



REGULAR MONTHLY BOARD MEETING

February 25, 2020

7:00 PM

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

This page intentionally left blank



Regular School Board Meeting
February 25, 2020
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 1/15/20 and 1/28/20 Special Meetings and Executive Sessions, 1/28/20 Regular Meeting	
C. Consent/Approve	11
Summary of Receipts, Wire Transfers and Check Registers	
XI. Old Business	
XII. New Business	
A. Discussion/Action	17
Resolution No. 360 - Resolution Recognizing Black History Month	
B. Discussion/Action	18
Unallocated Funds in the 2019-2020 Adopted Budget	
C. Discussion/Action	26
Employee Handbook	

D. Discussion	72
Head Start Semi Annual Report	
E. Discussion	77
School Year 2020-21 Preliminary Enrollment Projections	
F. Discussion/Action	84
Donations to the District	
XIII. Other Business as Permitted by Law	85
Tentative Schedule of Reports, Events and Legal Deadlines For School Board (February-March)	
XIV. Predetermined Time and Date of Adjourned Meeting, If Necessary	
XV. Adjournment	

Kenosha Unified School District
Kenosha, WI
February 25, 2020

The Office of Human Resources recommends the following actions:

ACTION	LAST NAME	FIRST NAME	SCHOOL/DEPT	POSITION	STAFF	DATE	FTE
Appointment	Albavera	Angelica	Chavez Learning Station	Preschool Associate	ESP	02/19/2020	1
Appointment	Arie	Melissa	Lincoln Middle School	Special Education	ESP	02/03/2020	1
Appointment	Coleman	Sheila	Frank Elementary School	Special Education	ESP	01/16/2020	1
Appointment	Covelli	Elizabeth	Jefferson Elementary School	Classroom	ESP	02/11/2020	0.49
Appointment	Fabiano	Deanna	Bradford High School	English	Instructional	01/27/2020	1
Appointment	Franklin	Sheila	Harborside Academy	Science	Instructional	01/27/2020	1
Appointment	Jones	Prince	Indian Trail HS & Academy	Security	ESP	02/10/2020	1
Appointment	Kueppers	Mary	Chavez Learning Station	Head Start	ESP	02/06/2020	1
Appointment	Noonan	Daniel	Facilities	Carpenter	Facilities	02/03/2020	1
Appointment	Poupart	Laken	Lance Middle School	Classroom	ESP	01/27/2020	1
Appointment	Tenuta	Franco	School Leadership	Bilingual & Translation Admin Specialist (12 MO)	ASP	02/12/2020	1
Appointment	Vogt	Danielle	Bradford High School	Chemistry/Biology Life Science	Instructional	01/27/2020	1
Resignation	Arie	Melissa	Lincoln Middle School	Special Education	ESP	02/13/2020	1
Resignation	Chiappetta	Emiko	Southport Elementary School	Kindergarten	Instructional	01/24/2020	1
Resignation	Flores Garcia	Patricia	Head Start/Chavez	Family Service Provider	ESP	02/28/2020	1
Resignation	Gomez	Deanna	Grewenow Elementary	Grade 3	Instructional	06/11/2020	1
Resignation	Kachur	Jessica	Indian Trail HS & Academy	Math	Instructional	02/21/2020	1
Retirement	Kazin	Kathleen	Lance Middle School	Administrative Specialist (12 MO)	ASP	06/30/2020	1
Retirement	Murphy	Patricia	Lance Middle School	Administrative Support (10 MO)	ASP	06/25/2020	1
Retirement	Prostko	Patricia	Southport Elementary School	Special Education	ESP	06/10/2020	1
Retirement	Voight	Carol	Strange Elementary School	Special Education	ESP	01/31/2020	1

This page intentionally left blank

SPECIAL MEETING & EXECUTIVE SESSION
OF THE KENOSHA UNIFIED SCHOOL BOARD
HELD JANUARY 15, 2020

A special meeting of the Kenosha Unified School Board was held on Wednesday, January 15, 2020 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 5:17 P.M. with the following members present: Ms. Adams, Ms. Stevens, Mr. Battle, Mr. Garcia, and Mr. Wade. Dr. Savaglio-Jarvis was also present. Mrs. Modder and Mr. Duncan 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 for the purpose of Review Finding/Order by Independent Hearing Officer.

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

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

1. Review of Findings/Orders by Independent Hearing Officer

Ms. Bethany Ormseth, Principal at LakeView Technology Academy, arrived at 5:18 P.M. and presented Board members with information relating to an expulsion.

Dr. Savaglio-Jarvis and Ms. Ormseth departed the meeting at 5:25 P.M.

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

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

Meeting adjourned at 5:27 P.M.

Stacy Schroeder Busby
School Board Secretary

SPECIAL MEETING & EXECUTIVE SESSION
OF THE KENOSHA UNIFIED SCHOOL BOARD
HELD JANUARY 28, 2020

A special meeting of the Kenosha Unified School Board was held on Tuesday, January 28, 2020, 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 6:55 P.M. with the following members present: Ms. Adams, Mrs. Modder, Mr. Duncan, and Mr. Garcia. Dr. Savaglio-Jarvis was also present. Ms. Stevens, Mr. Battle, and Mr. Wade were excused.

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

Mr. Garcia announced that an executive session had been scheduled to follow this special meeting for the purpose of Review Findings/Orders by Independent Hearing Officer and Personnel: Problems.

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

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

1. Personnel: Problems

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

2. Review of Findings/Orders by Independent Hearing Officer

Ms. Bethany Ormseth, Principal at LakeView Technology Academy, arrived at 6:59 P.M. and presented Board members with information relating to two expulsions.

Dr. Savaglio-Jarvis and Ms. Ormseth departed the meeting at 7:05 P.M.

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

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

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

Meeting adjourned at 7:06 P.M.

Stacy Schroeder Busby
School Board Secretary

REGULAR MEETING OF
THE KENOSHA UNIFIED SCHOOL BOARD
HELD JANUARY 28, 2020

A regular meeting of the Kenosha Unified School Board was held on Tuesday, January 28, 2020, at 7:00 P.M. in the Board Room of the Educational Support Center. Mr. Garcia, Vice President, presided.

The meeting was called to order at 7:10 P.M. with the following Board members present: Ms. Adams, Mrs. Modder, Mr. Duncan, Mr. Battle, and Mr. Garcia. Dr. Savaglio-Jarvis was also present. Ms. Stevens and Mr. Wade were excused.

Mr. Garcia, Vice 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.

Ms. Adams introduced the student ambassador, Allie Fredrickson from Harborside Academy, and she made her comments.

Mrs. Tanya Ruder, Chief Communications Officer, presented the Wisconsin High School Theatre Festival Awards.

There were no Administrative/Supervisory Appointments.

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

Mrs. Modder gave the legislative report.

Views and/or comments were made by the public.

There were no remarks made by the Board President.

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 12/10/19, 12/16/19, and 12/17/19 Special Meeting and Executive Sessions, 12/10/19 Regular Meeting, and 12/16/19 Special Meeting.

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. Savaglio-Jarvis, excerpts follow:

"It is recommended that the December 2019 cash receipt deposits totaling \$272,977.15, and cash receipt wire transfers-in totaling \$40,178,270.68, be approved.

Check numbers 586845 through 587795 (net of voided batches) totaling \$2,375,594.92, and general operating wire transfers-out totaling \$3,596,116.76, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the December 2019 net payroll and benefit EFT batches totaling \$20,767,607.26, and net payroll check batches totaling \$17,628.87, be approved.”

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

Mr. Kristopher Keckler, Chief Information Officer, presented the Open Enrollment Allocations – 2020-2021 School Year submitted by Mrs. Lorien Thomas, Research Coordinator; Ms. Luanne Rohde, Director of Early Education Programs; Mrs. Bridget Kotarak, Director of Special Education and Student Support; Ms. Susan Valeri, Chief of School Leadership; Mr. Keckler; and Dr. Savaglio-Jarvis, excerpts follow:

“The Wisconsin Department of Public Instruction (DPI) stipulates that each resident school district allocate open enrollment spaces during their January board meetings. The 2020-21 Open Enrollment period is from February 3 to April 30, 2020. Along with the posted 3-month open enrollment window, applicants may also apply to a non-resident district using the designated Alternative Open Enrollment Application during the current school year if the applicant can demonstrate that he/she meets certain criteria. Appendix A contains a listing by grade of available open enrollment regular education spaces for School Year 2020-21. DPI has communicated that the District’s affirmation must specifically delineate both regular education seats by specific grade level and special education seats by program and/or service type.

KUSD Policy 5260 requires that a current open enrolled student re-apply just once, which is during the transition from elementary to middle school, or if they first enrolled during middle school, then they must reapply during the transition from middle school to high school. Also, tuition waiver students (those who start the year in KUSD but move out of district) have a right to complete the current year and apply for open enrollment the following year. Even though these are current KUSD students, they are counted as new applications for our state reporting.

The Offices of Educational Accountability, School Leadership, Teaching and Learning, Special Education/Student Support and Early Education met on multiple occasions to determine available spaces for School Year 2020-21. After a review of the historical data and enrollment projections, this team, with the endorsement of the Superintendent of Schools, makes the recommendation contained in Appendix A (regular education) and Appendix B (special education) to the School Board.

Administrative Recommendation: Administration recommends that the Kenosha Unified School Board affirm and approve the space availability for open enrollment students for school year 2020-21. Recommendation is for a total of 191 spaces, 20 of which are designated for selected special education programs service/types as noted in Appendix A and Appendix B.”

Mr. Battle moved affirm and approve the total of 191 spaces, 20 of which are designated for selected special education programs service/types as noted in Appendix A and Appendix B for open enrollment students for school year 2020-21. Mr. Duncan seconded the motion. Unanimously approved.

Mr. Keckler presented the Four Year Graduation Rate – Cohort Analysis submitted by Mr. Keckler and Dr. Savaglio-Jarvis, excerpts follow:

“The “Four Year Graduation Rate – Cohort Analysis” report is a comprehensive examination of the graduation rates of the Kenosha Unified School District (KUSD) for the Graduation Class of 2018. This is the annual graduation report to the Kenosha Unified School Board as it examines each graduation class in terms of a “static” graduation rate, referred to as “Base Cohort”. All KUSD students who enter grade nine are tracked until the end of their class’s designated graduation cycle (four years later). No allowance is made for any students who enter that class as it progresses from the ninth grade until the twelfth grade and its eventual graduation. For example, first-time ninth graders who are in attendance on the Official Third Friday Count Day during School Year 2015-16 are tracked with respect to their educational progress until the end of summer school in August 2019. Therefore, the ninth graders of School Year 2015-16 become the Graduation Class of 2019 (School Year 2018-19). Additionally, this report also examines the graduation rates in terms of progress made during the two years beyond a designated graduation year, that is, the five-year rate of the Graduation Class of 2018 and six-year rate of the Graduation Class of 2017. This process aligns to both the Wisconsin state statute for allowing for a free education until a student reaches age 20 as well as the current state developed school report cards which incorporate both four-year and six-year graduation data.

The cohort graduation rate presented in this report is slightly different than the rate published by the Wisconsin Department of Public Instruction (DPI). Beginning in 2009-10, DPI reported a 4-year cohort graduation rate which includes all students who have been assigned to a Wisconsin public school cohort and were last enrolled in KUSD during the four-year period whether or not the student began in KUSD in their ninth grade year. In addition, DPI does not count the completion credentials such as a HSED or a certificate of completion unless their Board of Education deems it as a regular high school diploma. DPI’s graduation rate has been a reported factor in two priority areas of the annual Accountability School and District Report Card: the four-year and six-year cohort graduation rate is used in the Closing Graduation Gaps calculation as well as in the graduation score of the On-Track and Postsecondary Readiness calculation. However, DPI’s WISEdash (online data reporting) portal reports four-year, five-year, six-year and seven-year graduation rates. This KUSD cohort report will continue to present data respective to the four-year, five-year and six-year graduation rates.

The number of students who began the cohort group in SY 2015-16 was 1,737, including 155 students who transferred out during the four-year period. When including “IOWA” graduates, 1,414 students graduated, resulting in a graduation rate of 89.5% for the Class of 2019. When excluding “IOWA” graduates 1,276 students graduated (80.8%), a slight decrease from that reported in the past four graduating classes. The Class of 2019 reported the greatest percentage of graduates using the High School Competency Diploma Option (11.8%), which is a slight increase from last year’s figures.

This report is an informational item.”

Mrs. Modder presented the Donations to the District.

Mrs. Modder moved to approve the Donations to the District. Mr. Battle seconded the motion. Unanimously approved.

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

Meeting adjourned at 8:13 P.M.

