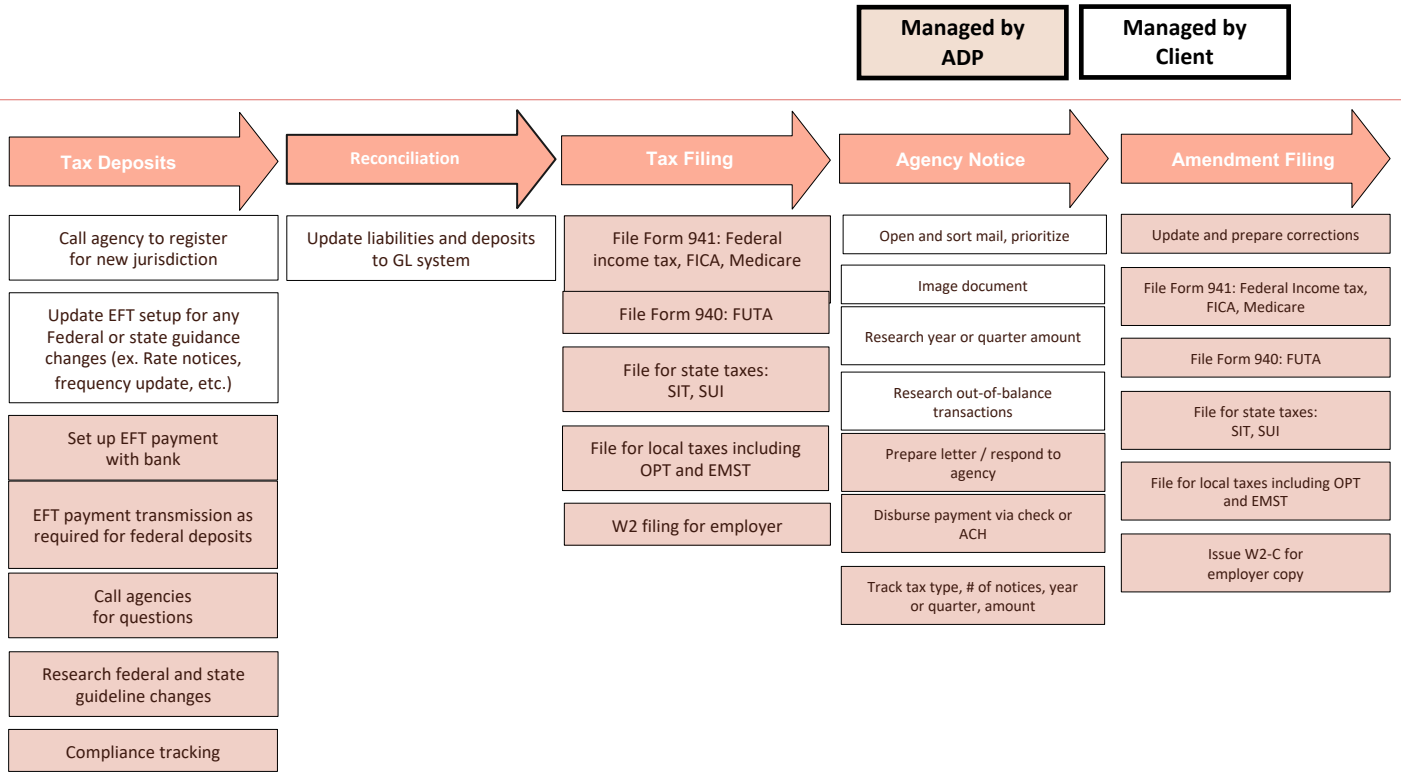
Tax filing tasks - ADP HCM



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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

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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

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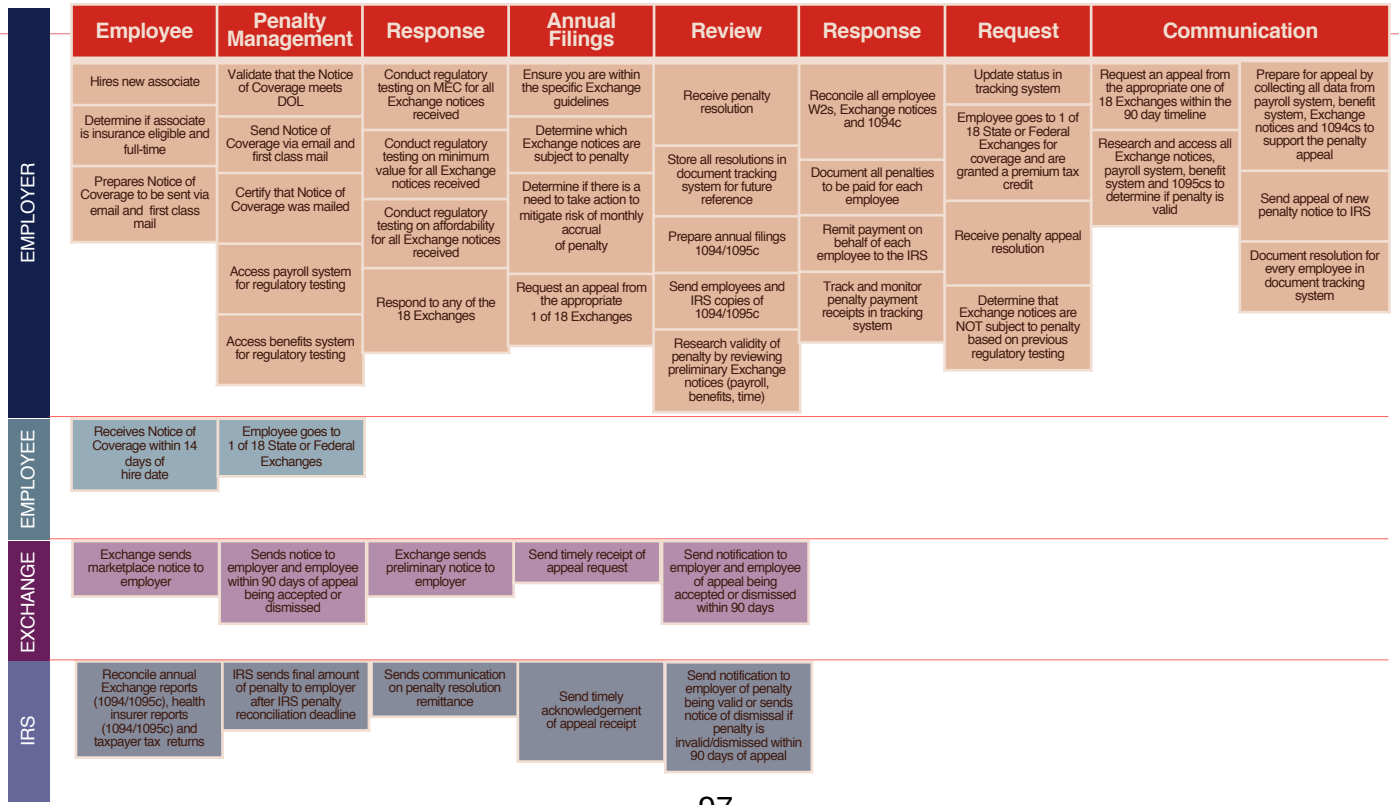
Your ACA Responsibilities



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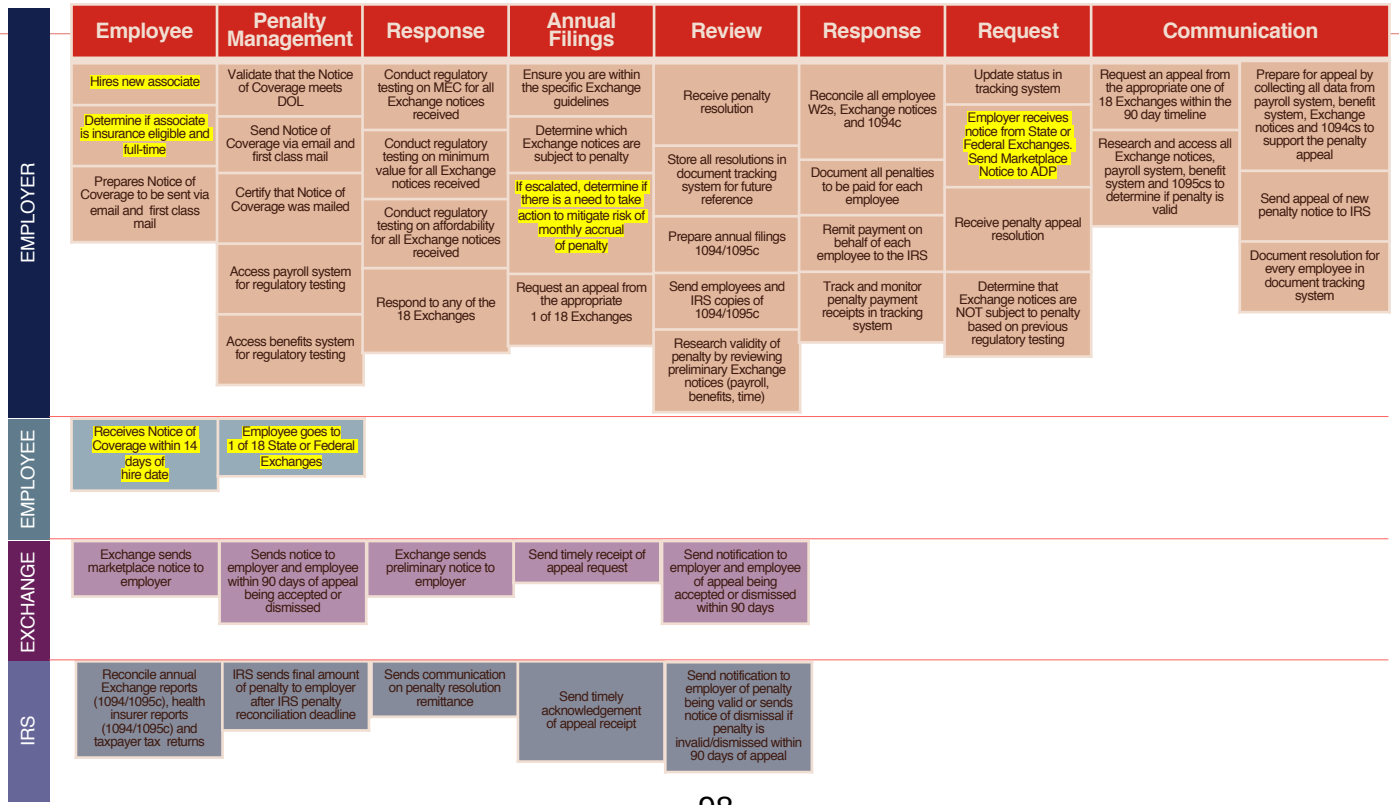
Your ACA Responsibilities with ADP



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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.

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Pros	Cons
● Greater efficiency for the hire to retire process for HR staff ● Greater efficiency for hiring managers districtwide ○ 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 ○ System will allow for automatic notification to applicants who did not receive positions ○ Notifications from system regarding next steps to selected candidates ○ Online I-9 verification and monitoring ● Reduction in paper waste ○ PCN paperwork would be routed through the system ○ Employee records would be created through the system ● Elimination of file room with electronic storage of files ○ Reduces risk of lost files ○ Reduces liability of files being left in an unsecured area ○ Reduces risk of personnel information inadvertently being shared with staff who should not be privy to such information ○ Allows for easier access with open records requests, which are received frequently by KUSD for any number of reasons ○ Allows for easy access/review of documentation when hiring individuals so the district isn't	● Time and attendance ○ Culture shift of asking hourly employees to clock in and out ○ 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 ● 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) ● Some tools may have an additional cost, but we won't know what we truly need until we begin working with ADP ● Staff time commitment will be needed as we map out the current process and outline new processes, as well as cleaning up data, etc. ● 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 ● Will require interfaces to transfer data between the HR/Payroll system (ADP) and our Financial/General Ledger system (BusinessPlus) ● Payroll processing schedule may become less flexible - depends on coordination with a 3rd party processor ● Potential for scope creep once we start taking apart systems that have been in place for 16 years ● Significant budgetary commitment

rehiring someone who had past infractions ○ Maintain historical records via the online site vs offsite as they age ○ Allows for real time organizational charts to be pulled ○ Easy access to analytics needed for reports, grants and others ● Time and attendance ○ 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 ○ Provides employees with accurate time reporting which may be a benefit in regards to overtime, etc. ○ Moves us away from an honor system and time and excel timesheets that involve many individuals and the risk for human error or delays ○ Assists in calculating ACA requirements ○ Ability to use for discipline ● $125,000 all-in assurance for walking away for technical reasons only ○ 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 ○ 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 ● Payroll ○ System will maintain updated tax tables ○ Will allow for out of state tax withholding (e.g. IL)	

○ Produces paper and paperless W-2s (additional cost) ○ Will assist with leave entry and calculation ● Benefits ○ Online enrollment/update platform ○ Identification of Cobra/HIPAA ○ Maintains elections and dependent/beneficiary data ○ Benefits billing for employees on leave without pay ○ FMLA tracking/reporting ● Forces data cleanup that is greatly needed for KUSD ● Forces process and procedure layout that is greatly needed for KUSD ● 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 ○ 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 ● Performance management ○ Allows us to move this paper-based process to an online tool that will tie directly to an employee's record ○ Can begin to formulate succession plans for staff ○	

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Kenosha Unified School District
Kenosha, Wisconsin

October 22, 2019

OFFICIAL THIRD FRIDAY ENROLLMENT REPORT

(School Year 2019-20)

OVERVIEW

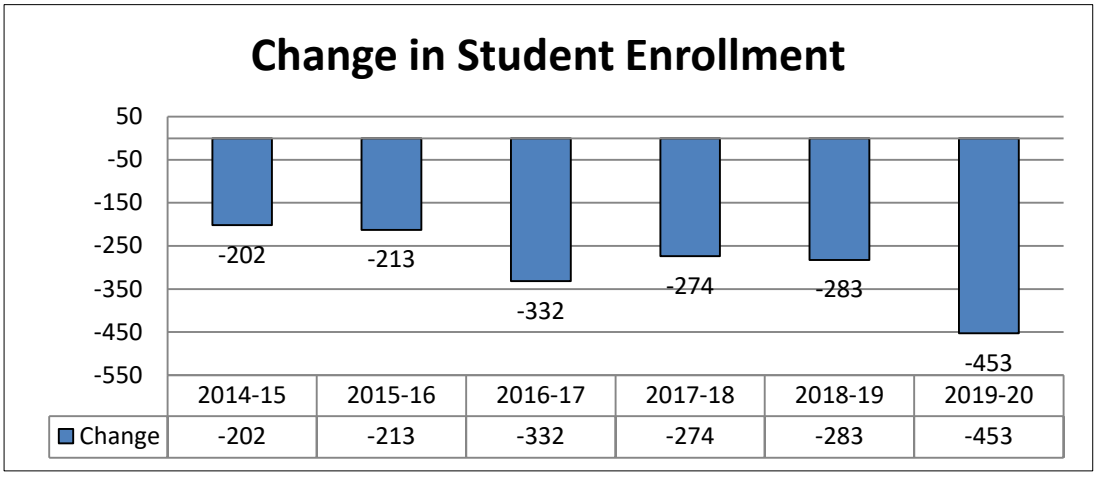
Annually, Administration provides the Kenosha Unified School Board with the District's *Official Third Friday Enrollment Report*. The data contained in this report are also reported to the Wisconsin Department of Public Instruction (DPI) in its designated format. The School Board should note that this report contains only *enrollment* data and does not contain student membership data that are used to develop revenue projections and budgetary planning documents.

GENERAL FINDINGS

1. District-wide, enrollment decreased -453 students, from 21,372 students in 2018-19 to 20,919 students in 2019-20. This was the largest single year decrease KUSD has experienced. Beginning in 2009-10, Kenosha started to experience a decline in community birth rates, with the related effect of declines in elementary school enrollments five years later. Since 2014-15, KUSD has had an average annual decrease of 293 students. This trend has now impacted grades pre-kindergarten through grade 4. The District's overall enrollment for the past six (6) years is shown below.