Stacy Schroeder Busby
School Board Secretary

Kenosha Unified School District
Kenosha, Wisconsin
Summary of Cash Receipts and Disbursements
February 25, 2020

CASH RECEIPTS	reference	total
January 2020 Wire Transfers-In, to Johnson Bank from:		
WI Department of Public Instruction	<i>state aids register receipts</i>	\$ 3,314,094.55
District Municipalities	<i>tax settlement - January payment</i>	34,916,161.42
WI Department of Justice - Office of School Safety	<i>School Safety Grant</i>	157,587.06
Johnson Bank	<i>account interest</i>	2,856.45
Bankcard Services (MyLunchMoney.com)	<i>food services credit card receipts (net of fees)</i>	118,442.88
Bankcard Services (Purple Pass)	<i>fine arts ticket sales receipts (net of fees)</i>	8,183.11
Bank (RevTrak)	<i>district web store receipts (net of fees)</i>	11,745.38
Retired & Active Leave Benefit Participants	<i>premium reimbursements</i>	26,574.03
HHS	<i>head start grant</i>	244,513.86
Various Sources	<i>small miscellaneous grants / refunds / rebates</i>	7,577.67
Total Incoming Wire Transfers		<u>38,807,736.41</u>

January 2020 Deposits to Johnson Bank - All Funds:

General operating and food services receipts	<i>(excluding credit cards)</i>	<u>185,995.59</u>
--	---------------------------------	-------------------

TOTAL JANUARY CASH RECEIPTS

\$ 38,993,732.00

CASH DISBURSEMENTS	reference	total
January 2020 Wire Transfers-Out, from Johnson Bank to:		
<i>Payroll & Benefit wires</i>		
Individual Employee Bank Accounts	<i>net payrolls by EFT (net of reversals)</i>	\$ 7,502,595.23
WI Department of Revenue	<i>state payroll taxes</i>	1,063,061.11
WI Department of Revenue	<i>state wage attachments</i>	3,355.98
IRS	<i>federal payroll taxes</i>	2,617,087.05
Delta Dental	<i>dental insurance premiums</i>	241,280.81
Diversified Benefits Services	<i>flexible spending account claims</i>	11,708.70
Employee Trust Funds	<i>wisconsin retirement system</i>	2,360,342.69
NVA	<i>vision insurance premiums</i>	21,214.84
Optum	<i>HSA</i>	1,651,821.57
Various	<i>TSA payments</i>	338,607.92
<i>Subtotal</i>		<u>15,811,075.90</u>
<i>General Operating Wires</i>		
US Bank	<i>purchasing card payment-individuals</i>	124,368.75 *
Aegis	<i>workers' compensation payment</i>	200,000.00
Kenosha Area Business Alliance	<i>LakeView lease payment</i>	16,666.67
Johnson Bank	<i>banking fees</i>	487.74
United Healthcare	<i>health insurance premiums</i>	3,201,372.60
Various	<i>returned checks</i>	68.00
<i>Subtotal</i>		<u>3,542,963.76</u>
Total Outgoing Wire Transfers		<u>\$ 19,354,039.66</u>

January 2020 Check Registers - All Funds:

Net payrolls by paper check	<i>Register# 01001DP, 010002DP</i>	\$ 6,429.07
General operating and food services	<i>Check# 587796 thru Check# 589076 (net of void batches)</i>	4,697,685.13
Total Check Registers		<u>\$ 4,704,114.20</u>

TOTAL JANUARY CASH DISBURSEMENTS

\$ 24,058,153.86

*See attached supplemental report for purchasing card transaction information

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

Billing Cycle Ending January 15, 2020

Merchant Name	Total
HOTEL	\$ 10,867.52
AIRLINE	\$ 9,541.20
BUILDERS HARDWARE AND HOL	\$ 6,315.00
HAJOCA KENOSHA PC354	\$ 5,681.79
IN *GROHS ELECTRIC LLC	\$ 5,184.79
PAYPAL *REACHINSTIT	\$ 5,100.00
HEAT & POWER PRODUCTS INC	\$ 4,762.60
RESTAURANTS & CATERING	\$ 4,744.57
JMB & ASSOCIATES	\$ 4,427.00
HALOGEN SUPPLY COMPANY IN	\$ 2,885.51
VEHICLE MAINT. & FUEL	\$ 2,367.31
3654 INTERSTATE	\$ 2,117.06
FILTRATION CONCEPTS INC	\$ 2,057.42
WASBO FOUNDATION	\$ 2,057.00
REVERE ELECTRIC SUPPLY CO	\$ 1,811.15
AED SUPERSTORE	\$ 1,793.60
OTC BRANDS INC	\$ 1,769.86
INDUSTRIAL CONTROLS	\$ 1,590.16
ULINE *SHIP SUPPLIES	\$ 1,553.00
ZORN COMPRESSOR & EQUIPM	\$ 1,525.51
MILWAUKEE BREWERS BOX OFF	\$ 1,420.00
DEMCO INC	\$ 1,364.67
ROBONATION, INC.	\$ 1,277.50
FIRST SUPPLY LLC #2033	\$ 1,275.12
GO RITEWAY TRANSPORTATION	\$ 1,270.00
NASSP PRODUCT & SERVICE	\$ 1,222.09
TRANE SUPPLY-116407	\$ 1,192.87
IMSE	\$ 1,175.00
DASH MEDICAL GLOVES	\$ 1,173.00
STERICYCLE	\$ 1,157.84
E-CONOLIGHT	\$ 1,059.80
COSPACES	\$ 999.99
ELITE SPORTSWEAR	\$ 973.77
JOHNSTONE SUPPLY	\$ 896.37
MENARDS KENOSHA WI	\$ 863.21
GRAINGER	\$ 846.47
FLUID HANDLING INC	\$ 845.79
FASTENAL COMPANY 01WIKEN	\$ 758.36
WASPA	\$ 750.00
HALLMAN LINDSAY PAINTS -	\$ 726.05
CRESTLINE - MOTO IPT	\$ 677.35
WISCONSIN EDUCATIONAL MED	\$ 675.00
WISCONSIN SCHOOL SAFETY	\$ 675.00
ROCKLER	\$ 654.55
LEARNING & THE BRAIN CONF	\$ 599.00
LINCOLN CONTRACTORS SUPPL	\$ 558.00
GFS STORE #1919	\$ 540.39

AIA PRODUCTS / DUES	\$	537.00
MIM*MIMEO.COM	\$	519.80
PARTSWAREHOUSE.COM	\$	510.42
MBA RESEARCH & CURRICU	\$	510.25
VIKING ELECTRIC-MILWAUKEE	\$	471.33
WSCA	\$	470.00
WAL-MART #1167	\$	441.51
AMAZON.COM*Z43L90M83	\$	425.62
EB SUSAN B.ANTHONY AW	\$	399.46
TUNSTALL CORPORATION	\$	390.41
TARGET 00022517	\$	367.50
48 HR BOOKS INC	\$	365.39
ECLIPSE TOOLS	\$	351.97
MOBYMAX EDUCATION	\$	348.00
MRA INSTITUTE OF MANAGEM	\$	345.00
WAL-MART #0910	\$	341.70
GARD SPECIALISTS CO INC	\$	337.37
HERTZ RENT-A-CAR	\$	333.74
PAT S SERVICES INC	\$	325.00
EB CMP USERS CONFEREN	\$	325.00
ALLIED CONTROLS INC	\$	309.45
L AND S ELECTRIC INC	\$	304.00
TIERNEY BROTHERS, INC	\$	299.00
SAMSClub.COM	\$	298.46
ED HOYS INTERNATIONAL	\$	291.40
CDW GOVT #WJK2363	\$	283.79
BUREAU OF EDUCATION AND R	\$	279.00
AT&T*BILL PAYMENT	\$	275.51
GRAYBAR ELECTRIC COMPANY	\$	275.23
PLANK ROAD PUBLISHING IN	\$	273.59
AIELLO MIDTOWN FLORIST IN	\$	265.00
SIMPLIFY COMPLIANCE LLC	\$	262.70
TOWN & COUNTRY GLASS INC	\$	257.00
WISCONSIN COACH LINES	\$	255.00
SCHOOL CHECK IN	\$	250.00
QDOBA MEXICAN EATS	\$	234.74
SHIFFLER EQUIPMENT	\$	220.84
SAN-A-CARE	\$	217.95
STEIN'S GARDEN & HOME 14	\$	216.99
MARK S PLUMBING PARTS	\$	215.65
WI SHS OFFSITE SALES	\$	201.00
CROWN AWARDS INC	\$	200.52
PBBS EQUIPMENT CORP	\$	176.53
HIGHWAY C SERVICE INC	\$	175.35
FASTSIGNS 301101	\$	160.03
AMZN MKTP US*EJ5G45W73	\$	159.90
KRANZ INC.	\$	158.21
OFFICEMAX/DEPOT 6358	\$	157.24
AMZN MKTP US*DG9DO8J83	\$	157.17
SUPER SPORTS FOOTWEAR ETC	\$	153.75
GARVIN A SOUTHWIRE BUSINE	\$	152.80
COSTCO WHSE #1198	\$	147.80
LOWES #02560*	\$	147.71
COMPLETE WATER SOLUTIO	\$	147.50

FLOWERS BY LEGACY	\$	145.57
ON TIME TEES	\$	142.00
GUTTORMSEN RECREATION CEN	\$	140.00
WALGREENS #5417	\$	139.92
OSMO	\$	139.00
WM SUPERCENTER #1167	\$	138.39
SHUTTLEFARE.COM	\$	133.50
CROWN TROPHY	\$	126.97
FARM & FLEET STURTEVANT	\$	126.88
HARVARD*BUSINESS REVIE	\$	126.60
SHERWIN WILLIAMS 703180	\$	125.77
AMAZON.COM*CB1KQ7CH3	\$	125.48
KIMBALL MIDWEST PAYEEZY	\$	120.24
DEVROOMEN BULB CO INC	\$	120.00
TRIPLE CROWN PRODUCTS	\$	119.90
EXPRESS MEDALS	\$	118.71
BEST BUY MHT 00008490	\$	113.37
AD AGE SUBSCRIP	\$	109.00
ADAFRUIT INDUSTRIES	\$	105.48
SAMS LIMOUSINE AND TRANS	\$	100.00
SPECTRUM	\$	94.15
AM LEONARD	\$	92.95
AMAZON.COM*230KX2MX3	\$	91.78
AUER STEEL MILWAULKEE	\$	90.13
DTD-ZONEDINC	\$	87.00
MAILCHIMP *MONTHLY	\$	84.99
SAMS CLUB #6331	\$	81.06
PAYPAL *CESA 4	\$	80.00
LEADING EQUITY LLC	\$	78.00
AMAZON.COM*AF5JA5PD3 AMZN	\$	77.60
FESTIVAL FOODS	\$	74.91
PLAYBILLONLINE	\$	70.00
MOTION INDUSTRIES WI04	\$	69.91
AMZN MKTP US*AV8C06TJ3	\$	69.86
MIDTOWN FLORIST	\$	69.57
VIKING ELECTRIC-CREDIT DE	\$	67.72
PAYPAL *JR MUSIC	\$	67.50
SP * AMERICAN BUTTON M	\$	62.19
MOBILE ONE	\$	60.00
CALI NAILS	\$	60.00
MILLERS FLOWERS	\$	58.00
AIRGAS USA, LLC	\$	53.33
SP * BREAKOUT INCORPOR	\$	52.75
BATTERIES PLUS #0561	\$	50.64
ASU BKST #1230	\$	50.11
CITY OF KENOSHA PUBLIC	\$	50.00
ZOOM.US	\$	50.00
AMZN MKTP US*TL56J2BX3	\$	49.98
DOLLAR TREE	\$	49.59
WPY*BRXPERFORMANCE	\$	49.00
VEX ROBOTICS INC	\$	48.02
MENARDS RACINE WI	\$	43.82
MCMASTER-CARR	\$	43.02
VILLAGE OF PLEASANT PRAIR	\$	41.40

V BELT GLOBAL SUPPLY	\$	40.74
FIELDPRINT INC	\$	39.00
SMK*WUFOO.COM CHARGE	\$	39.00
JADE LEARNING LLC	\$	36.00
WIAA	\$	32.25
AMZN MKTP US*UR4JP6K83	\$	31.58
BLUE ROBOTICS	\$	30.00
AMZN MKTP US*R05H01PJ3	\$	29.49
AMAZON.COM*O53ZA0DW3	\$	27.99
AMZN MKTP US*TD9P32JV3	\$	26.58
AUDIBLE US*3C3GA35Z3	\$	26.16
SKILLSUSA.ORG	\$	26.00
LOWES #00907*	\$	24.20
MEIJER # 284	\$	23.96
AMZN MKTP US*IT6P670W3	\$	23.57
AMZN MKTP US*IL8UQ0CO3	\$	21.45
TEACHERSPAYTEACHERS.COM	\$	21.10
PIONEER VALLEY BOOKS	\$	21.00
DKC*DIGI KEY CORP	\$	20.07
AMAZON.COM*NM61F9WK3	\$	16.95
CARPETS PLUS	\$	15.00
SQ *THE LETTERING M	\$	13.75
PIGGLY WIGGLY #209	\$	12.50
SPOTIFY USA	\$	10.54
AMZN MKTP US*VI95G96Y3	\$	8.99
AMZN MKTP US*UT4BY6LY3	\$	7.28
UPS*29F084AM256	\$	5.80
WAL-MART #1430	\$	4.00
JPMCKENOSHACITYPMTPOS	\$	3.00
APPLE.COM/BILL	\$	2.06
NETFLIX.COM	\$	(16.87)
MAILCHIMP	\$	(25.00)
HOBBY LOBBY #350	\$	(43.13)
MY BINDING COM	\$	(48.95)
BESTBUYCOM805673619824	\$	(48.98)
SUPERSHUTTLE EXECUCARSAN	\$	(129.56)
VIKING ELECTRIC - KENOSHA	\$	(171.05)
US Bank Purchasing Card Payment - Individuals	\$	124,368.75

KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, Wisconsin

February 25, 2020

Administrative Recommendation

It is recommended that the January 2020 cash receipt deposits totaling \$185,995.59, and cash receipt wire transfers-in totaling \$38,807,736.41, be approved.

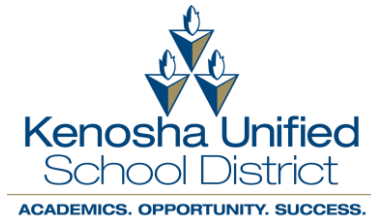
Check numbers 587796 through 589076 (net of voided batches) totaling \$4,697,685.13, and general operating wire transfers-out totaling \$3,542,963.76, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the January 2020 net payroll and benefit EFT batches totaling \$15,811,075.90, and net payroll check batches totaling \$6,429.07, be approved.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Tarik Hamdan
Chief Financial Officer

Lisa M. Salo, CPA
Accounting Manager



Black History Month 2020

WHEREAS, the origination of Black History Month stems back as far as 1915 when a national celebration of the 50th anniversary of emancipation sponsored by the state of Illinois took place to highlight the progress made since the destruction of slavery; and

WHEREAS, every U.S. president since 1976 has officially designated the month of February as Black History Month as a means to celebrate the achievements of black Americans and a time for recognizing the central role of African Americans in U.S. history; and

WHEREAS, it is extremely important to reflect on, recognize and celebrate the contributions and accomplishments of black Americans throughout history, not just in February, but throughout the entire year; and

WHEREAS, by observing Black History Month, we raise awareness of the continuing struggle for freedom and equal opportunity, and bring focus to racial barriers to equal education in public schools and work towards closing racial achievement gaps; and

WHEREAS, corresponding school activities held in February and throughout the school year will encourage students to strive for the best education as a means to fulfill their potential.