School Year	***2014-15***	***2015-16***	***2016-17***	***2017-18***	***2018-19***	***2019-20***
Enrollment	**22,474**	**22,261**	**21,929**	**21,655**	**21,372**	**20,919**

2. The following chart illustrates the changes in overall student enrollment for School Years 2014-15 to 2019-20.



3. The District reported decreases for both the elementary and high school boundary groups, with a minor increase at the boundary middle school level. Boundary elementary schools decreased overall by -329 students, boundary middle schools increased by 77 students, and boundary high schools decreased by -180 students. Overall, this is attributed to both the continual declining birth rate and a larger graduating cohort exiting at the high school level.

4. The total enrollment for the Special Schools, which included all charter schools, Chavez Learning Station, Kenosha 4-Year-Old Kindergarten, Hillcrest, and the Phoenix Project, reported a decrease of -21 students. The number of community-based child care centers at Kenosha 4-Year-Old Kindergarten increased from 7 in 2018-19 to 8 in 2019-20.

5. The following special schools reported increases in enrollment when compared to last year: Kenosha 4-Year-Old Kindergarten increased by +9 students, Brompton slightly increased by +2 students, Hillcrest and eSchool both had slight increases of +2 students each and the Phoenix Project increased by +3 students. Chavez decreased by -26 students, KTEC decreased by -1 student and Harborside decreased by -12 students.

6. Grades 7, 8 and 11 exhibited increases in enrollment when compared to the previous year, with +46, +34, and +77 students, respectively.

7. Pre-Kindergarten and grades K, 1, 2, 3, 4, 5, 9, 10, 12 reported decreases in student enrollment when compared to the previous school year, with -72, -3, -62, -7, -23, -166, -13, -62, -52 and -150 respectively. Grade 4 was due to the effect of the declining birth rate. Also noticed, was a significant decrease at grade 12 graduating cohort.

8. Elementary schools with increases in student enrollment included Grewenow, Harvey, Nash, Prairie Lane and Roosevelt with gains of +3, +15, +12, +2, +12 students respectively.

9. The five comprehensive middle schools experienced a mixed change for enrollments when compared to last year. Lincoln and Mahone decreased by -38 and -27 students respectively. Bullen increased by +62 students, Lance increased by +55 students and Washington increased by +25 students.

10. With a large grade 12 graduating cohort in 2019 and smaller cohorts moving into grades 9 and 10, KUSD boundary high schools and identified choice schools showed a mixed change regarding student enrollment from the previous year. Bradford, Indian Trail, LakeView and Reuther reported decreases of -58, -107, -23 and -17 students, respectively. Tremper reported an increase of +25.

11. The percent of English Learner students (ELs) has decreased from the previous school year. There are 1,929 (9.2%) EL students in 2019-20 compared to 2,146 (10.0%) EL students in 2018-19. The English Learners are reported out by those in Dual Language and those in a traditional classroom (EL). The number of Dual Language students decreased from 272 in 2018-19 to 241 in 2019-20. The EL student count in the traditional classrooms decreased from 1,874 in 2018-19 to 1,688 in 2019-20. *Please note that the Dual Language EL category includes only those students who are enrolled in the Dual Language Program at Edward Bain – Dual Language or Bullen **and** are **not** English proficient. All other students who are not English proficient are identified as English Learners (EL).*

12. The enrollment for students with disabilities *(as defined by IDEA-Individuals with Disabilities Act)* remained stable, from 2,733 in 2018-19 to 2,723 in 2019-20. These students currently account for 13.0% of the overall KUSD population compared to 12.7% in 2018-19.

13. Starting with 2016-17, KUSD became a majority-minority district and this trend continues into this school year. The combined non-white race/ethnicities make up a majority of the student population at 51.6%. However, the enrollment distribution for Asian, American Indian, and Native Hawaiian/Pacific Islander remains comparatively constant. A continual increase can be seen in the number of students identified as having two or more races, averaging almost a half percentage increase over the last few years.

    The chart below reports the changes in the distribution of each ethnic category for the past six years.

Race/Ethnicity	***2014-15***	***2015-16***	***2016-17***	***2017-18***	***2018-19***	***2019-20***
Asian	325 (1.4%)	313 (1.4%)	314 (1.4%)	319 (1.5%)	322 (1.5%)	344 (1.6 %)
Black or African American	3,427 (15.2%)	3,350 (15.0%)	3,193 (14.6%)	3,152 (14.6%)	3,052 (14.3%)	2,921 (14.0%)
Hispanic of any Race	5,947 (26.5%)	6,048 (27.2%)	6,218 (28.4%)	6,208 (28.7%)	6,170 (28.9%)	6,070 (29.0%)
American Indian or Alaska Native	95 (0.4%)	50 (0.2%)	42 (0.2%)	42 (0.2%)	41 (0.2%)	36 (0.2%)
White	11,674 (51.9%)	11,351 (51.0%)	10,936 (49.8%)	10,627 (49.1%)	10,399 (48.7%)	10,125 (48.4%)
Native Hawaiian/ Pacific Islander	21 (0.1%)	17 (0.1%)	12 (0.1%)	17 (0.1%)	19 (0.1%)	15 (0.1%)
Two or More Races	985 (4.4%)	1,132 (5.1%)	1,214 (5.5%)	1,290 (6.0%)	1,369 (6.4%)	1,408 (6.7%)
DISTRICT	**22,474**	**22,261**	**21,929**	**21,655**	**21,372**	**20,919**

The full report including the appendices listed below can be found at the following link: http://kusd.edu/sites/default/files/document-library/english/third-friday.pdf

APPENDIX 1 – Official Enrollment School Year 2019-20

- District enrollment by grade span
- District enrollment by grade level
- Total enrollment by school

Enrollment information for six (6) school years is included, beginning with School Year 2014-15.

APPENDIX 2 – Total Enrollment by School

- Enrollment by building, category, and grade level, grouped by elementary, middle, high, and special schools
- Summary recapitulation by category and grade span, with six (6) years of data

APPENDIX 3 – Class Size Averages by School

- Average class sizes for district schools and programs (middle and high school program averages are currently unavailable)
- Summary of average class sizes by elementary grade span and program, with six (6) years of data

Informational Item

The 2019-20 Official Third Friday Enrollment Report is an informational item.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Mr. Kristopher Keckler
Chief Information Officer

Ms. Lorien Thomas
Research Coordinator

Ms. Erin Roethe
Data Analyst

Ms. Laura Sawyer
Data Analyst

Kenosha Unified School District
Kenosha, Wisconsin

October 22, 2019

Change in the Fiscal Year 2018-19 Adopted Budget

The Board of Education adopted the 2018-2019 budget on October 23, 2018, as prescribed by Wisconsin State Statute 65.90. From time to time there is a need to modify or amend the adopted budget for a variety of reasons. State Statutes require that official modifications to the adopted budget be approved by two-thirds majority of the Board of Education and that there be a publication of a Class 1 notice within 10 days of approval. This document identifies budget modifications to the 2018-2019 budget delineated by fund and project.

Fund Description	Project	EXPENSE	REVENUE
10-General	0-Local Funding	-331,895.93	28,744.00
	140-Neglected/Delinquent	1,673.11	1,673.11
	141-Title 1	1,316,542.22	1,316,542.22
	335-Homeless	2,975.28	2,975.28
	345-C.E.I.S. (IDEA)	-0.50	-0.50
	381-Title IV-A (SSAE)	22,151.73	22,151.73
	391-Title 3	96,263.59	96,263.59
	430-Carl Perkins	0.35	0.35
	522-Assess Reading Readiness	47,000.00	47,000.00
	552-Team Nutrition	1,374.00	1,374.00
	577-CTE Incentives	33,889.46	
	604-Title IIA	323,842.23	323,842.23
	614-Youth Apprentice	18,000.00	18,000.00
	623-C.L.C	12,500.00	12,500.00
	719-Wireless Project	121,009.77	
	722-Tech Buy Back	4,972.35	
	750-Donations	169,341.79	96,523.68
	751-New School Grant	182,890.15	101,085.03
	754-Theatre (Co-Curricular)	179,159.81	149,159.81
	296-Personal Electronic Devices	205,750.00	205,750.00
	753-Athletic Fields	16,145.12	
10-General Total		**2,423,584.53**	**2,423,584.53**
20-Special Projects	0-Local Funding	164,861.58	165,164.00
	19-Non-Aided Costs	275.00	
	341-IDEA Flow Thru	143,596.90	143,596.90
	347-IDEA Pre-School	487.05	487.05
	750-Donations	27.42	
	Planetarium	3,275.00	3,275.00
20-Special Projects Total		**312,522.95**	**312,522.95**
	376-Fruits & Veggies	-9,071.00	-9,071.00
50-Food Service Total		**-9,071.00**	**-9,071.00**

The majority of these changes are the result of carryover notifications determined to be available for various grants after the budget was formally adopted. Other grant awards (e.g. Education Foundation, mini-grants) were also received after the adoption of the budget. These grant awards conform to existing board policy and have been previously shared with the Board of Education through the approval of the grant as well as grant summary reports submitted to the Audit/Budget/Finance Committee.