NOW, THEREFORE, BE IT RESOLVED that Kenosha Unified School District's Board of Education does hereby adopt this resolution to proclaim February 2020 as Black History Month.

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

Members of the Board:

This page intentionally left blank

Kenosha Unified School District
Kenosha, Wisconsin

February 25, 2020

Unallocated Funds in the 2019-2020 Adopted Budget

Background

The 2019-20 budget of the Kenosha Unified School District was adopted on October 22, 2019, as a balanced budget with approximately \$7MM of expenditures pending allocation by the Board of Education. Several factors created this available capacity in the 2019-20 budget:

- Prior to the 2019-21 State budget adoption, the KUSD Board made expense reducing decisions to counter the loss of revenue due to declining enrollment and to balance the budget. Most notably was the change in health insurance carriers and plan design.
- With the subsequent passing of the State budget, approximately \$3MM was added to the KUSD revenue budget.
- The final 2019-20 staffing budget completed after the 3rd Friday count in September 2019 revealed additional savings as compared to the prior budget.
 - For the first time in many years, open enrollment was required for all benefit participants. This meant coverage required active selections versus passive rolling over of coverage from year to year.
 - There were shifts in the number of elected family plans as compared to single plans.
 - There was an increase in the number of staff members that waived benefit coverage or did not respond to open enrollment.
 - There were salary savings due to staff turnover.

For budgeting purposes, the \$7MM of expenditures are available for allocation and use in the 2019-20 fiscal year and must be spent by June 30th, 2020. Future fiscal years will be reevaluated with all known revenue and expenditure variables relevant to those respective fiscal years to determine budget surplus or deficit within the time frames.

Potential Uses

The administration has identified potential uses for these funds that would fall under the following categories: staff appreciation, facilities, security, equity, and other administrative functions.

Staff Appreciation

Recognizing the hard work, dedication, commitment, efforts, and sacrifices of KUSD staff is important. Administration recommends a pro-rated \$1,000 per full-time equivalent (FTE) stipend be issued on a one-time basis for all regular (not part-time timesheet) full-time equivalent employees in the following groups: teachers; educational support professionals; administrative support professionals; community and student support; facilities; food services; interpreters; and administrative, supervisory and technical. The non-charter, non-grant, local operational budget impact of this stipend is estimated at \$2,454,814.

- Pro-ration is applied by total staff FTE (e.g. a half-time staff member (.5 FTE) would receive half of the stipend or \$500).

Due to staff feedback and our commitment to the continuous improvement process, the administration is also recommending the expansion of the district's recognition programming to potentially consider other milestones rather than the current limited 25 year and retirement recognition programs. This request is for \$50,000 annually on a continuing basis.

Facilities

In conjunction with the Director of Facilities, Mr. Pat Finnemore, the administration has identified much-needed projects that would positively impact over 20 school buildings (see Attachment A). These projects would normally fall in line with other future major maintenance projects; however, with the use of the current funds, Facilities would be able to complete the projects in the necessary time-frame and take advantage of the capacity in this year's budget that may not be there in the future. This would be a one-time expenditure of \$4,674,363.

Security

The five comprehensive middle schools are each requesting to hire one educational support professional (ESP) security staff to support the safety of the schools on a full-time basis. The goal is to deter students from getting into behavioral issues, improve attendance, and build strong relationships between staff, students and families. District administration in conjunction with each middle school principal and staff believes that the addition of an ESP security staff member would be a start to support this very important safety vision in their buildings. While additional School Resources Officers (SROs) would also be welcomed, there is a process that would require time and coordination to accomplish that goal (see the supplemental report in Attachment B). Being that a large portion of this fiscal year has already passed, the 2019-20 budget impact is projected at \$81,200; however, the full impact will be recognized in the 2020-21 budget and beyond at approximately \$232,000.

Equity

This past year, KUSD's District Equity team engaged in a full year of professional learning under AWSA. In conjunction with KUSD, KABA, Carthage College, UW-Parkside and Building Our Future, each entered into a collaborative effort focused on race, equity and diversity professional learning. The collective impact provided community-wide learning made up of 40 individuals. The professional learning was held in January 2020. The learning was provided by "The Racial Equity Institute" (REI). As a result, the District Equity team has developed a plan of action that demonstrates KUSD's commitment to providing equity for all by combining all sound racial, equity, diversity and inclusionary practices. It is vital that we provide sustainable professional learning. The collective effort takes long term commitment and investment on both micro and macro levels. The lasting change benefits all students, teachers, staff, and families by removing barriers to learning through increased awareness, skills, classroom practices, policy revisions, and action. The funding needed will support sustainable staff professional learning for years to come. The administration is in support of the reoccurring financial budget allocation of \$150,000 to support the professional learning district-wide.

The administration is also recommending an increase of \$23,378 in annual funding to \$30,700 from \$7,322 for the separate Student Engagement and Equity discretionary budget.

The Coordinators of Diversity/Student & Family Engagement are requesting funds for:

- Conference registration and travel for participation in at least two of following - Learning Forward, ACSD, Zaretta Hammond- Culturally Responsive Teaching & The Brain or the National Equity Project - \$7,600
- Participating in S.P.I.R.I.T w/ US Justice Dept. for 2 schools - \$1,400
- CAGC Membership - \$1,600
- Parenting books and workbooks on topics that are culturally relevant to our students and parents - \$500
- Motivational speakers for students, staff, and families - \$5,000
- AAFI Summer Institute at Concordia - \$5,000
- AAMI Summer Institute at Concordia - \$5,000
- AAYI participation in community events - (Reaching for Rainbows event, BHM Program) and other activities - \$4,000
- AAYI Parent Engagement Facilitator to engage the parents and grow their learning and understanding of how to assist their children to take advantage of opportunities the school and community have to offer - \$600

While KUSD currently offers welding classes at select high schools, we are seeking to expand access to more of our students. This is a request for one-time district funding of \$120,000 to purchase welding equipment and remodel a tech ed classroom for Bradford and Tremper High School. This course will teach students gas metal arc welding, shielded metal arc welding, oxy-fuel welding and cutting, and gas tungsten arc welding. Safety, equipment set up, job assignments, and tests will be discussed throughout the semester. Both high schools have a staff member that is committed to completing the required Gateway courses to teach this transcribed course. Perkins grant funding will be used to cover training costs. Due to the high level of demand nationwide, offering this course at each comprehensive high school will bring the district to the forefront of the demand for future welders. Additionally providing KUSD students with an introductory course in welding is aligned to our goals to expand career-ready opportunities.

The administration is also recommending funding for our district-wide bilingual administrative specialist/interpreter position. The district only has one official interpreter to serve 41 schools. This position is essential to ensuring communication with our Spanish speaking families as it is designed to interpret documents, meetings, phone calls, and school messenger communications for schools. The position is not new to the district and it currently exists, however, 80% of the costs were funded by the Title III grant and 20% of the costs were funded by local funds. Since this is no longer an allowable cost under the Title III grant, the funding for the position needs to be moved to 100% local funds. The additional budget impact is estimated at \$58,355 which will also be a recurring on-going cost.

Other Administrative Functions

The 2019-21 State budget eliminated the Personal Device Grant which KUSD had utilized in part to fund the eduCLIMBER software that is currently being used throughout the district. An alternative funding source has yet to be identified which means that the cost of this software will need to be locally funded moving forward at a cost of \$83,928 annually.

The final item for consideration would be a one-time cost of \$57,510 to upgrade the audio system in the Board room that is used for many internal district-wide meetings and external presentations along with normal usage for the business of the School Board.

Recommendation

It is requested that the Board of Education consider and vote on the individual budget items numbers 1 through 10 for the 2019-20 budget as presented in Attachment C.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Tarik Hamdan
Chief Financial Officer

2019-20 CAPITAL PROJECT LIST

Project	School	Category	Project Cost	Recommend? (y/n)
Chiller Replacement - COMPLETE	Reuther	Chillers	\$280,953.90	y
ESC Restroom Remodel (2 main restrooms) - COMPLETE	ESC	Other	\$37,799.56	y
HVAC Controls - Move from local servers to cloud servers - 10 Tridum schools, all Johnson Controls schools, 1 Alerton school, and all Siemens schools - COMPLETE	Various	Other	\$158,089.66	y
Reuther/Harborside Restroom Remodel (old short stalls)	Reuther/Harborside	Other	\$16,820.00	y
Lakeview Restroom Remodel - COMPLETE	Lakeview	Other	\$3,000.00	y
Flooring replacement	Jeffery	Flooring	\$200,000.00	y
Replace east parking lot and parking lot due west of the Fieldhouse	Bradford	Asphalt	\$325,000.00	y
Pella wood window replacement - entire building	Stocker	Windows	\$450,000.00	y
Pella wood window replacement - entire building	Pleasant Prairie	Windows	\$350,000.00	y
Chiller Replacement	Lincoln	Chillers	\$733,100.00	y
Chiller Replacement	Pleasant Prairie	Chillers	\$396,500.00	y
Asphalt drive replacement - portions of City bus area, parent dropoff, and south loop	Indian Trail	Asphalt	\$200,000.00	y
LED lighting projects - Lincoln MS, Wilson, Indian Trail auditorium house lighting, and multipurpose rooms and gyms in several schools	Various	Lighting	\$62,500.00	y
Restroom refurbishment	Harvey	Other	\$20,000.00	y
Parking lot replacement	Jeffery	Asphalt	\$175,000.00	y
Roof replacement	Hillcrest	Roofing	\$225,000.00	y
Chiller replacement	Stocker	Chillers	\$415,600.00	y
NE portion of playground asphalt replacement and removal of old portable classroom footings	Grewenow	Asphalt	\$100,000.00	y
Center portion of NW playground asphalt replacement	Bose	Asphalt	\$100,000.00	y
Pedestrian pathway on west playground	Forest Park	Asphalt	\$50,000.00	y
Portions of bus loop and parent loop driveway replacements	Pleasant Prairie	Asphalt	\$85,000.00	y
Replace portion of bus loop driveway	Nash	Asphalt	\$30,000.00	y
Replace portion of bus loop driveway	Somers	Asphalt	\$60,000.00	y
Roof Replacement	Lincoln	Roofing	\$200,000.00	y

\$4,674,363.12

KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, Wisconsin

February 25, 2020

Middle School ESP Security Budget Assumption

Bullen, Lance, Lincoln, Mahone and Washington middle schools are each requesting to hire one educational support professional to support the safety of the middle schools on a full time basis.

ESP security responsibilities include:

1. Maintains the orderly operation of the school by performing security-related duties including, but not limited to, patrolling the halls, checking the restrooms, checking the exterior doors, recognizing and resolving student disputes, de-escalating student conflicts, and escorting students from class when needed.
2. Provides/promotes safe and orderly movement of students from one place to another.
3. Enforces the closed campus environment and monitors the movement of any students coming and/or going throughout the school day.
4. Provides safety and security of school grounds, parking areas, and other noted spaces surrounding the school.
5. Works with individuals as well as small groups of students, under the direction of the school staff.
6. Models and maintains discipline procedures and rules established by the building administration.
7. Maintains confidentiality of student information.
8. Follows District's safety procedures (ALICE) and helps facilitate the procedures to promote a safe school environment.

Middle schools currently do not have any security ESPs. They do have an off duty police officer part-time during the school day for approximately 3 to 4 hours.

In addition we researched the hiring of school resource officers. Eric Larsen, Deputy Chief of Police, provided the following information:

1. The first step would be for KUSD staff to meet with Kenosha Police Department staff to conduct a needs assessment. This step is necessary as adding 5 officers is no small task. While KUSD reimburses for 180 days of the officer's time, there are other budgetary considerations the City must take into account, such as equipment, vehicles, etc. Contractually the 180 days of service equates to 71% of an officer's salary. That being said, there are other costs involved which the city must

absorb, including a vehicle, the other 29% of salary, and other equipment costs.

- 2. If it is determined that adding SROs is the correct option, it is likely that there will have to be a City referendum to add the officers as there are levy limits imposed on the City which affect the hiring of officers.
- 3. If the officers are approved conservatively, it would take approximately two years from hiring to solo patrol due to the hiring process, academy attendance, and the field training program. This does not take into account the time involved should a referendum be needed.

Administration Recommendation

Administration recommends the Board of Education approve the Budget Assumption for the five ESP Security positions, one each for Bullen, Lance, Lincoln, Mahone and Washington.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

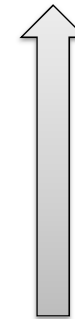
Ms. Susan Valeri
Chief of School Leadership

Brian Geiger
Coordinator of Secondary School Leadership

Ref #	Description	Category	Frequency	Requested	2019-20 Impact	2020-21 Impact
1	\$1,000/FTE Staff Stipend (AST, Carpenters & Painters, ESP, Interpreters, Teachers, ASP, Service)	Staff Appreciation	One-Time	\$ 2,454,814.00	\$ 2,454,814.00	\$ -
2	Recognition Committee Budget	Staff Appreciation	On-Going	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
3	Recommended Facilities Projects	Facilities	One-Time	\$ 4,674,363.12	\$ 4,674,363.12	\$ -
4	Middle School Security	Security	On-Going	\$ 232,000.00	\$ 81,200.00	\$ 232,000.00
5	District Equity Team Budget	Equity	On-Going	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00
6	Diversity/Student and Family Engagement	Equity	On-Going	\$ 23,378.00	\$ 23,378.00	\$ 23,378.00
7	Welding Class Expansion (Tremper and Bradford)	Equity	One-Time	\$ 120,000.00	\$ 120,000.00	\$ -
8	Bilingual Administrative Specialist (80% grant funded to 100% local)	Equity	On-Going	\$ 58,355.00	\$ 58,355.00	\$ 58,355.00
9	Personal Device Grant Loss (eduCLIMBER Software)	Other Administrative Functions	On-Going	\$ 83,928.00	\$ 83,928.00	\$ 83,928.00
10	Board Room Audio Upgrades	Other Administrative Functions	One-Time	\$ 57,509.75	\$ 57,509.75	\$ -
					\$ -	\$ -

\$ 7,904,347.87	\$ 7,753,547.87	\$ 597,661.00
-----------------	-----------------	---------------

Row Labels	Sum of 2019-20 Impact
Staff Appreciation	2,504,814.00
Facilities	4,674,363.12
Security	81,200.00
Equity	351,733.00
Other Administrative Functions	141,437.75
Grand Total	7,753,547.87



Kenosha Unified School District
Kenosha, Wisconsin

February 25, 2020

EMPLOYEE HANDBOOK

Background:

The 2020-2021 handbook is the sixth edition of the handbook. This year we have a few minor housekeeping updates and grammatical and formatting corrections, but no changes to any currently existing benefits.