Since State Statutes authorize the budget to be adopted by function; administration also requests approval of additional budget modifications that did not add or subtract dollars to the overall budget, but may have changed the function or purpose of the funding.

These budget modifications include:

- Transferred budgets and expenditures from one salary account to another salary account resulting from a review of position control. Reclassifying the salary and benefit dollars from one account to another does not change the overall amount of the budget.

- Transferred operational line item budget dollars from one budget account to another as a result of ongoing review and monitoring of budgets. Reclassifying budget dollars from one account to another account does not change the overall amount of the budget.

- Transferred grant budgets to the appropriate function or object based on formal DPI grant modifications. Since the budget was formally adopted, some grant managers have requested that expenditure budget dollars be reassigned to the function or object where the dollars were expended. The grant budgets have been revised and the resulting modifications may have changed the function or object of the expenditures, but they did not change the total amount of the grant.

Attachment A is a copy of the Notice of Change in Adopted Budget in the proper State approved format that will need to be published in the Kenosha News after the Board has approved these budget modifications.

Administrative Recommendation

Administration requests that the School Board approve this report and that the attached Class 1 notice be published within 10 days of the official Board adoption.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Tarik Hamdan
Chief Financial Officer

Attachment A

NOTICE OF CHANGE IN ADOPTED 2018-2019 BUDGET
KENOSHA UNIFIED SCHOOL DISTRICT NO. 1

Notice is hereby given, in accordance with the provisions of Wisconsin Statute 65.90(5)(a), that the School Board of Kenosha Unified School District No.1, on October 22, 2019 adopted the following changes to previously approved budgeted 2018-2019 amounts.

LINE ITEM	ACCOUNT CODE	PREVIOUS APPROVED AMOUNT $	AMENDED APPROVED AMOUNT $	CHANGE $
Fund 10 - General				
Anticipated Revenue:	**Source**			
Operating Transfer	100	137,395	137,395	**0**
Local Sources	200	75,360,968	75,707,736	**346,769**
Other School Districts within Wisconsin	300 & 400	750,000	750,000	**0**
Intermediate Sources	500	27,000	0	**(27,000)**
State Sources	600	171,872,500	172,198,994	**326,494**
Federal Sources	700	10,262,819	12,040,141	**1,777,322**
Other Financing Sources	800 & 900	330,000	330,000	**0**
Total Anticipated Revenue		**258,740,682**	**261,164,266**	**2,423,585**
Expenditure Appropriations:	**Function**			
Instruction	100000	129,613,648	131,806,536	**2,192,888**
Support Services	200000	90,014,719	90,235,627	**220,908**
Non-Program Transactions	400000	39,112,314	39,122,103	**9,789**
Total Expenditure Appropriations		**258,740,682**	**261,164,266**	**2,423,585**
Beginning Fund Balance	930000	55,315,858	55,315,858	**0**
Anticipated Ending Fund Balance	930000	55,315,858	55,315,858	**0**
Fund 20 - Special Projects				
Beginning Fund Balance		70,387	70,387	**0**
Anticipated Ending Fund Balance		0	0	**0**
Total Revenues & Other Financing Sources	Total	56,511,402	56,823,925	**312,523**
Expenditures & Other Financing Use	Total	56,581,789	56,894,312	**312,523**
Fund 30 - Debt Service				
Beginning Fund Balance		4,158,036	4,158,036	**0**
Anticipated Ending Fund Balance		3,917,739	3,917,739	**0**
Total Revenues & Other Financing Sources	Total	15,382,116	15,382,116	**0**
Expenditures & Other Financing Use	Total	15,622,413	15,622,413	**0**
Fund 40 - Capital Projects				
Beginning Fund Balance		42,218,993	42,218,993	**0**
Anticipated Ending Fund Balance		30,417,061	30,417,061	**0**
Total Revenues & Other Financing Sources	Total	330,000	330,000	**0**
Expenditures & Other Financing Use	Total	12,131,932	12,131,932	**0**
Fund 50 - Food Service				
Beginning Fund Balance		3,353,903	3,353,903	**0**
Anticipated Ending Fund Balance		3,353,903	3,353,903	**0**
Total Revenues & Other Financing Sources	Total	8,774,371	8,765,300	**(9,071)**
Expenditures & Other Financing Use	Total	8,774,371	8,765,300	**(9,071)**
Fund 80 - Community Service				
Beginning Fund Balance		3,124,920	3,124,920	**0**
Anticipated Ending Fund Balance		2,850,195	2,850,195	**0**
Total Revenues & Other Financing Sources	Total	1,544,387	1,544,387	**0**
Expenditures & Other Financing Use	Total	1,819,113	1,819,113	**0**

Subtotals contain calculated fields and formulas which may result in rounded values

Dated this 22nd day of October 2019
Todd Battle, School Board Clerk

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Kenosha Unified School District
Kenosha, Wisconsin

October 22, 2019

2018-2019 Budget Carryovers to the 2019-2020 Budget

Historically, Kenosha Unified School District (KUSD) has prohibited the automatic carryover of unutilized budget authority from one fiscal year to the next. At the August 9, 2000, meeting of the School Board, it was unanimously approved to discontinue the practice of automatic site carryovers. Carryover authority is now only approved on an exception basis.

Purchases that were authorized, but not fully executed, by the close of the respective fiscal year may lead to a request to carry budget dollars over to the next year to cover those expenses.

In addition, there are several exceptional items that are potentially carried over from year to year. The administration is requesting to carryover the following amounts identified in Attachment A to the 2019-2020 fiscal year budget:

Site Requested Carryover	$26,578
Donation and Mini-Grant Carryover	$197,176
Athletic Fields Carryover	$34,192
Theater (Co-Curricular) Carryover	$60,874
Total Fund 10 Carryover	**$318,820**

Site Requested Carryovers

Lance Middle School has requested to carryover $12,040 of unspent budget authority from 2018-19 to help fund the construction of a student management location. This change would move the Dean of Students office out of the main office area. The main office would then become more inviting to families, and students seeing the Dean would have more privacy.

The site carryover of $9,566 from the Human Resources Department represents residual funds associated with the 25-year club and recognition dinner programs. These programs involve donations and ticket sales; therefore carryover authority on residual balances is recommended.

The recommendation for carryover of $4,972 from the Information Services Department is due to balances associated with the technology buy-back program. These balances include revenue sources from outside of the District that are specifically designated; therefore carryover authority is recommended.

Donations and Mini-Grants

During the 2018-2019 school year, several schools/departments received cash donations or mini-grants from outside organizations, most notably from the Education Foundation of Kenosha (EFK). Some of the 2018-2019 donated funds were not completely spent by the end of the school year; therefore the schools have requested that these funds be carried over to the next year so that they can be used to complete the programs intended by the donors.

The Department of Community & Parent Relations also manages the Mary Frost Ashley grant. These funds are received upfront at the beginning of each school year. From the 2018-2019 fiscal year, the department is requesting to carryover the unspent balance of $7,587 which is primarily made up of unspent Mary Frost Ashley grant funds. These funds are recommended for carryover so that they can be used for their intended purpose.

Athletic Fields

Through a coordinated effort between Finance, Athletics, and Facilities, KUSD has arranged to earmark rental revenue generated at our various athletic fields so that it will be used specifically for the maintenance and upkeep of those fields. For that reason, these funds are recommended for carryover so that they can be used for their intended purpose.