The following are the recommended changes for the 2020-2021 handbook:

Section title	Change	Page #
Disclaimer Statement	Updated language per legal recommendation.	3
Equal Opportunity Employer	Remove the word <i>handicap</i> to mirror Board Policy 4110.	6
Staff Acceptable Use	Updated policy to mirror Board Policy 4226	8-11
Emergency Closings	Added staff reporting requirements to mirror Board Policy 3643.	12-13
Overtime	Changed <i>Hourly</i> to <i>Non-Exempt</i> in the title	14
Employee Intranet	Changed language from <i>directly deposited</i> to <i>processed</i> .	14
Payroll Deduction	Added a note regarding state tax deductions.	15
Personnel Data Changes	Simplified language, Changed #3 to <i>Emergency Contact</i> .	16
Vacation days	Added an example to help clarify how vacation works	18
Carryover vacation days	Change to automatically carryover vacation days to the next calendar year without supervisor approval.	19
Additional Holiday Information	Changed to allow employees that are paid immediately before and immediately after a holiday to be paid the holiday. Current language requires an employee to work. Added a statement that clarifies if someone is unpaid during a mandated District closure the unpaid holiday would not apply.	20
FMLA	#4 clarified <i>on a periodic basis</i> by adding <i>as allowable by law</i> .	22
FMLA	#7 clarifies employees are required to substitute all accrued sick and vacation balances for leave under FMLA	22
FMLA	#8 clarified employees are required to substitute all accrued sick and vacation balances for leave under FMLA.	22

Unpaid medical leave	Clarified employees must have exhausted all available accrual sick and vacation balances prior to going on an unpaid medical leave.	24
Travel Pay Policy	Corrected <i>employees</i> to <i>employee's</i> .	25
Tuition Assistance	Clarified what a school year is (July 1 – June 30). Added clarification that tuition assistance must be requested within 12 months of the credits being earned.	26
Light Duty	Added Worker's Compensation to the title along with an additional category for Other absences not tied to Worker's Compensation – allows the supervisor to work with the employee and HR to accommodate the employee's restrictions.	27
Required Medical Documentation: Non-Certified Positions	Changed <i>application</i> to <i>hiring</i> process.	28
Licensure	Updated section per Wisconsin Statute 118.21.	29
Employee Attendance and Punctuality	Added and/or statements to allow for school/district policy. Additionally, added statement for what is considered unexcused absences.	29-30
Drug Testing: Reasonable Suspicion	Added that a retested sample is <i>at the employee's expense</i> .	32
Employee Training and Professional Learning	Removed the statements <i>depending on the type of position</i> .	33
Grievance	Added bolding and format corrections.	37-40
Graffiti	Corrected the <i>human resources department</i> to the <i>Office of Human Resources</i> .	42
Employee Acknowledgement	Updated language per legal recommendation.	42
Throughout	Changed <i>he/she</i> to <i>they</i> (gender neutral).	various

Administration Recommendation:

Administration recommends the Board of Education approve the 2020-2021 Employee Handbook.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Lindsey O'Connor
Chief Human Resource Officer



KENOSHA UNIFIED
SCHOOL DISTRICT

2020-21 **EMPLOYEE HANDBOOK**

E F F E C T I V E J U L Y 1 , 2 0 2 0

A C A D E M I C S . O P P O R T U N I T Y . S U C C E S S .

TABLE OF CONTENTS

Introduction	3
Disclaimer Statement	3
Common Terms and Definitions	3
Management Responsibilities and Employee Expectations	4
Section 1: Employment	5
Equal Opportunity Employer	5
Anti-Harassment	5
Use of Telephones/Mobile Phones/Pagers	6
Use of Cameras, Video and Audio Recording Devices	7
Staff Acceptable Use	7
Conflict of Interest	9
School Year/Hours of the Day/Workday	10
Lunch Periods	10
Break Time for Nursing Mothers	10
Emergency Closings	10
Job Postings	11
Employment ID	11
Facility Visitors	11
Section 2: Compensation	12
Base Pay	12
Job Classifications	12
Payroll	12
Direct Deposit	12
Employee Intranet	12
Overtime/Compensatory Time Off for Hourly Employees	12
Time and Attendance	13
Payroll Deduction	13
Garnishments and Wage Assignments	13
Tax Deferred Investments	13
Section 3: Employment Records	14
Personnel Data Changes	14
Personnel Records	14
Employee Evaluations	15
Section 4: Employee Benefits and General Leaves	16
Benefits	16
Vacation Days	16
Carryover Vacation Days	17
Personal Days	17
Illness on a Holiday or Vacation Day	17
Holidays	17
Sick Days	18
Bereavement	18
Jury Duty	19
Family and Medical Leave Act (FMLA)	19
Wisconsin Bone Marrow and Organ Donation Leave	20
Maternity/Paternity Leave	21
Child-rearing Leave	21
Unpaid Medical Leave	21

Military Leave	22
Retirement in Wisconsin Retirement System	22
Employee Assistance Program	22
Travel Pay Policy	23
Tuition Assistance	23
Worker's Compensation	24
Light Duty	24
Employee Property	25
Section 5: Conditions of Employment	26
Required Medical Documentation: Non-certified Positions	26
Required Transcripts, Certification and Medical Documentation for Certified Staff	26
Licensure	27
Staff Physical Examinations	27
Employee Attendance and Punctuality	27
Absence Reporting/Procedures	28
Accident Reports	28
Employee Dress and Grooming	28
Alcohol and Drug-Free Workplace	29
Drug Testing: Reasonable Suspicion	29
Tobacco and/or Vaping Device Use on School Premises	30
Employee Right to Know: Toxic Substances and Infectious Agents	30
Employee Training and Professional Learning	30
Section 6: Employee Separation	31
Termination of Employment by the District	31
Reduction in Force	31
Employee Resignation/Retirement	31
Teacher Resignation Forfeiture	31
Unpaid Medical Leave Separation	31
Job Abandonment	31
Section 7: Employee Conduct, Code of Ethics and Disciplinary Action	32
General Rules of Conduct	32
Employee Code of Ethics	33
Employee Discipline	33
Progressive Discipline/Termination Procedures	34
Employee Complaint (Grievance) Procedure	34
Staff Gifts	37
Staff Misconduct Reporting	37
Leadership Called Meetings	37
Teacher Planning and Collaboration Time	37
Violence in the Workplace	37
Employee Information Boards	38
Anti-Graffiti	38
Searches	39
Employee Acknowledgement	39

INTRODUCTION

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

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

DISCLAIMER STATEMENT—~~needs legal review~~

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

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

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

This Handbook was developed to describe KUSD's expectations of our employees and to outline the statements, policies, procedures, rules, regulations and benefits available to eligible employees. Employees are expected to familiarize themselves with the contents of this Handbook, to read the Handbook thoroughly, and to retain it for future reference. However, this Handbook is not all inclusive. There may be other expectations of employees communicated through policy, rule, regulation, directive, memorandum, guidance, or other communication.

None of the statements, policies, procedures, rules, regulations or benefits contained herein constitutes a guarantee of employment, a guarantee of any other right or benefits or a contract of employment, expressed or implied.

This Handbook is subject to change at the sole discretion of the District, as are all other policies, procedures, rules, regulations and benefits, and programs of the District. The District may modify, amend, or terminate any statements, policies, procedures, rules, regulations and benefits whether or not described in this Handbook at any time, with or without notice. From time to time, employees will receive updated information concerning changes in this Handbook. Employees with questions regarding this Handbook should ask his or her supervisor or the Human Resources Department for assistance.

The District strives to keep this Handbook up to date. However, the Board is responsible for establishing District Policy. In the event of a conflict between this Handbook and District Policy, the terms of the District Policy shall govern. This Handbook supersedes any and all previous handbooks given to employees.

Since this is a general publication being prepared for all of our employees, it is possible that at times a conflict may arise between an item in this Handbook and any provision in an individual employment contract. In the event of any conflict between the provisions of this Handbook and any provision in an individual employment contract, the individual employment contract shall govern.

No supervisor, administrator, manager, or representative of the District, other than the Superintendent or his/her designee, or the Board of Education by formal action has the authority to make any promises or commitments that are contrary to this Handbook.

If any provision or section within this Handbook is held to be invalid by operation of law, the remainder of this Handbook shall not be affected thereby. Any change in the law will impact the operation and enforcement of the provisions of this Handbook by modifying the provisions to conform to the law.

The Superintendent and/or his or her designee is/are responsible for the management of this Handbook. The content of the Handbook is the responsibility of the Board of Education. The Superintendent and/or his or her designee and the Board have the right to interpret and apply the provisions of this Handbook in its discretion and as it deems appropriate as an essential management right and to determine whether specific circumstances require deviation from its terms.

COMMON TERMS AND DEFINITIONS

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

Reference: Fair Labor Standards Act 29 C.F.R. Part 541, et seq.

MANAGEMENT RESPONSIBILITIES AND EMPLOYEE EXPECTATIONS

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

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

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

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

SECTION 1: EMPLOYMENT

EQUAL OPPORTUNITY EMPLOYER

The District is an equal opportunity employer. Personnel administration in the District shall be conducted **without discrimination** ~~so as not to discriminate~~ on the basis of age, race, creed, religion, color, sex, pregnancy, sexual orientation, national origin, disability, political affiliation, handicap, marital status, ancestry, citizenship, arrest or conviction record, membership in the National Guard, state defense force, or any other reserve component of the military forces of the United States or Wisconsin, use or non-use of lawful products off school premises during non-working hours, or any other reason prohibited by state or federal law. This policy shall apply to hiring, placement, assignment, formal and informal training, seniority, transfer, promotion, lay-off, recall and termination.

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

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

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

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

Reference: Board Policy/Rule 4110

ANTI-HARASSMENT

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

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

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

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

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

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

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

Reference: Board Policy 4111

USE OF TELEPHONES/MOBILE PHONES/PAGERS

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

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

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

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

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

USE OF CAMERAS, VIDEO AND AUDIO RECORDING DEVICES

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

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

STAFF ACCEPTABLE USE

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

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

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

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

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

1. **Responsibility:** Employees are responsible for the proper use of any District electronic communication accounts that are issued under their name or that the employee is charged with managing. Employees are responsible for ensuring proper use of technology by students under their supervision. **Responsible use of the Internet includes such items as abiding by copyright laws and terms and condition policies. Understanding unethical and unlawful activities including unauthorized access to any data or communications equipment, "hacking", or unauthorized disclosure, use or dissemination of anyone's personal information. The administration shall take steps to ensure that instruction or training activities and reasonable structural and systemic supports are in place to facilitate and enforce individual user's compliance with the District's policies, rules, and procedures that govern the acceptable, safe and responsible use of the District's technology-related resources.**
2. **Passwords and security:** All KUSD staff are expected to protect and update their electronic access and credentials. All users that have access to the District technology resources must comply with the following rules for maintaining and securing District property and resources.
 - Employees are prohibited from sharing their password for any electronic communication accounts that are issued under their name. Employees may, however, share their password with a member of the IT staff, if necessary. In that case, the employee shall change his or her password immediately after the IT staff

member has completed the task.

- **Employees must maintain a password for accounts and change passwords periodically as directed by the District.**
 - **Any computer or similar device should be secured whenever it is not in use by invoking the password on the computer and/or logging off the device. Leaving a computer open or logged in while away enables others to potentially access e-mail and other sensitive files; and all District technology should be physically secured according to standards set by the building administrators or their designees when not in use.**
2. Employees also are prohibited from accessing another user's account without permission. If an employee identifies a security problem associated with the network or his or her user account, the employee shall notify IT staff.

3. Privacy: All KUSD user accounts are owned by KUSD and therefore are not private. Passwords are for the purpose of preventing unauthorized access to the District's electronic communication system only; employees have no expectation of privacy when using the District's electronic communication system, even for personal use. The electronic communication system is the property of the District, and the District reserves the right to monitor and inspect any messages, information and data sent, received or stored on the District's electronic communication system. Documents or messages created, sent, received or stored on the District's electronic information system may be considered a public record and subject to disclosure under the Public Records Law.

The administration may access any message for reasons including, but not limited to:

- finding lost messages;
- assisting employees in their performance of job duties;
- studying the effectiveness of the communication system;
- complying with investigations into suspected criminal acts or violation of BOARD policies or work rules;
- recovering from systems failures and other emergencies;
- complying with discovery proceedings or to be used as evidence in legal actions; and/or may otherwise be required or permitted by state or federal law

3.

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

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

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

5. **5. Use of District technology equipment off District premises:** Employees may use District-owned

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

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

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

7. 7. Personal/off-duty use of social media and personal web pages: Even if an employee is off-duty and not using the District's electronic communication system, an employee's personal use of technology or social media may be subject to this policy and regulated by the District if: the employee chooses to identify himself/herself as a District employee; the use affects the employee's job performance or the performance of other District employees or the use involves or relates to the District, District students/families or District employees. Unless authorized to do so by the superintendent or his/her designee, employees shall not represent themselves as a spokesperson for the District or create or post content to a personal/non-authorized website that purports to be an official/authorized website of the District. Employees shall not use their District email address to register for a personal social media account and shall not post photos of students or other personally identifiable confidential student information on personal pages and/or sites without the written consent of the adult student or the minor student's parent/guardian.

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

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

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

~~District communications specialist for information and assistance.~~ The social media administrators are responsible for ensuring accurate and timely information is shared and/or posted. The web editors and social media administrators are expected to ensure accurate spelling and grammar.

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

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

Reference: Board Policy and Rule 4226

CONFLICT OF INTEREST

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

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

Positions of conflicting interest are defined as follows:

1. Any administrative or supervisory position having immediate or partial supervisory responsibilities on other than an occasional basis. (For purposes of applying this section of the policy, the quasi-supervisory positions of the following sections shall not be viewed as immediate supervisory positions.)
2. Any teaching position having quasi-supervisory responsibilities such as a teacher consultant or department chairperson, or any teaching position having an educational assistant position.
3. Any secretarial position having supervisory responsibility within a given school or department.
4. Any building service employee having supervisory responsibilities such as head custodian, assistant head custodian, foreman or head cook.
5. Any Recreation Department position having supervisory responsibility within any program.

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

Nothing in this policy shall be construed as discouraging the appointment of relatives for positions not designated by this policy as being in conflict. Except as restricted by this policy, each recommendation for

appointment shall be based upon the best qualified applicant for the position to be filled. Nothing in this policy shall be construed to limit the opportunity for promotion of any person employed by the District.

Reference: Board Policy 4331

SCHOOL YEAR/HOURS OF THE DAY/WORKDAY

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

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

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

LUNCH PERIODS

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

BREAK TIME FOR NURSING MOTHERS

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

Reference: Board Policies 4351 and 4351.1

EMERGENCY CLOSINGS

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

STAFF REPORTING REQUIREMENTS:

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

Beyond the first two days:

• **Teachers, educational assistants and interpreters do not need to report to work when school is closed for emergency purposes, but are required to make up state mandated student contact time at a future date or dates to be determined by administration.**

• **Administrator, supervisory, technical personnel; administrative support professionals; community and support; facilities; and food service must report to work or take a vacation, personal or unpaid (deduct) day.**

~~Refer to Policy 3643 – Emergency School Closings to determine who reports to work during a school closing.~~

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

JOB POSTINGS

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

EMPLOYMENT ID

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

FACILITY VISITORS

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

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

SECTION 2: COMPENSATION

BASE PAY

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

JOB CLASSIFICATIONS

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

PAYROLL

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

DIRECT DEPOSIT

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

EMPLOYEE INTRANET

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

OVERTIME/COMPENSATORY TIME OFF FOR HOURLY NON-EXEMPT EMPLOYEES

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

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

Overtime pay: Only non-exempt employees will receive compensation at the rate of one and one-half times their regular hourly rate of pay for all hours worked over 40 hours in any given work week. A

supervisor must always approve overtime before it is performed. Only actual hours worked will be used to calculate overtime. Paid time off for vacation, holidays, sick days, leaves of absence or other reasons will not be considered hours worked. Supervisors will attempt to provide employees with reasonable notice when the need for overtime arises, however, advance notice may not always be possible.

TIME AND ATTENDANCE

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

PAYROLL DEDUCTION

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

***Note, the District only deducts Wisconsin state taxes. If you reside in a state other than Wisconsin, please contact payroll for specific instructions on how to ensure proper taxes are deducted for the state in which you reside.**

GARNISHMENTS AND WAGE ASSIGNMENTS

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

TAX DEFERRED INVESTMENTS

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

Reference: Wisconsin Statutes

Sections 71.64

103.457

109.03

241.09

812.42

812.43

Fair Labor Standards Act

26 U.S.C. 3102

26 U.S.C. 3402

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

SECTION 3:

EMPLOYMENT RECORDS

PERSONNEL DATA CHANGES

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

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

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

PERSONNEL RECORDS

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

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

Reference: Board Policy/Rule 4260

EMPLOYEE EVALUATIONS

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

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

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

Reference: Board Policy/Rule 4380

SECTION 4: EMPLOYEE BENEFITS AND GENERAL LEAVES

BENEFITS

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

VACATION DAYS

Benefit eligible employees will earn vacation will earn on the fiscal year (July 1-June 30) and may take it on the calendar year (Jan. 1-Dec. 31). New employees will earn vacation time on a prorated basis at the rate of 1/12 of their allocated amount per month and may begin using accrued vacation upon completion of six months of service.

For example: an hourly 12-month employee is hired on October 1, 2019. Since the new hire is starting after July 1, 2019, they will earn vacation on a prorated basis equal to 9/12 (the employee will work 9 months of the 12) of their allocated amount per month.

July 1 – June 30 is the earning period

Date of hire = October 1

Earned vacation from October 1 – June 30 = 75% of the annual vacation allotment.

Total day of vacation available after six months = 7.5 days (10 days x 0.75)

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

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

Administrative, Supervisory and Technical employees (AST)

See AST Policy

Non-exempt/hourly 12-month employees

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

One week = five days

During first year, two weeks prorated

After first year, two weeks
After second year, three weeks
After third year, four weeks

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

Current 10-month employees who continue to accrue vacation will maintain their vacation benefit for the duration of their employment as a 10-month employee, but vacation may not be taken. Payment for vacation time in lieu of time off will be granted annually in June. Once an employee leaves one of the two 10-month employee groups referenced above via transfer or separation from the District, their grandfather status is gone. The sunset of this benefit was effective June 30, 2013.

CARRYOVER VACATION DAYS

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

Reference: Board Policy 4280

PERSONAL DAYS

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

ILLNESS ON A HOLIDAY OR VACATION DAY

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

HOLIDAYS

Administrative, Supervisory and Technical employees (AST)

See AST Policy

Non-exempt/hourly 12-month employees

Independence Day

Labor Day

Thanksgiving Day

Day after

Thanksgiving

Christmas Eve

Christmas Day

New Year's Eve

New Year's Day

Martin Luther King, Jr. Day

Good Friday
Memorial Day

Exempt and non-exempt/hourly 10-month employees

Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day
New Year's Day
Martin Luther King, Jr. Day
Good Friday
Memorial Day

Additional holiday information

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

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

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

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

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

SICK DAYS

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

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

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

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

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

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

BEREAVEMENT

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

JURY DUTY

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

FAMILY AND MEDICAL LEAVE ACT (FMLA)

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

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

1. **Leave entitlement.** The actual amount of time you spend on family and/or medical leave will be subtracted from your unpaid leave entitlement for a calendar year. Your family and medical leave, under state and federal laws, will run concurrently with any other leave for which you are eligible under applicable District policies.
2. **Medical certification.** If your request is based on your serious health condition or the serious health condition of your child, spouse, parent, domestic partner or covered service member, you must provide the District with a medical certification ("Health Care Provider Certification") prepared by the health provider. This certification must be provided to the District within 15 calendar days of the request for leave, unless it is not practicable under the particular circumstances to do so despite the employee's diligent, good-faith efforts, in which case it must be provided as soon as practicable. If you fail to provide a timely certification, your leave request or your continuation for leave may be

denied or delayed until the required certification is provided.

3. **Additional certification.** If the District has any doubts about the accuracy of your initial medical certification, you must submit to another certification, at the District's expense, by a health care provider selected by the District. If the second opinion differs from the initial certification, a third opinion may be obtained. The third opinion is final and binding.
4. **Re-certification.** On a periodic basis **as allowable by law**, you must provide the District with subsequent ~~re-certifications~~**recertification** that your serious health condition still prevents you from performing your job functions or that you are still needed to care for a family member with a serious health condition.
5. **Intent to return to work.** You must provide the District with a periodic report on your status and intent to return to work.
6. **Fitness for duty.** If you are on medical leave because of your own serious health condition, you must provide the District with a medical release, "Fitness for Duty Certification" form signed by your health care provider before you can return to work. If you fail to provide the District with a medical release, your reinstatement will be delayed until the required certification is provided or denied.
7. **Substitution. Employees will be required to substitute all accrued sick and vacation balances for any leave under the District's applicable leave policies.** You may be paid by the District, or you may request payment, for any paid leave to which you have a right to payment at the time of your leave under the District's applicable leave policies. ~~When paid~~**Paid leave is** substituted for your unpaid leave, the paid leave will run concurrently with your family and medical leave and will not be available to you later. ~~Under no circumstances will you be entitled to additional family and/or medical leave as a result of the substitution of paid leave.~~
8. **Maintenance of insurance coverage.** In order to maintain your group health coverage during your family or medical leave you must continue to pay any employee required contributions towards the health insurance premiums, as you did prior to your leave. ~~If you elect to substitute paid leave, or if the~~**The** District requires the substitution of paid leave, **therefore** your share of premiums, if any, will be paid through the District's normal payroll deduction method. Otherwise, the District will designate a method for collecting premiums when your leave is unpaid.
9. **Employment protection.** Upon returning to work from family or medical leave, you will be reinstated to the position you held prior to leave or, if your position has been filled, to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment. You will have no greater right to employment at the end of your leave than you would have had with the District if you had not taken leave.

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

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

*Legal Ref.: 29 USC Chapter 28 Sections 2601-2654 (Family and Medical Leave Act) 29 C.F.R. Part 825
Wisconsin Statute Section 103.10 (Family or Medical Leave)
Wis. Admin. Code Ch. DWD 225
Wisconsin Statute Section 103.11 (Bone Marrow and organ donation leave)*

WISCONSIN BONE MARROW AND ORGAN DONATION LEAVE ACT

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

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

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

MATERNITY/PATERNITY LEAVE

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

CHILD-REARING LEAVE

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

UNPAID MEDICAL LEAVE

Benefit-eligible employees (as defined in the Introduction of this Handbook) who have exhausted FMLA, or did not originally qualify for FMLA, and are still unable to perform their regular duties due to their need to continue to care for the individual who was the subject of the original FMLA request may be eligible for

unpaid medical leave. Combined total leaves shall not extend more than 12 months. Unpaid medical leave shall not be taken on an intermittent basis. Subsequent unpaid medical leave will not be granted unless the employee has returned to normal work duties for a minimum of six months.

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

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

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

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

MILITARY LEAVE

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

*Reference: Wisconsin Statutes
Sections 321.63 – 321.66
Uniformed Services Employment and Reemployment Rights Act
(USERRA) 29 C.F.R. Part 1002, et seq.*

RETIREMENT IN WISCONSIN RETIREMENT SYSTEM

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

EMPLOYEE ASSISTANCE PROGRAM

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

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

The District will offer an Employee Assistance Program (EAP), which will serve as a practical and

constructive mechanism for dealing with employees' personal problems that may affect the work situation or as an aid to those employees and their family members who voluntarily wish to use the program as a means of resolving personal problems.

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

The program will operate within the following guidelines:

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

Reference: Board Policy 4233

TRAVEL PAY POLICY

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

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

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

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

TUITION ASSISTANCE

All staff other than AST

The District shall provide tuition assistance of \$50 per credit up to 12 credits maximum per school year (**July 1 – June 30**). **Tuition assistance must be requested within 12 months of the credits being earned.** Courses taken during the summer will be considered part of the up and coming school year. Facilities employees only: All costs to maintain employment certifications and/or licenses will be paid by the District.

To receive tuition assistance, employees must:

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

The Office of Human Resources will process requests for tuition assistance biannually in February and October. Due dates for requests will be January 31 for February processing and September 30 for October processing.

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

Administrative, Supervisory and Technical employees (AST)

See AST Policy

WORKER’S COMPENSATION

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

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

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

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

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

LIGHT DUTY – Worker's Compensation

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

LIGHT DUTY – Other

If an employee is released to return to work with restrictions for a non-Worker's Compensation illness/injury, the employee and supervisor must contact the Office of Human Resources to discuss possible accommodations available to the employee, prior to the return to work.

Reference: Worker's Compensation Act

EMPLOYEE PROPERTY

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

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

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

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

Reference: Policy 3623

SECTION 5: CONDITIONS OF EMPLOYMENT

REQUIRED MEDICAL DOCUMENTATION: NON-CERTIFIED POSITIONS

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

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

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

REQUIRED TRANSCRIPTS, CERTIFICATION AND MEDICAL DOCUMENTATION FOR CERTIFIED STAFF

The following conditions of employment apply for all certified staff:

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

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

LICENSURE

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

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

Certificated staff are required to maintain proper licensure in order to maintain employment with KUSD. Wis. Stat. § 118.21 (1) states, “The school board shall contract in writing with qualified teachers. The contract, with a copy of the teacher's authority to teach attached, shall be filed with the school district clerk. Such contract, in addition to fixing the teacher's wage, may provide for compensating the teacher for necessary travel expense. A teaching contract with any person not legally authorized to teach the named subject or at the named school shall be void. All teaching contracts shall terminate if, and when, the authority to teach terminates.”

Certificated staff are expected to know the expiration date of their licenses/certification, meet the requirements for re-licensure/certification in a timely manner, and provide immediate notice to the District if their license/certification is suspended or revoked.

Failure to maintain proper licensure, as defined by the Department of Public Instruction, will result in the immediate voiding of the employment contract and may result in termination of employment and the certificated staff member's position may be posted to be filled. Failure to provide immediate notice to the District of the suspension/revocation of the employee's license/certification may result in disciplinary action, up to and including termination.

Reference: Wisconsin Statute 118.21

STAFF PHYSICAL EXAMINATIONS

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

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

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

Reference: Board Policy 4231

EMPLOYEE ATTENDANCE AND PUNCTUALITY

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

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

1. An employee is responsible for notifying the automated substitute assignment system and ~~or~~ his/her supervisor of his/her absence no later than 60 minutes prior to the employee's work starting time.
 - a. The employee must indicate the reason for the absence and advise when ~~he/she~~ they will report back to work.
 - b. If the length of time of the absence is unknown, the employee shall provide this notification each day of the absence.
 - c. Employees absent from work due to an illness or injury may be required to submit a doctor's certificate or other appropriate medical authorization as deemed appropriate by the employee's supervisor.
 - d. Employees must follow additional **school**/department guidelines where appropriate.
2. Tardiness, unexcused absences, patterns of absenteeism (same days over a period of time) and excessive excused absences (other than FMLA) are cause for progressive ~~corrective-~~ **action and discipline**. Any disciplinary action taken shall be consistent with District policies and rules.
 - a. An employee is considered absent if ~~he/she is~~ they are not present for work as scheduled, regardless of the cause.
3. An employee is considered tardy **and considered unexcused** if ~~he/she~~ they reports to work after the scheduled start time **and has not communicated with their supervisor or designee- (unexcused)**. Department managers and principals will develop and communicate work schedules to reflect a start and end time.
4. Supervisors are to give special attention to absence patterns such as:
 - a. Absences before or after the weekend;
 - b. Absences the day before and/or the day after a scheduled holiday or day off;
 - c. Calling in sick as rapidly as sick time is accrued;
 - d. Calling in sick or tardy after the scheduled start time; and
 - e. Absences the day before or the day of "hunting" season.