Theater (Co-Curricular)

The 2018-19 fiscal year was the first year of transitioning some accounts previously held in Student Activities Fund 60 to General Fund 10 due to their co-curricular purposes. These accounts included a variety of revenue sources including ticket sale proceeds. These funds are recommended for carryover so that they can be used for their intended purpose.

Charter Schools

The charter schools are allowed carryover of any unspent general fund dollars, as stipulated in their contracts with the district. This is necessitated due to the unique funding of the schools, the responsibility they have for their entire budget, and their responsibility for future major maintenance issues or technology replacement not funded by the district. Starting the fiscal year 2012-2013, charter school carryovers were accounted for as assigned portions of the general fund balance rather than be added as additional amounts in expense budgets as in the past. This method provides for a more accurate year to year budgeting while preserving the charter school's access to their surplus funds. The schedule in Attachment B shows the total balance in the charter school fund balance reserve accounts as $2,305,039 as of June 30, 2019.

Administrative Recommendation

Administration requests that the School Board approve this report so that these carryover funds can be incorporated into the adopted 2019-2020 budget.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Tarik Hamdan
Chief Financial Officer

Lisa Salo
Accounting Manager

Kenosha Unified School District
Carryover Requested from the 2018-2019 to 2019-2020 Budget

Loc #	Location	Site Requested Carryover	Site Donation and Mini-Grant Carryover	Athletic Fields Carryover	Theater Co-Curricular Program Carryover	Total of Carryover
145	Forest Park	$ -	$ 1,437.95	$ -	$ -	$ 1,437.95
146	Frank	-	14,445.39	-	-	14,445.39
147	Grant	-	1,854.38	-	-	1,854.38
150	Harvey	-	578.46	-	-	578.46
153	Jefferson	-	2,339.09	-	-	2,339.09
155	McKinley	-	9,275.89	-	-	9,275.89
156	Pleasant Prairie	-	1,085.25	-	-	1,085.25
157	Prairie Lane	-	257.16	-	-	257.16
158	Roosevelt	-	1,686.32	-	-	1,686.32
160	Somers	-	6,005.41	-	-	6,005.41
161	Southport	-	2,000.00	-	-	2,000.00
162	Strange	-	2,335.81	-	-	2,335.81
163	Grewenow	-	20.00	-	-	20.00
164	Vernon	-	602.03	-	-	602.03
165	Brass	-	898.97	-	-	898.97
166	Whittier	-	1,620.56	-	-	1,620.56
167	Wilson	-	6,071.35	-	-	6,071.35
168	Bose	-	6,172.57	-	-	6,172.57
169	Stocker	-	4,981.48	-	-	4,981.48
170	Jeffery	-	5,960.65	-	-	5,960.65
173	EBSOLA-Creative Arts	-	2,275.40	-	-	2,275.40
175	EBSOLA-Dual Launguage	-	2,018.43	-	-	2,018.43
178	Nash	-	3,849.00	-	-	3,849.00
Elementary Subtotal		**$ -**	**$ 77,771.55**	**$ -**	**$ -**	**$ 77,771.55**
330	Lance	12,040.00	1,005.53	-	2,728.43	15,773.96
331	Lincoln MS	-	5,858.24	-	-	5,858.24
333	Washington	-	1,492.01	-	-	1,492.01
334	Bullen	-	5,646.19	-	-	5,646.19
337	Mahone	-	3,002.47	-	-	3,002.47
Middle School Subtotal		**$ 12,040.00**	**$ 17,004.44**	**$ -**	**$ 2,728.43**	**$ 31,772.87**
424	Indian Trail	-	4,808.40	-	21,963.87	26,772.27
425	Bradford	-	7,854.97	-	4,629.78	12,484.75
426	Tremper	-	7,889.78	-	31,551.72	39,441.50
427	Reuther	-	894.37	-	-	894.37
428	Lakeview	-	2,330.45	-	-	2,330.45
High School Subtotal		**$ -**	**$ 23,777.97**	**$ -**	**$ 58,145.37**	**$ 81,923.34**
102	Brompton	-	-	-	-	-
112	Dimensions of Learning	-	100.00	-	-	100.00
113	KTEC	-	1,240.00	-	-	1,240.00
272	4K Program	-	-	-	-	-
421	E-School	-	2,657.03	-	-	2,657.03
422	Harborside	-	253.22	-	-	253.22
852	Hillcrest	-	6,504.76	-	-	6,504.76
871	Headstart	-	888.85	-	-	888.85
Other Schools Subtotal		**$ -**	**$ 11,643.86**	**$ -**	**$ -**	**$ 11,643.86**
Total Schools		**$ 12,040.00**	**$ 130,197.82**	**$ -**	**$ 60,873.80**	**$ 203,111.62**

Loc #	Location	Site Requested Carryover	Site Donation and Mini-Grant Carryover	Athletic Fields Carryover	Theater Co-Curricular Program Carryover	Total of Carryover
801	Board of Education	$ -	$ -	$ -	$ -	$ -
802	Superintendent	-	2,037.75	-	-	2,037.75
803	Special Projects	-	-	-	-	-
804	Human Resources	9,566.03	882.06	-	-	10,448.09
805	Information Services	4,972.35	-	-	-	4,972.35
806	Exec. Director of Business	-	-	-	-	-
807	Facilities Department	-	-	-	-	-
808	Finance Department	-	-	-	-	-
809	School To Career	-	40,395.48	-	-	40,395.48
810	Athletics/PE/Health	-	-	34,191.97	-	34,191.97
811	Dept. of Instruction	-	2,505.61	-	-	2,505.61
812	Fine Arts	-	10.00	-	-	10.00
815	Special Ed Instruction	-	3,067.54	-	-	3,067.54
816	Title 1/P-5/Bilingual	-	-	-	-	-
817	Instructional Media Center	-	198.69	-	-	198.69
818	Student Services	-	627.02	-	-	627.02
819	Staff Development	-	-	-	-	-
820	Purchasing	-	-	-	-	-
822	Transportation & Safety	-	-	-	-	-
823	Distribution and Utilities	-	-	-	-	-
824	Food Service	-	-	-	-	-
825	Copy Center	-	-	-	-	-
837	Community & Parent Relations	-	7,587.47	-	-	7,587.47
838	Public Information	-	-	-	-	-
839	School Leadership Middle & High	-	4,666.37	-	-	4,666.37
840	Student Engagement Office	-	-	-	-	-
841	School Leadship Elementary	-	-	-	-	-
851	Educational Accountability	-	5,000.00	-	-	5,000.00
874	Education Support Center	-	-	-	-	-
880	Recreation	-	-	-	-	-
999	Summer School	-	-	-	-	-
Total Departments		**$ 14,538.38**	**$ 66,977.99**	**$ 34,191.97**	**$ -**	**$ 115,708.34**
Grand Total		**$ 26,578.38**	**$ 197,175.81**	**$ 34,191.97**	**$ 60,873.80**	**$ 318,819.96**

Charter Fund Balance Reserves to 2019-20	102-Brompton	112-Dimensions	113-KTEC	422-Harborside	Totals
2019 Beginning Balance	$ 538,010.69	$ 56,559.10	$ 1,048,345.23	$ 957,190.15	$ 2,600,105.17
2019 F10 Revenue/Budget*	1,751,328.00	1,850,797.00	10,022,327.00	4,994,841.00	18,619,293.00
2019 F10 Expense*	1,767,561.13	1,859,044.18	10,219,955.26	5,073,651.20	18,920,211.77
2019 F10 Net Rev(Exp)	(16,233.13)	(8,247.18)	(197,628.26)	(78,810.20)	(300,918.77)
2019 After School Program Revenue**	34,296.67	19,886.37	-	-	54,183.04
2019 After School Program Expense**	28,443.68	19,886.37	-	-	48,330.05
2019 After School Program Net Rev(Exp)	5,852.99	-	-	-	5,852.99
2019 Ending Balance	**$ 527,630.55**	**$ 48,311.92**	**$ 850,716.97**	**$ 878,379.95**	**$ 2,305,039.39**
2019 Ending Balance % of F10 Budget	30.13%	2.61%	8.49%	17.59%	12.38%

* Includes Fund 10 Projects 000 (Local Budget), 999 (Summer School Budget), but not 714 (Sub Budget)

** Includes Fund 10 Project 712 (After School Program)

Kenosha Unified School District

Kenosha, Wisconsin

October 22, 2019

Formal Adoption of the 2019-2020 Budget

The public hearing on the 2019-2020 budget and the annual meeting of district electors were held on September 17, 2019, in the auditorium of Indian Trail High School and Academy. At the annual meeting of district electors, our stakeholders voted to approve the tax levy at the maximum amount allowed by law. At the time of the annual meeting, it is important to note that key variables in the budgeting process were not finalized, therefore conservative estimates were included.