Reference: Board Policy 4280

ABSENCE REPORTING/PROCEDURES

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

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

ACCIDENT REPORTS

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

Reference: Board Policy 3631

EMPLOYEE DRESS AND GROOMING

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

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

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

Employees shall be informed of these personal appearance standards at the time of hiring. Any employee who does not meet the personal appearance standards outlined above will be required to take corrective action, which may include leaving work to change into appropriate clothing. Violations may also result in disciplinary action.

Reference: Board Policy 4229

ALCOHOL AND DRUG-FREE WORKPLACE

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

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

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

or designee shall notify the appropriate federal agency within 10 days after receiving a report of a drug conviction involving an employee engaged in the performance of a federal grant.

Reference: Board Policy/Rule 4221

DRUG TESTING: REASONABLE SUSPICION

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

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

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

A laboratory licensed by the state will conduct any drug testing required or requested by the District. Before being asked to submit to a drug test, the employee will receive written notice of the request or requirements from the lab. The employee must also sign a testing authorization and acknowledgement form confirming that he or she is aware of Policy 4221 and employee's rights. The District will incur all expenses related to the test.

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

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

TOBACCO AND/OR VAPING DEVICE USE ON SCHOOL PREMISES

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

Reference: Board Policy 1310

EMPLOYEE RIGHT TO KNOW: TOXIC SUBSTANCES AND INFECTIOUS AGENTS

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

In addition to providing such information upon request of an employee or an employee's representative, the

superintendent of schools and designees shall provide information concerning toxic substances and infectious agents and provide education and training programs to those employees who may routinely be exposed to toxic substances and infectious agents while at work.

Reference: Board Policy 4235

EMPLOYEE TRAINING AND PROFESSIONAL LEARNING

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

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

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

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

SECTION 6:EMPLOYMENT SEPARATION

TERMINATION OF EMPLOYMENT BY THE DISTRICT

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

Reference: Wisconsin Statutes

*Sections 118.22
66.0509*

REDUCTION IN FORCE

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

EMPLOYEE RESIGNATION/RETIREMENT

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

Reference: Board Policy 4361

TEACHER RESIGNATION FORFEITURE

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

UNPAID MEDICAL LEAVE SEPARATION

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

JOB ABANDONMENT

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

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

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

GENERAL RULES OF CONDUCT

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

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

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

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

charities or other organizations without authorization during business hours or at a time or place that interferes with the work of another employee on District premises.

23. Gambling during work hours.

EMPLOYEE CODE OF ETHICS

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

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

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

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

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

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

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

Reference: Board Policy 4224

EMPLOYEE DISCIPLINE

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

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

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

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

Reference: Board Policy/Rule 4362

PROGRESSIVE DISCIPLINE/TERMINATION PROCEDURES

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

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

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

Step 1 - Verbal reminder

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

Step 2 - Written reminder

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

Step 3 - Disciplinary

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

Step 4 - Involuntary separation (termination of employment)

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

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

EMPLOYEE COMPLAINT (GRIEVANCE) PROCEDURE

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

1. DEFINITIONS

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

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

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

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

2. TIME LIMITS

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

3. PROCEDURE

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

- The specific requested remedy.

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

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

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

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

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

- A statement of the pertinent facts surrounding the nature of the grievance.
- A decision as to whether the grievance is sustained or denied, with the rationale for the decision.
- A statement outlining the timeline to appeal the decision to the school board.
- The IHO must sustain or deny the decision of the administration. The IHO has no authority to modify the administration's decision and may not grant in whole or in part the specific request of the grievant.

- e. **Review by the school board:** The non-prevailing party may file a written request for review of the IHO's decision by the school board within 10 days of receipt of the IHO Response.

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

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

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

The school board shall decide the matter by a majority vote and the decision of the school board is final and binding and is not subject to further review.

f. **General requirements:**

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

Reference: Board Policy 4271

STAFF GIFTS

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

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

Reference: Board Policy 4240

STAFF MISCONDUCT REPORTING

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

Reference: Board Policy 4223

LEADERSHIP CALLED MEETINGS

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

TEACHER PLANNING AND COLLABORATION TIME

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

VIOLENCE IN THE WORKPLACE

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

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

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

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

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

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

Reference: Board Policy 4112

EMPLOYEE INFORMATION BOARDS

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

ANTI-GRAFFITI

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

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

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

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

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

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

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

SEARCHES

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

EMPLOYEE ACKNOWLEDGEMENT

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

My signature below indicates I agree to read the Employee Handbook and abide by the standards, policies and procedures defined or referenced in this document. It is also important to know that additional regulations, policies and laws are in the Board Policies. The Employee Handbook and Board Policies can be found online via the District’s website and intranet. The information in this Handbook is subject to change. I understand the changes in the District policies may supersede, modify or eliminate the information summarized in this handbook. As the District provides updated policy information, I accept responsibility for reaching and abiding by the changes.

I understand that the Handbook does not constitute an employment contract or alter my status as an at-will employee. This is only applicable to employees who do not possess an individual contract, I understand that nothing in this Handbook is intended to confer a property interest in my continued employment with the District beyond the term of my current contract (if any). I understand that I have an obligation to inform the Office of Human Resources and my supervisor of any changes in my personal information, such as phone number, address, etc. These personal data changes may be updated using Employee Online.

I also accept responsibility for contacting my supervisor if I have any questions, concerns or need further explanation. My signature on this form acknowledges that I agree that I am legally responsible for any fines or fees charged to the school District incurred by me (an example may be a traffic citation, e.g. parking ticket, received as a result of my operation of a District motor vehicle) or reduction in salary for breach of contract. If any contractual relationship between the District and an employee (or group of employees) conflicts with any provision of the Handbook, the contract shall govern with respect to that issue.

Printed name

Signature

Date

Kenosha Unified School District

Kenosha, Wisconsin

February 25, 2020

HEAD START SEMI ANNUAL REPORT

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

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

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

PROGRAM DESIGN AND MANAGEMENT

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

- **Sites and Services**

Head Start enrollment is capped at 389 students. Head Start is provided at the following locations for the 2019-2020 school year (see chart below). There are a total of 32 classroom sessions that enroll Head Start students.

Head Start Locations 2018-2019
Two Sessions (AM and PM)
Bose Elementary School - 1 classroom
Brass Community School - 2 classrooms
Cesar Chavez Learning Station - 5 classrooms
Curtis Strange Elementary School - 1 classroom
Edward Bain School of Language and Art - CA - 2 classrooms
Frank Elementary School - 2 classrooms
Wilson Elementary School - 1 classroom
Single Session
Grewenow Elementary School - AM only - 1 classroom
Jefferson Elementary School - PM only - 1 classroom
McKinley Elementary School - AM only - 2 classrooms
Vernon Elementary School - AM only - 1 classroom

- **Enrollment**

Head Start enrollment as of December 31, 2019 was 386 students. Currently, 167 of the children enrolled are four years old and 219 are three years old. Twenty children have withdrawn from the program this year for either a transportation issue, conflict with a parent work schedule, moving out of town, moving to a different KUSD program, or parent choice to withdraw from the program. Due to the increased number of three year old children five sessions at Chavez have a majority of three year olds. In addition, one session at Frank Elementary and one session at Strange Elementary have only three year olds enrolled. Enrolling three year old children provides a unique opportunity to work with our neediest families in providing their children with a jumpstart to their education.

- **Fingerprinting/Background Checks Update**

Head Start staff that work directly with children are currently in the process of obtaining fingerprint background checks per Head Start and DCF requirements. The KUSD Human Resources Department is assisting with the process to have staff fingerprinted. 90 staff members will be fingerprinted at a cost of \$39 each, for a total of \$3,510.00.

- **Head Start Monitoring Reviews**

A Focus Area Two Monitoring Review is scheduled to take place during this school year, but has not yet been completed.

Head Start Region V program support personnel visited our site in December. They met with the Head Start Management Team and visited Chavez Learning Station, EBSOLA and McKinley Elementary classrooms. They were impressed with the classrooms and the support that is provided to our families as well as the supportive partnership with the school district.

FAMILY AND COMMUNITY PARTNERSHIP

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

- **Family Partnerships**

Strong partnerships with families contribute to positive and lasting change for families and children. 61% of our families have made Family Partnership Agreements. Families participate in the Family Outcomes Assessment which guides each family to choose a goal from one of the categories listed below:

Family Engagement Outcomes are:

- Positive parent-child relationships
- Families as lifelong learners
- Families as learners
- Family engagement in transitions
- Family connections to peers and community
- Families as advocates and leaders

- **Providing Family Support**

Family service providers work to develop relationships with Head Start parents to provide support for their physical, social, and educational needs. The addition of a Head Start Counselor/Social Worker to support the mental health needs of our students and their families has been positive. Coordinating services between the families, schools and agencies has provided comprehensive mental health support for children and their families. Seventeen children have received support from our Counselor for social/emotional and behavioral needs. Ten families received outside support in addition to the support provided to the children.

Referrals to community agencies have helped our families receive services for basic needs such as food, housing and clothing as well as career counseling and community activities. There were 153 referrals made to community agencies from August through December. The most utilized agencies are ECLA Outreach Center (basic needs), Holiday House (winter clothing and holiday gifts), Goodwill Industries (clothing vouchers), Prevention Services Network (parenting classes, in-home mental health services) and UMOS (energy assistance).

EARLY CHILDHOOD DEVELOPMENT AND HEALTH SERVICES

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

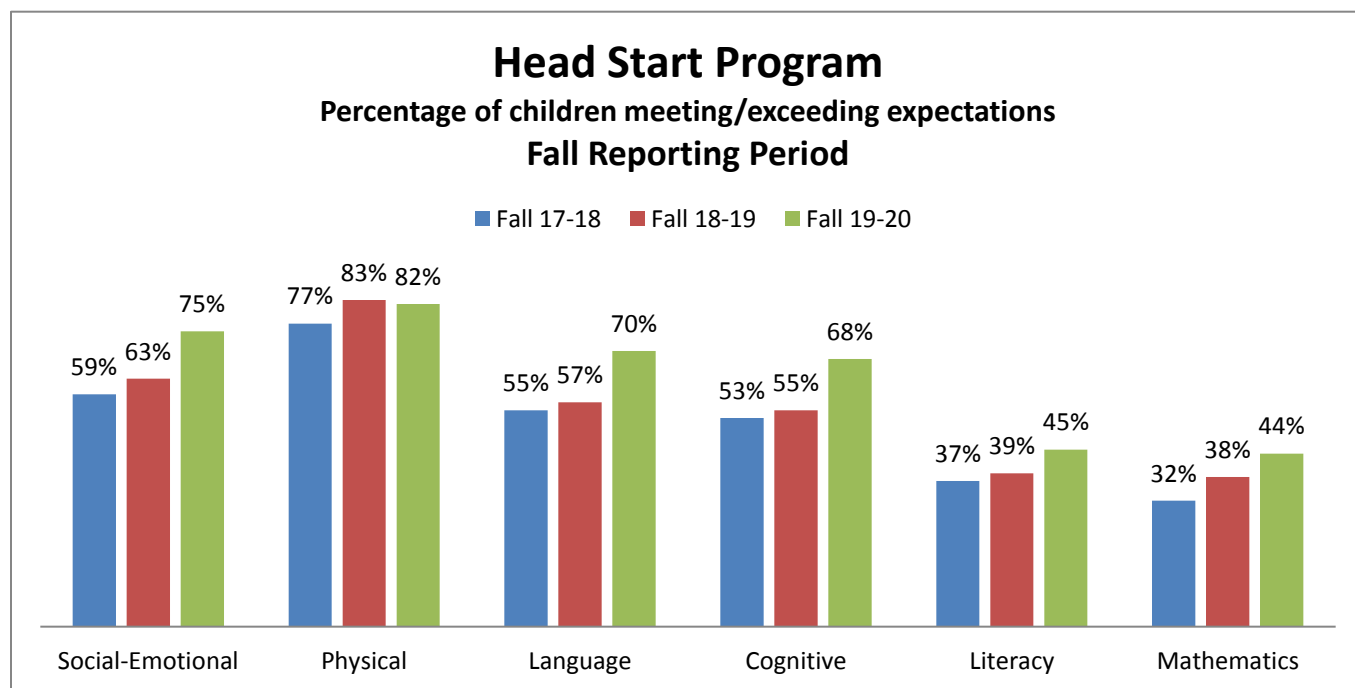
- **Health Services**

Head Start Performance Standards require that every Head Start child have multiple health assessments to ensure that the child is healthy enough to learn. Children/families that are accepted into the Head Start program and do not have these health assessments receive support to guarantee these assessments occur within the first ninety days of the program. The chart below provides the name of the assessment, the number of children that have received the assessment as of December 2019 and the percent of students in the program that have met this requirement as compared to the previous two years. The Kenosha Community Health Center (KCHC) continues to offer services for Head Start children to receive these required exams and follow up treatment. Head Start Health staff continue to work with families and community agencies to ensure students have the health care they need.

Assessment	Percentage of Students Dec. 2019	Percentage of Students Dec. 2018	Percentage of Students Dec. 2017
Growth Assessment	97%	90%	90%
Lead	92%	94%	84%
Physical Exam	72%	72%	62%
Dental Exam	70%	71%	66%
Immunizations	93%	99%	100%

STUDENT ACHIEVEMENT

The Kenosha Unified Head Start Program reports student progress three times per year using Teaching Strategies GOLD™. School Readiness Outcomes (reported for 380 children) for Fall, 2019-2020 are summarized below:



As evidenced by the graph, first reporting out data indicates that children are achieving higher in all areas of development except Physical Development, compared to this time last year. However, continuing the trend from last year, Physical Development is the highest area of achievement for fall.

Head Start School Readiness Goals

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

Approaches to Learning

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

Fall, 2019-2020 report: Currently, 86% of children are meeting/exceeding expectations for this goal as compared to 77% at this time last year.

Social and Emotional Development

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

Fall, 2019-2020 report: Currently, 84% of children are meeting/exceeding expectations for this goal as compared to 75% at this time last year.

Language and Literacy

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

Fall, 2019-2020 report: Currently, 77% of children are meeting/exceeding expectations for this goal as compared to 65% at this time last year.

Cognition

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

Fall, 2019-2020 report: Currently, 55% of children are meeting/exceeding expectations for this goal as compared to 49% at this time last year.

Perceptual, Motor, and Physical Development

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

Fall, 2019-2020 report: Currently, 87% of children are meeting/exceeding expectations for this goal as compared to 79% at this time last year.

This is an informational report provided to the school board every six months.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Ms. Susan Valeri
Chief of School Leadership

Mr. Martin Pitts
Regional Coordinator of Leadership and Learning

Ms. Luanne Rohde
Director of Early Education

This page intentionally left blank

KENOSHA UNIFIED SCHOOL DISTRICT

Kenosha, Wisconsin

February 25, 2020

School Year 2020-21 Preliminary Enrollment Projections

Each year, the Office of Educational Accountability develops enrollment projections for Kenosha Unified School District (KUSD) as required by School Board Policy 7210, which states the following:

“Enrollment forecasts shall be prepared under the direction of the Superintendent of Schools, utilizing local, regional, state and national information. This information shall be used in planning school facilities and in making decisions regarding such matters as school admissions and assignment of students to schools that reflect the diversity of the District.”

Preliminary enrollment projections for School Years 2020-21, 2021-22 and 2022-23 are being submitted to the School Board utilizing enrollment trends, birth rates, and cohort survival rates.

Please note that the enrollment projections reflect the actual number of students projected to enroll in KUSD and do not represent funding or state aid related FTE (full time equivalency) used for budgetary purposes.

Summary

- The preliminary projections include all students in grades PK-12. This includes students in the following categories: Regular Education, Special Education, ESL, Enrichment Program, HeadStart, Charter Schools, Special Schools, and 4-Year-Old Kindergarten.
- Appendix A illustrates actual student enrollment by building for the past two (2) years and projected enrollment for the next three (3) years. For staffing purposes, enrollment is disaggregated by pre-kindergarten and K-12.
- Appendix B is a comparison of the SY 2019-20 from the Official Third Friday count and the projected SY 2020-21 enrollments for each building. Both individual grade levels and each school list variances as compared.
- Appendix C is a grade level enrollment comparison of the previous seventeen (17) years of actual student enrollment, together with preliminary projections for the next three years. The projected enrollment for SY 2020-21 is 20,705 students, a decrease of -214 from the SY 2019-20 Official Third Friday Pupil Count (20,919).
- The projections indicate that student enrollment at the elementary level will be 8,307, a decrease of -233 students when compared to this school year. The majority of this decrease represents the cumulative effects of the declining birthrate (Appendix D). The annual shift will now impact grade 5 for 2020-21 (Appendix C).

- The projected middle school enrollment is 3,821 students, an increase of +25 students when compared to this school year. The declining birth rate is expected to affect the middle school cluster beginning in SY 2021-22.
- At the high school level, the projected enrollment of 5,961 students is nearly identical for the high school students from this school year. There is only a -2 student decrease projected for the KUSD high schools.
- The total enrollment counts for Special Schools are expected to decrease slightly by -4 students in SY 2020-21 with a total of 2,616 students. The outlook for these schools should remain stable for the next few years as there are no projected changes to any of these identified schools.
- The following methods are used to calculate the enrollment projections:
 - Pre-kindergarten projected enrollments are calculated using a “*Birth-to-4K Survival Rate Method*”, comparing the number of infant births to preschool enrollment of the same cohort group. Due to the universal expansion of the 4-year-old kindergarten program in SY 2013-14, participation, based on birth rates, increased from 50% in 2012-13 to an average of 69% in the past five years. This 66.9% participation rate was used for the 2019-20 projections.
 - Kindergarten projected enrollments are calculated using a “*Birth-to-Kindergarten Survival Rate Method*”, with enrollment distributed to schools based on ratios from the past three years. An 85.8% participation rate was used for the 2020-21 projections.
 - Projections for grades 1 through 5, and 7 and 8 are calculated by using the “*Grade Progression Ratio Method*”, which moves students diagonally from one grade level to the next.
 - Projections for grades 6 and 9 are calculated by applying the “*Cohort Survival Rate Method*”. At grade 6 in the traditional middle schools and grade 9 at the comprehensive high schools, enrollment is distributed based on the ratios from the past three school years.
 - Projections for grades 10 through 12 are calculated by using the “*Grade Progression Ratio Method*”, which moves students diagonally from one grade level to the next. Adjustments are made to the projections by applying the “*Cohort Survival Rate Method*”, which uses trended grade progression ratios from one grade to the next that are attributed to migration trends, transfers to and from private schools, transfers between schools in the district, new residential developments, and dropout, graduation, and retention rates.

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

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

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Mr. Kristopher Keckler
Chief Information Officer

Lorien Thomas
Research Coordinator

APPENDIX A

KENOSHA UNIFIED SCHOOL DISTRICT
Actual Building Enrollment and Projected Enrollment

	Actual Enrollment						Projected Enrollment								
	2018-19			2019-20			2020-21			2021-22			2022-23		
School	PK	K-12	Total	PK	K-12	Total	PK	K-12	Total	PK	K-12	Total	PK	K-12	Total
Bose	55	269	324	46	234	280	49	227	276	48	236	284	46	241	287
Brass	76	427	503	59	397	456	65	375	440	64	366	430	61	366	427
Ed Bain - Creative Arts	65	379	444	77	352	429	71	327	398	70	320	390	68	320	388
Ed Bain - Dual Language		340	340		338	338		319	319		305	305		304	304
Forest Park	41	360	401	28	348	376	36	325	361	36	332	368	33	327	360
Frank	49	281	330	55	275	330	49	283	332	48	274	322	46	272	318
Grant	23	250	273	19	231	250	24	213	237	23	202	225	21	199	220
Grewenow	31	335	366	39	330	369	35	309	344	34	298	332	32	284	316
Harvey	24	237	261	36	240	276	30	229	259	29	213	242	27	214	241
Jefferson	33	226	259	32	213	245	28	224	252	27	220	247	25	220	245
Jeffery	25	277	302	21	268	289	25	258	283	24	257	281	22	245	267
McKinley	50	279	329	40	248	288	42	252	294	41	257	298	39	258	297
Nash	53	548	601	63	550	613	55	526	581	54	508	562	52	492	544
Pleasant Prairie	63	548	611	49	559	608	58	531	589	57	525	582	55	532	587
Prairie Lane	46	369	415	34	383	417	41	386	427	40	390	430	38	380	418
Roosevelt	30	413	443	41	414	455	34	417	451	33	410	443	31	401	432
Somers	61	420	481	52	388	440	52	378	430	51	373	424	48	374	422
Southport	59	306	365	41	321	362	42	318	360	41	320	361	39	310	349
Stocker	47	389	436	49	372	421	49	366	415	48	380	428	46	378	424
Strange	70	439	509	54	389	443	59	374	433	58	366	424	55	359	414
Vernon	43	254	297	43	251	294	38	245	283	37	244	281	35	246	281
Whittier	50	369	419	55	347	402	52	351	403	51	353	404	48	349	397
Wilson	24	136	160	29	130	159	24	116	140	23	116	139	21	112	133
TOTAL (Elementary)	1,018	7,851	8,869	962	7,578	8,540	958	7,349	8,307	937	7,265	8,202	888	7,183	8,071
Bullen		659	659		721	721		747	747		749	749		691	691
Lance		857	857		912	912		945	945		895	895		844	844
Lincoln		620	620		582	582		590	590		577	577		554	554
Mahone		1,060	1,060		1,033	1,033		1,024	1,024		967	967		933	933
Washington		523	523		548	548		515	515		479	479		475	475
TOTAL (Middle)		3,719	3,719		3,796	3,796		3,821	3,821		3,667	3,667		3,497	3,497
Bradford		1,479	1,479		1,421	1,421		1,403	1,403		1,375	1,375		1,347	1,347
Indian Trail		2,205	2,205		2,098	2,098		2,077	2,077		2,057	2,057		2,102	2,102
LakeView		392	392		369	369		357	357		365	365		368	368
Reuther		390	390		373	373		371	371		371	371		371	371
Tremper		1,677	1,677		1,702	1,702		1,753	1,753		1,764	1,764		1,773	1,773
TOTAL (High)		6,143	6,143		5,963	5,963		5,961	5,961		5,932	5,932		5,961	5,961
Kenosha 4 Yr Kind. *	109		109	118		118	115	0	115	114	0	114	110	0	110
Chavez Learning Station	165		165	139		139	141	0	141	140	0	140	137	0	137
Brompton		209	209		211	211		214	214		213	213		213	213
Dimensions of Learning		221	221		221	221		220	220		220	220		220	220
KTEC	64	1,161	1,225	65	1,159	1,224	65	1,158	1,223	64	1,159	1,223	64	1,159	1,223
Harborside		599	599		587	587		587	587		587	587		587	587
Hillcrest		67	67		69	69		69	69		69	69		69	69
Kenosha eSchool		28	28		30	30		27	27		26	26		26	26
Phoenix Project		18	18		21	21		20	20		20	20		20	20
TOTAL (Special)	338	2,303	2,641	322	2,298	2,620	321	2,295	2,616	318	2,294	2,612	311	2,294	2,605
TOTALS	1,356	20,016	21,372	1,284	19,635	20,919	1,279	19,426	20,705	1,255	19,158	20,413	1,199	18,935	20,134
DISTRICT		21,372		20,919			20,705			20,413			20,134		
Change		-283		-453			-214			-292			-279		

* Kenosha 4 Yr Kindergarten counts in the Special School category include only students at "community-based" sites.

APPENDIX B

KENOSHA UNIFIED SCHOOL DISTRICT
2020-21 Enrollment Projections vs. 2019-20 Actual Third Friday Enrollment

School Name	PK	KG	01	02	03	04	05	06	07	08	09	10	11	12	20-21 Proj	19-20 3rd Fri	Diff
Bose Elementary School	49	45	39	41	38	32	32								276	280	-4
Brass Community School	65	63	63	60	64	58	67								440	456	-16
Brompton Elementary School		22	22	22	23	24	24	26	26	25					214	211	+3
Chavez Learning Station	141														141	139	+2
Dimensions of Learning Academy		22	23	25	25	25	25	26	25	24					220	221	-1
Edward Bain Creative Arts	71	57	54	55	49	52	60								398	429	-31
Edward Bain Dual Language		50	45	52	64	48	60								319	338	-19
Forest Park Elementary School	36	56	59	55	55	56	44								361	376	-15
Frank Elementary School	49	46	52	45	44	46	50								332	330	+2
Grant Elementary School	24	35	35	29	35	36	43								237	250	-13
Grewenow Elementary School	35	49	50	51	42	60	57								344	369	-25
Harvey Elementary School	30	34	33	34	50	32	46								259	276	-17
Jefferson Elementary School	28	38	39	35	40	33	39								252	245	+7
Jeffery Elementary School	25	42	47	43	35	50	41								283	289	-6
Kenosha 4-Yr Old Kindergarten	115														115	118	-3
KTEC	65	100	110	110	120	130	130	155	155	148					1,223	1,224	-1
McKinley Elementary School	42	46	44	37	49	39	37								294	288	+6
Nash Elementary School	55	79	81	94	88	90	94								581	613	-32
Pleasant Prairie Elementary School	58	90	90	90	90	78	93								589	608	-19
Prairie Lane Elementary School	41	65	69	60	65	69	58								427	417	+10
Roosevelt Elementary School	34	50	57	80	76	77	77								451	455	-4
Somers Elementary School	52	63	64	73	57	57	64								430	440	-10
Southport Elementary School	42	53	68	45	46	60	46								360	362	-2
Stocker Elementary School	49	68	69	55	60	66	48								415	421	-6
Strange Elementary School	59	63	67	49	63	66	66								433	443	-10
Vernon Elementary School	38	42	38	46	43	36	40								283	294	-11
Whittier Elementary School	52	59	56	59	64	60	53								403	402	+1
Wilson Elementary School	24	19	19	19	20	22	17								140	159	-19
Bullen Middle School								251	277	219					747	721	+26
Lance Middle School								306	319	320					945	912	+33
Lincoln Middle School								201	199	190					590	582	+8
Mahone Middle School								338	330	356					1,024	1,033	-9
Washington Middle School								172	155	188					515	548	-33
Bradford High School											330	315	356	402	1,403	1,421	-18
Harborside Academy								54	54	52	115	105	104	103	587	587	0
Hillcrest School									4	8	7	12	13	25	69	69	0
Indian Trail H.S. & Academy											547	514	461	555	2,077	2,098	-21
Kenosha eSchool									1	4	4	3	5	10	27	30	-3
Lakeview Technology Academy											100	95	85	77	357	369	-12
Phoenix Project													2	18	20	21	-1
Reuther Central High School											48	69	100	154	371	373	-2
Tremper High School											435	420	433	465	1,753	1,702	+51
2020-21 Enrollment Projections	1,279	1,356	1,393	1,364	1,405	1,402	1,411	1,529	1,545	1,534	1,586	1,533	1,559	1,809	20,705	20,919	-214
2019-20 3rd Friday Enrollment	1,284	1,400	1,370	1,411	1,399	1,417	1,563	1,540	1,544	1,499	1,551	1,575	1,615	1,751	20,919		
Difference	-5	-44	23	-47	6	-15	-152	-11	1	35	35	-42	-56	58	-214		

APPENDIX C

KENOSHA UNIFIED SCHOOL DISTRICT
Grade Level Enrollment Comparison From Year to Year