Since the public hearing and the annual meeting, the administration has updated the budget to reflect components such as detailed staffing costs (salary and benefits), student membership, equalized property valuations, certified state aid, and tax levies.

Coinciding with the changes in health insurance carrier and plans, savings in addition to the reduction in premium costs have transpired. With the active election of benefits being required, the number of staff members electing family plans decreased, while the number of waivers increased. We also see savings within the staffing budget as staff with higher-end salaries have been replaced by staff coming in lower on the salary scale.

In the official October general aid certification, our general state aid decreased by $331,251 or 0.22% as compared to last year. Our total state aid that impacts tax levy decreased by a total of $1,540,047 or 1% due to significant reductions in high poverty aid and state aid for personal property as shown in the following table.

The 2017-2019 state budget (2017 Act 59) exempted certain machinery, tools, and patterns from property tax assessments and also created a new aid program designed to reimburse municipalities for the lost tax revenue. The method used by the Department of Revenue to allocate these aid payments to districts that contain Tax Incremental Districts (TIDs) was challenged and revised after the first year of implementation in 2018-19. Being that our municipalities contain large TIDs such as Amazon, we experienced a major change.

KUSD also qualifies for high poverty aid since our free/reduced lunch population exceeds 50%. However, our population is currently at approximately 51.5% and declining, so we could potentially lose this additional aid in the very near future. The loss of high poverty aid could be recovered by increasing the tax levy.

	2018-19 DPI Certified Aid	2019-20 DPI Certified Aid	$ Change From Prior Year	% Change from Prior Year
General State Aid (Equalization Aid)	$149,963,951	$149,632,700	($331,251)	-0.22%
High Poverty Aid	$1,771,760	$1,425,636	($346,124)	-19.54%
State Aid for Exempt Computers	$389,423	$389,423	$0	0.00%
State Aid for Personal Property	$1,650,042	$787,370	($862,672)	-52.28%
Total Aid in Revenue Limit Computation	**$153,775,176**	**$152,235,129**	**($1,540,047)**	**-1.00%**

General Fund (10)

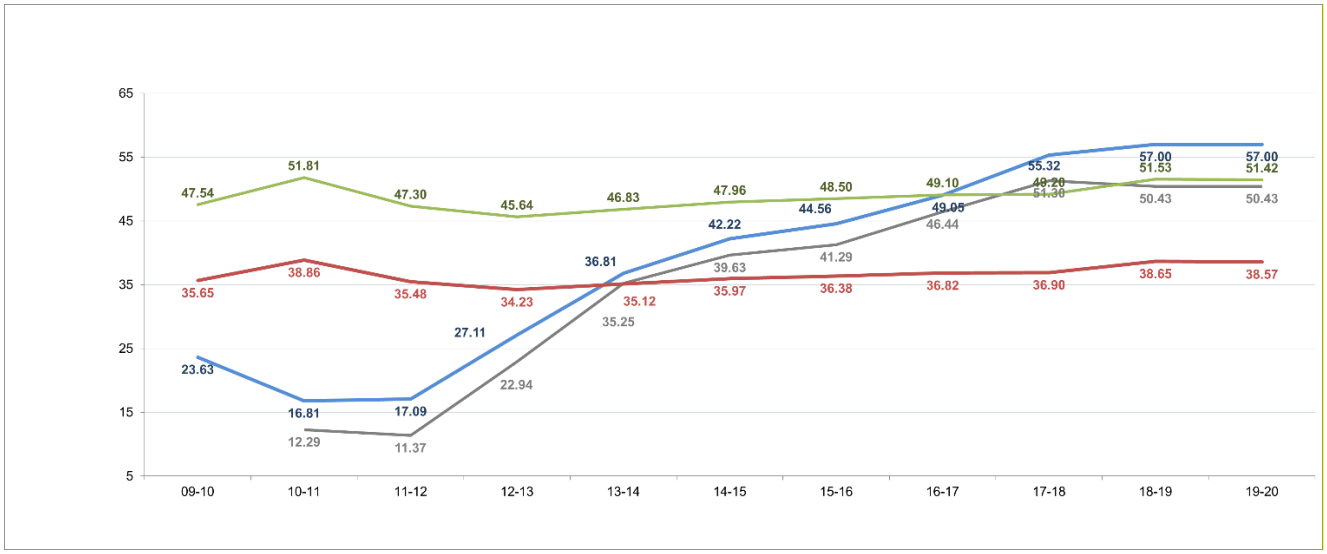
The 2019-2020 general fund (10) is being presented as a balanced budget in which expenditures are projected to equal revenues, however, there is approximately $7.7 MM pending allocation by the Board. The District is in a positive position where we can absorb the carryover spending authority request of $318,820 within this balanced budget as part of the pending allocations. In addition, the administration will be bringing forward recommendations for Board consideration in the areas of security, diversity, engagement, equity, and facilities.

With the approval of the recommended carryover, we project approximately $7.4 MM of available funds yet to be allocated. These funds are available for the Board of Education to allocate in the 2019-20 budget as they see fit.

Fund Balance

Unassigned general fund balance reserves are currently greater than 10% of budgeted expenditures; therefore, the portion of school board policy 3323 that requires a one million dollar budgeted surplus (if the fund balance is below the 10% threshold) will not be applicable for the 2019-20 budget.

General Fund Ending Fund Balance Projection as of 6/30/2020



Total Balance 22.17% of Expenses $57.00 MM

Unassigned Policy Max 20% of Expenses $51.42 MM

Unassigned Balance 19.61% of Expenses $50.43 MM

Unassigned Policy Min 15% of Expenses $38.57 MM

The total general fund (10) ending fund balance is projected to be $57 MM at the end of 2019-2020 which represents 22.17% of the current year expenditures. Included in that number are components of the fund balance designated for specific purposes such as charter school reserves ($2.3 MM), inventory and prepaid items ($3.9 MM), and contractual obligations ($370K). After adjusting for the designated balances, the fund is left with an unassigned projected balance of $50.4 MM which represents 19.61% of the budgeted expenditures.

Certification of the Tax Levy

The 2019-20 budget will include the following proposed tax levy of $**87,178,619**:

Fund	FY 2018-19	FY 2019-20	$ Change	% Change
General	$72,697,706	$71,682,744	-$1,014,962	-1.40%
Debt Service	14,186,884	13,995,875	-191,009	-1.35%
Community Service	1,500,000	1,500,000	0	0.00%
Total Tax Levy	**$88,384,590**	**$87,178,619**	**-$1,205,971**	**-1.36%**

The proposed tax levy for the general fund (10) is the maximum amount allowable within state law without going to referendum. The overall 1.36% decrease in total tax levy equates to $1,205,971 less local property tax dollars needed for the Kenosha Unified School District as compared to the previous year.

The total mill rate (tax per $1,000 of equalized property valuation) is $8.59, an 8.62% decrease as compared to the prior year. This decrease is the result of changes in both tax levy and equalized property values in our district. Our equalized property value increased by 7.94% from last year which means the reduced tax levy is spread over a larger tax base which results in a significantly favorable change in the mill rate. Attachment A delineates this tax levy scenario in a historical view of the District's equalized property values, tax levies, and mill rates.

Recommendation

It is requested that the Board of Education accept the following recommendations:

1. Formally adopt the District's 2019-2020 budget using the accompanying budget adoption motion (Attachment B).

2. Direct the administration to prepare a class one legal notice to be published publicly within ten days of the adoption (Attachment C).

3. Approve the property tax levy to be collected from the municipalities within the school district in the amount of $71,682,744 for the general fund, $13,995,875 for the debt service fund, and $1,500,000 for the community service fund. The Board must approve levy amounts on or before November 1st each year, per Wis. Stats. 120.12 (3)(a).

4. Direct the district clerk to certify and deliver the Board approved tax levy to the clerk of each municipality on or before November 10, 2019.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Tarik Hamdan
Chief Financial Officer

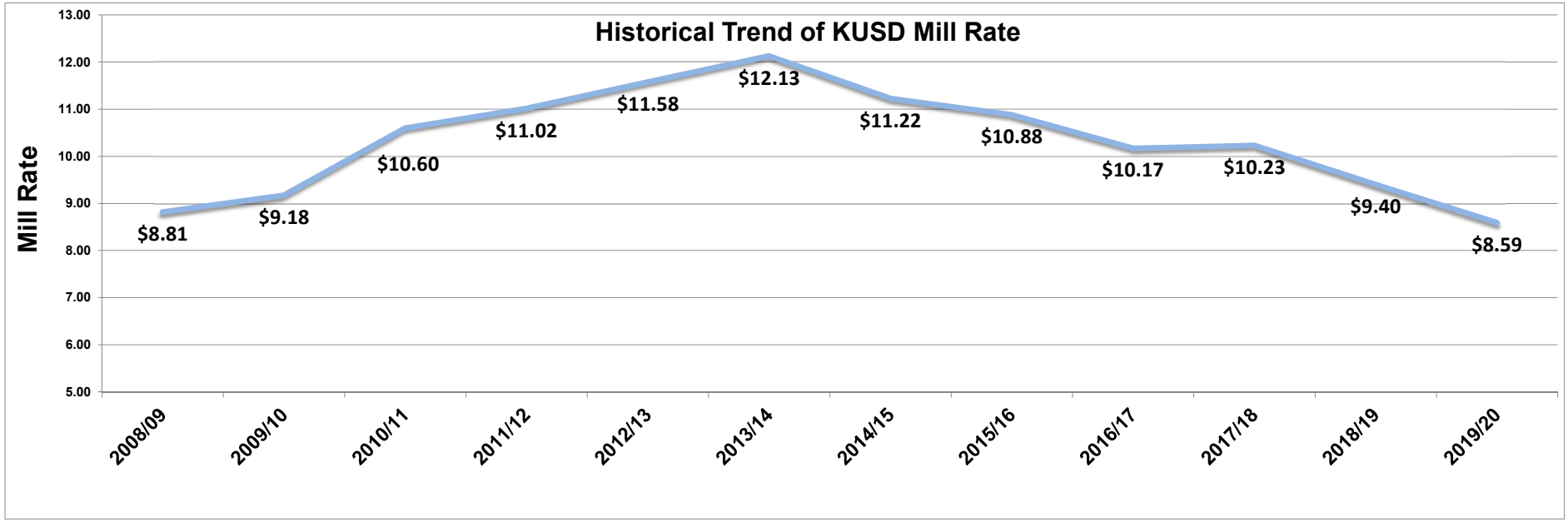
ATTACHMENT A

KENOSHA UNIFIED SCHOOL DISTRICT
TAX LEVY COMPARISON

School Year	Equalized Valuation	% Change	Fund 10 Levy	Fund 10 Chargeback Levy	Mill Rate	Fund 30 Debt Service Levy	Mill Rate	Fund 80 Community Service Levy	Mill Rate	Total Levy	Total Mill Rate	% Tax Levy Change	% Mill rate Change
2008/09	9,628,413,923	1.35%	70,705,971	18,570	7.345	12,264,373	1.2738	1,881,240	0.1954	84,870,154	8.8146	5.41%	4.01%
2009/10	9,510,858,704	-1.22%	73,218,329	6,733	7.699	12,168,871	1.2795	1,881,240	0.1978	87,275,173	9.1764	2.83%	4.10%
2010/11	8,931,500,985	-6.09%	79,133,470	29,422	8.863	13,520,354	1.5138	1,981,240	0.2218	94,664,486	10.5989	8.47%	15.50%
2011/12	8,503,804,152	-4.79%	77,070,827	-	9.063	14,625,987	1.7199	1,981,240	0.2330	93,678,054	11.0160	-1.04%	3.94%
2012/13	7,982,932,601	-6.13%	74,684,161	64,333	9.364	15,626,547	1.9575	2,050,267	0.2568	92,425,308	11.5779	-1.34%	5.10%
2013/14	7,693,298,078	-3.63%	75,664,429		9.835	16,152,697	2.0996	1,500,000	0.1950	93,317,126	12.1297	0.96%	4.77%
2014/15	7,956,343,824	3.42%	72,788,341		9.148	15,019,453	1.8877	1,500,000	0.1885	89,307,794	11.2247	-4.30%	-7.46%
2015/16	8,212,853,321	3.22%	71,041,926		8.650	16,823,755	2.0485	1,500,000	0.1826	89,365,681	10.8812	0.06%	-3.06%
2016/17	8,580,130,959	4.47%	69,282,075		8.075	16,473,727	1.9200	1,500,000	0.1748	87,255,802	10.1695	-2.36%	-6.54%
2017/18	8,868,543,467	3.36%	73,540,969		8.292	15,700,879	1.7704	1,500,000	0.1691	90,741,848	10.2319	4.00%	0.61%
2018/19	**9,402,602,402**	**6.02%**	**72,697,706**		**7.732**	**14,186,884**	**1.5088**	**1,500,000**	**0.1595**	**88,384,590**	**9.4000**	**-2.60%**	**-8.13%**
2019/20	**10,149,242,668**	**7.94%**	**71,682,744**		**7.063**	**13,995,875**	**1.3790**	**1,500,000**	**0.1478**	**87,178,619**	**8.5897**	**-1.36%**	**-8.62%**
	746,640,266		*(1,014,962)*			*(191,009)*		-		*(1,205,971)*	*(0.8103)*		

Tax on $100,000 Property		$200,000 Property
18/19 Property Tax	$ 940.00	$ 1,880.00
19/20 Property Tax	$ 858.97	$ 1,717.93
$ Change	$ (81.03)	$ (162.07)
% Change	-8.62%	-8.62%

2019/20	
Equalized Valuation	$10,149,242,668
% Change in Valuation	7.94%
Total Levy	$87,178,619
Total Mill Rate	$8.59
% Tax Levy Change	-1.36%
% Mill rate Change	-8.62%



ATTACHMENT B

Kenosha Unified School District
Kenosha, Wisconsin

October 22, 2019

2019-2020 Budget Adoption Motion

_____move that the 2019-2020 budget for the Kenosha Unified School District, as presented, for all funds to show expenditures, other revenues, and tax levies in summary be adopted as set forth below and the accompanying format required by the Wisconsin Department of Public Instruction (see Attachment C).

	Tax Levy	Other Revenues	Total Revenue	Expenditures	Variance
General Fund (10)	$ 71,682,744	$ 185,432,940	$ 257,115,684	$ 257,115,684	$ 0
Special Projects Fund (20)	-	53,551,366	53,551,366	53,649,740	(98,374)
Debt Service Fund (30)	13,995,875	51,594,128	65,590,003	66,355,361	(765,358)
Capital Projects Fund (40)	-	300,000	300,000	10,671,946	(10,371,946)
Food Service Fund (50)	-	8,540,300	8,540,300	8,577,718	(37,418)
Community Service Fund (80)	1,500,000	44,387	1,544,387	1,822,339	(277,952)
	$ 87,178,619	**$ 299,463,122**	**$ 386,641,741**	**$ 398,192,788**	**$ (11,551,048)**

_____ second the motion.

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
2019-2020 BUDGET PUBLICATION