	Year	Grade Levels					Grade Levels														Year to Year Difference	
		Head Start	EC Peers	4 Yr Kinder	PK SpEd (EC/SP)	Total PK	K	1	2	3	4	5	6	7	8	9	10	11	12	Total		
Actual	2003-04	369	90	107	206	772	1,578	1,501	1,535	1,512	1,587	1,577	1,659	1,637	1,719	2,051	1,596	1,638	1,142	21,504	% Students	# Students
Actual	2004-05	381	82	118	223	804	1,651	1,585	1,480	1,541	1,564	1,632	1,585	1,662	1,662	2,098	1,472	1,889	1,234	21,859	1.65%	355
Actual	2005-06	381	93	141	230	845	1,654	1,693	1,583	1,488	1,578	1,585	1,641	1,583	1,681	2,096	1,751	1,734	1,304	22,216	1.63%	357
Actual	2006-07	376	84	128	216	804	1,706	1,683	1,715	1,630	1,527	1,596	1,592	1,670	1,627	2,123	1,694	1,882	1,336	22,585	1.66%	369
Actual	2007-08	396	105	128	209	838	1,600	1,719	1,704	1,717	1,641	1,556	1,616	1,618	1,699	2,043	1,745	1,864	1,409	22,769	0.81%	184
Actual	2008-09	398	326		228	952	1,676	1,594	1,693	1,682	1,734	1,646	1,537	1,645	1,623	2,028	1,722	1,899	1,407	22,838	0.30%	69
Actual	2009-10	390	753			1,143	1,580	1,689	1,571	1,703	1,675	1,726	1,647	1,528	1,634	1,919	1,764	1,882	1,558	23,019	0.79%	181
Actual	2010-11					1,238	1,603	1,592	1,667	1,615	1,723	1,691	1,693	1,661	1,538	1,904	1,722	2,059	1,416	23,122	0.45%	103
Actual	2011-12					1,151	1,612	1,619	1,606	1,690	1,608	1,691	1,688	1,711	1,645	1,785	1,735	1,918	1,519	22,978	-0.62%	-144
Actual	2012-13					1,172	1,600	1,567	1,584	1,567	1,685	1,566	1,630	1,687	1,694	1,868	1,571	1,937	1,511	22,639	-1.48%	-339
Actual	2013-14					1,502	1,586	1,587	1,535	1,546	1,530	1,645	1,517	1,640	1,686	1,982	1,576	1,855	1,489	22,676	0.16%	37
Actual	2014-15					1,407	1,581	1,595	1,567	1,554	1,535	1,531	1,601	1,484	1,638	1,731	1,739	1,710	1,801	22,474	-0.89%	-202
Actual	2015-16					1,338	1,417	1,586	1,583	1,551	1,541	1,517	1,527	1,573	1,503	1,746	1,730	1,753	1,896	22,261	-0.95%	-213
Actual	2016-17					1,299	1,443	1,416	1,583	1,562	1,541	1,529	1,458	1,540	1,538	1,567	1,745	1,720	1,988	21,929	-1.49%	-332
Actual	2017-18					1,333	1,411	1,413	1,416	1,571	1,569	1,568	1,505	1,483	1,526	1,639	1,563	1,720	1,938	21,655	-1.25%	-274
Actual	2018-19					1,356	1,403	1,432	1,418	1,422	1,583	1,576	1,540	1,498	1,465	1,613	1,627	1,538	1,901	21,372	-1.31%	-283
Actual	2019-20					1,284	1,400	1,370	1,411	1,399	1,417	1,563	1,540	1,544	1,499	1,551	1,575	1,615	1,751	20,919	-2.12%	-453
Projected	2020-21					1,279	1,356	1,393	1,364	1,405	1,402	1,411	1,529	1,545	1,534	1,586	1,533	1,559	1,809	20,705	-1.02%	-214
Projected	2021-22					1,255	1,338	1,349	1,390	1,360	1,408	1,402	1,380	1,534	1,539	1,624	1,568	1,518	1,748	20,413	-1.41%	-292
Projected	2022-23					1,199	1,327	1,335	1,346	1,387	1,363	1,408	1,371	1,385	1,526	1,629	1,605	1,552	1,701	20,134	-1.37%	-279

Beginning in 2008-09, Peers were included in 4 Year Old Kindergarten counts.

Beginning in 2009-10, Peers, 4 Year old Kindergarten, and PK SpEd were combined into one (1) total because of blended classrooms.

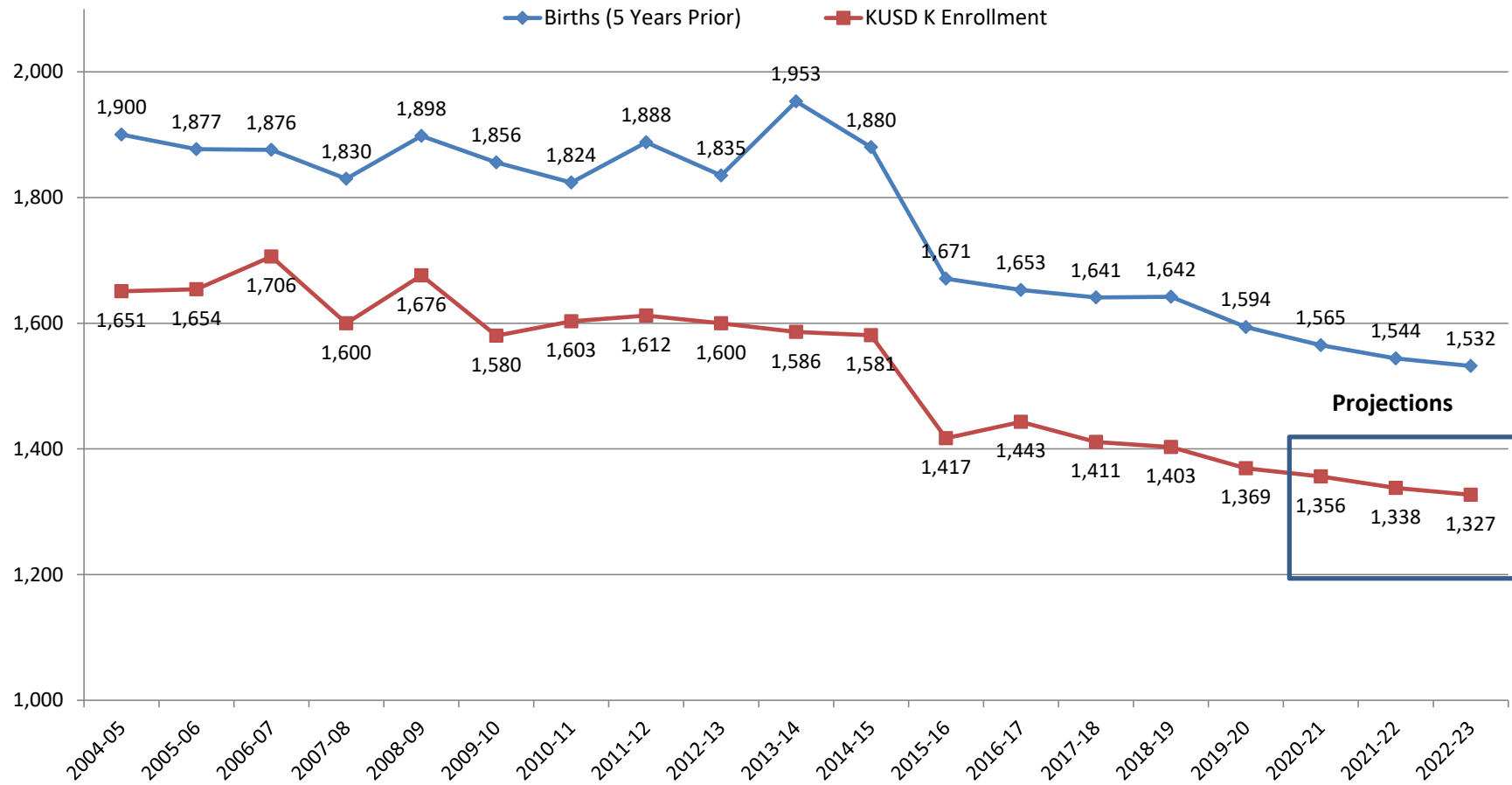
Beginning in 2010-11, all pre-kindergarten programs were combined into one (1) total because of blended classrooms.

Diagonal Increases (+) or Decreases (-)

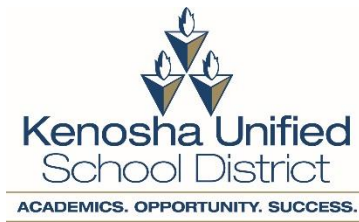
	Year	Head Start	EC Peers	4 Yr Kinder	PK SpEd (EC/SP)	Total PK	K	1	2	3	4	5	6	7	8	9	10	11	12	Total	Diagonal Increases (+) or Decreases (-) are calculated by determining the differences in enrollment by moving grade levels of students from one year to the next. For example, the difference between the Kindergarten class of 2003-04 (1,578 students) and the grade 1 class of 2004-05 (1,585 students) is 0.44% located in the grade 1 cell for 2004-05.
Actual	2003-04																				
Actual	2004-05							0.44%	-1.40%	0.39%	3.44%	2.84%	0.51%	0.18%	1.53%	22.05%	-28.23%	18.36%	-24.66%	1.65%	
Actual	2005-06							2.54%	-0.13%	0.54%	2.40%	1.34%	0.55%	-0.13%	1.14%	26.11%	-16.54%	17.80%	-30.97%	1.63%	
Actual	2006-07							1.75%	1.30%	2.97%	2.62%	1.14%	0.44%	1.77%	2.78%	26.29%	-19.18%	7.48%	-22.95%	1.66%	
Actual	2007-08							0.76%	1.25%	0.12%	0.67%	1.90%	1.25%	1.63%	1.74%	25.57%	-17.80%	10.04%	-25.13%	0.81%	
Actual	2008-09							-0.38%	-1.51%	-1.29%	0.99%	0.30%	-1.22%	1.79%	0.31%	19.36%	-15.71%	8.83%	-24.52%	0.30%	
Actual	2009-10							0.78%	-1.44%	0.59%	-0.42%	-0.46%	0.06%	-0.59%	-0.67%	18.24%	-13.02%	9.29%	-17.96%	0.79%	
Actual	2010-11							0.76%	-1.30%	2.80%	1.17%	0.96%	-1.91%	0.85%	0.65%	16.52%	-10.27%	16.72%	-24.76%	0.45%	
Actual	2011-12							1.00%	0.88%	1.38%	-0.43%	-1.86%	-0.18%	1.06%	-0.96%	16.06%	-8.88%	11.38%	-26.23%	-0.62%	
Actual	2012-13							-2.79%	-2.16%	-2.43%	-0.30%	-2.61%	-3.61%	-0.06%	-0.99%	13.56%	-11.99%	11.64%	-21.22%	-1.48%	
Actual	2013-14							-0.81%	-2.04%	-2.40%	-2.36%	-2.37%	-3.13%	0.61%	-0.06%	17.00%	-15.63%	18.08%	-23.13%	0.16%	
Actual	2014-15							0.57%	-1.26%	1.24%	-0.71%	0.07%	-2.67%	-2.18%	-0.12%	2.67%	-12.26%	8.50%	-2.91%	-0.89%	
Actual	2015-16							0.32%	-0.75%	-1.02%	-0.84%	-1.17%	-0.26%	-1.75%	1.28%	6.59%	-0.06%	0.81%	10.88%	-0.95%	
Actual	2016-17							-0.07%	-0.19%	-1.33%	-0.64%	-0.78%	-3.89%	0.85%	-2.23%	4.26%	-0.06%	-0.58%	13.41%	-1.49%	
Actual	2017-18							-2.08%	0.00%	-0.76%	0.45%	1.75%	-1.57%	1.71%	-0.91%	6.57%	-0.26%	-1.43%	12.67%	-1.25%	
Actual	2018-19							1.49%	0.35%	0.42%	0.76%	0.45%	-1.79%	-0.47%	-1.21%	5.70%	-0.73%	-1.60%	10.52%	-1.31%	
Actual	2019-20							-2.35%	-1.47%	-1.34%	-0.35%	-1.26%	0.26%	0.07%	5.87%	-2.36%	-0.74%	13.85%	-2.12%		
Projected	2020-21							-0.50%	-0.44%	-0.43%	0.21%	-0.42%	-2.18%	0.32%	-0.65%	5.80%	-1.16%	-1.02%	12.01%	-1.02%	
Projected	2021-22							-0.52%	-0.22%	-0.29%	0.21%	0.00%	-2.20%	0.33%	-0.39%	5.87%	-1.13%	-0.98%	12.12%	-1.41%	
Projected	2022-23							-0.22%	-0.22%	-0.22%	0.22%	0.00%	-2.21%	0.36%	-0.52%	5.85%	-1.17%	-1.02%	12.06%	-1.37%	

APPENDIX D: KENOSHA UNIFIED SCHOOL DISTRICT COMMUNITY BIRTH RATE & GRADE K ENROLLMENTS

Number of Births (Kenosha, Pleasant Prairie, Somers) and KUSD Kindergarten Enrollment (5 Years Later)



This page intentionally left blank



February 25, 2020

DONATIONS TO THE DISTRICT

The District has received the following donations:

1. Rust-Oleum donated \$1,000 to the Bradford High School Planetarium.
2. Kiwanis Breakfast Foundation, Inc. donated \$1,000 to the Bradford High School Key Club.
3. Kenosha Area CVB donated \$1,000 to the Bradford High School Boys Basketball Program.
4. Uline donated clothing racks, shoe racks and detergent pods to the Bradford High School Northside Outfitters Thrift Store. The value of this donation is \$710.
5. Terry Cowles donated \$43.50 to the Meal Program Balance at Pleasant Prairie Elementary School.

Administrative Recommendation

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

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

This page intentionally left blank

KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, Wisconsin

February 25, 2020

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

February

- February 19, 2020 – Special School Board Meeting – 5:30 P.M. in ESC Boardroom
- February 25, 2020 – Regular School Board Meeting – 7:00 P.M. in ESC Boardroom

March

- March 24, 2020 – Regular School Board Meeting – 7:00 P.M. in ESC Boardroom
- March 27, 2020 – Third Quarter Ends, Staff Workday, No Students Report

Bd/ragtsr.doc

This page intentionally left blank