ATTACHMENT C

GENERAL FUND (FUND 10)	Audited 2017-2018	Unaudited 2018-2019	Proposed 2019-2020
Beginning Fund Balance	49,045,390	55,315,858	57,003,593
Ending Fund Balance	55,315,858	57,003,593	57,003,593
REVENUES AND OTHER FINANCING SOURCES			
Operating Transfer-In (Source 100)	131,865	160,013	276,811
Local Sources (Source 200)	76,434,882	76,130,606	74,556,312
Inter-district Payments (Source 300 & 400)	750,339	924,205	925,000
Intermediate Sources (Source 500)	0	0	0
State Sources (Source 600)	164,570,004	171,685,296	170,692,804
Federal Sources (Source 700)	9,564,033	9,571,506	10,423,112
All Other Sources (Source 800 & 900)	803,203	868,701	241,645
TOTAL REVENUES & OTHER FINANCING SOURCES	**252,254,326**	**259,340,327**	**257,115,684**
EXPENDITURES & OTHER FINANCING USES			
Instruction (Function 100000)	126,811,291	129,844,387	126,104,574
Support Services (Function 200000)	83,775,319	89,372,571	92,411,003
Non-Program Transactions (Function 400000)	35,397,247	38,435,633	38,600,107
TOTAL EXPENDITURES & OTHER FINANCING USES	**245,983,857**	**257,652,592**	**257,115,684**

SPECIAL PROJECTS FUND (FUND 20)	Audited 2017-2018	Unaudited 2018-2019	Proposed 2019-2020
Beginning Fund Balance	157,679	70,387	98,374
Ending Fund Balance	70,387	98,374	0
REVENUES & OTHER FINANCING SOURCES	**48,761,969**	**51,602,350**	**53,551,366**
EXPENDITURES & OTHER FINANCING USES	**48,849,260**	**51,574,363**	**53,649,740**

DEBT SERVICE FUND (FUND 30)	Audited 2017-2018	Unaudited 2018-2019	Proposed 2019-2020
Beginning Fund Balance	4,644,244	4,158,036	4,043,948
Ending Fund Balance	4,158,036	4,043,948	3,278,591
REVENUES & OTHER FINANCING SOURCES	**17,103,623**	**15,508,323**	**65,590,003**
EXPENDITURES & OTHER FINANCING USES	**17,589,832**	**15,622,410**	**66,355,361**

CAPITAL PROJECTS FUND (FUND 40)	Audited 2017-2018	Unaudited 2018-2019	Proposed 2019-2020
Beginning Fund Balance	67,782,523	42,218,993	20,054,807
Ending Fund Balance	42,218,993	20,054,807	9,682,861
REVENUES & OTHER FINANCING SOURCES	**711,240**	**945,764**	**300,000**
EXPENDITURES & OTHER FINANCING USES	**26,274,769**	**23,109,949**	**10,671,946**

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
2019-2020 BUDGET PUBLICATION

FOOD SERVICE FUND (50)	Audited 2017-2018	Unaudited 2018-2019	Proposed 2019-2020
Beginning Fund Balance	3,169,813	3,353,903	2,846,614
Ending Fund Balance	3,353,903	2,846,614	2,809,196
REVENUES & OTHER FINANCING SOURCES	**8,459,831**	**8,480,735**	**8,540,300**
EXPENDITURES & OTHER FINANCING USES	**8,275,740**	**8,988,023**	**8,577,718**

COMMUNITY SERVICES FUND (FUND 80)	Audited 2017-2018	Unaudited 2018-2019	Proposed 2019-2020
Beginning Fund Balance	3,011,591	3,124,920	3,191,938
Ending Fund Balance	3,124,920	3,191,938	2,913,986
REVENUES & OTHER FINANCING SOURCES	**1,757,257**	**1,623,285**	**1,544,387**
EXPENDITURES & OTHER FINANCING USES	**1,643,927**	**1,556,268**	**1,822,339**

TOTAL EXPENDITURES AND OTHER FINANCING USES

ALL FUNDS	Audited 2017-2018	Unaudited 2018-2019	Proposed 2019-2020
GROSS TOTAL EXPENDITURES - ALL FUNDS	**348,617,387**	**358,503,605**	**398,192,788**
Interfund Transfers (Source 100) - ALL FUNDS	**30,644,317**	**32,890,957**	**32,065,266**
Refinancing Expenditures (Fund 30)	**947,480**	**0**	**50,751,529**
NET TOTAL EXPENDITURES - ALL FUNDS	**317,025,589**	**325,612,648**	**315,375,993**
PERCENTAGE CHANGE FROM PRIOR YEAR	**1.34%**	**2.71%**	**-3.14%**

PROPOSED PROPERTY TAX LEVY

FUND	Audited 2017-2018	Unaudited 2018-2019	Proposed 2019-2020
General Fund	73,540,969	72,697,706	71,682,744
Referendum Debt Service Fund	5,223,023	8,283,813	7,013,409
Non-Referendum Debt Service Fund	10,477,856	5,903,071	6,982,466
Capital Expansion Fund	0	0	0
Community Service Fund	1,500,000	1,500,000	1,500,000
TOTAL SCHOOL LEVY	**90,741,848**	**88,384,590**	**87,178,619**
PERCENTAGE INCREASE FROM PRIOR YEAR	**4.00%**	**-2.60%**	**-1.36%**

Note: Subtotals contain calculated fields and formulas which may result in rounded values

KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
2019-2020 BUDGET PUBLICATION

ENERGY EFFICIENCY EXEMPTION

§ 121.91 (4) (o) Revenue Limit Exemption for Energy Efficiencies-Evaluation of the Energy Performance Indicators			
Name of Qualified Contractor	Performance Services, Inc.		
Performance Contract Length (years)			10
Total Project Cost (including financing)			$16,908,008
Total Project Payback Period			10.12
Years of Debt Payments			20
Remaining Useful Life of the Facility			25 Years
Prior Year Resolution Expense Amount	Fiscal Year	2019	$5,008,872
Prior Year Related Expense Amount or CY debt levy	Fiscal Year	2019	$4,842,998
Utility Savings applied in Prior Year to Debt	Fiscal Year	2019	$165,874
Sum of reported Utility Savings to be applied to Debt			$154,092
		Savings Reported for 2018-19	
Specific Energy Efficiency Measure or Products	**Project Cost Including Financing**	**Utility Cost Savings**	**Non-Utility Cost Savings**
Bose Elementary School	$2,318,840	$25,179	$216,024
Forest Park Elementary School	$4,179,133	$19,998	$392,027
Grant Elementary School	$2,644,576	$10,726	$244,773
Grewenow Elementary School	$1,363,798	$15,747	$119,844
Harvey Elementary School	$2,502,299	$9,177	$220,839
Jefferson Elementary School	$2,250,193	$11,536	$208,212
Jeffery Elementary School	$1,139,833	$11,439	$106,537
Roosevelt Elementary School	$4,047,209	$16,418	$363,959
Vernon Elementary School	$4,998,347	$33,873	$465,684
Entire Energy Efficiency Project Totals	$25,444,229	$154,092	$2,337,899

Dated this 22nd day of October, 2019

Todd Battle

School Board Clerk

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American Education Week
November 18-22, 2019
Great Public Schools: A Basic Right and Our Responsibility

WHEREAS, American Education Week is designated to celebrate and honor the individuals who are dedicated to ensuring every child receives a quality education; and

WHEREAS, public schools are the backbone of our democracy, providing young people with the tools they need to maintain our nation's precious values of freedom, civility and equality; and

WHEREAS, by equipping Kenosha's youth with both practical skills and broader intellectual abilities, we give them hope for, and access to, a productive future; and

WHEREAS, all Kenosha Unified staff work tirelessly to serve our children and community with care and professionalism; and

WHEREAS, schools encourage the bringing together of children, families, educators, volunteers, business leaders and elected officials in a common enterprise that offers exceptional opportunities in academics, athletics, fine arts and extracurricular activities to provide students with the skills needed to grow and succeed in a global society.

NOW, THEREFORE, be it resolved that Kenosha Unified School District does hereby proclaim November 18-22, 2019, as the annual observance of American Education Week.

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

_____ _____

President, Board of Education *Superintendent of Schools*

_____

Secretary, Board of Education

***M**embers of the Board:*

_____ _____

_____ _____

_____ _____

Resolution 358
October 22, 2019

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KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, Wisconsin

October 22, 2019

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

October

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

November

- November 19, 2019 – Regular School Board Meeting – 7:00 P.M. in ESC Boardroom
- November 27, 2019 – Half day for Students and Instructional Staff
- November 28-29, 2019 – District Closed - Thanksgiving Recess

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