



**Kenosha Unified
School District**

ACADEMICS. OPPORTUNITY. SUCCESS.

REGULAR BOARD MEETING

Tuesday, March 22, 2022

7:00 PM

Virtual

**[https://www.youtube.com/
user/kenoshaschools](https://www.youtube.com/user/kenoshaschools)**

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Regular Board Meeting
 Tuesday, March 22, 2022
 Virtual
 7:00 PM

I. Pledge of Allegiance	
II. Roll Call of Members	
III. Introduction, Welcome and Comments by Student Ambassador	
IV. Awards/Recognition	
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• Elementary Black History Writing Contest	
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• DECA International Career and Development Conference Competition	
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Kenosha Unified School District

Kenosha, WI

March 22, 2022

The Office of Human Resources recommends the following actions:

ACTION	LAST NAME	FIRST NAME	SCHOOL/DEPT	POSITION	STAFF	DATE	FTE
Appointment	Champagne	Charlita	Indian Trail HS & Academy	Night Custodian Second Shift	Facilities	03/09/2022	1
Appointment	D'Abbraccio	Thomas	EBSOLA CA	Special Education	ESP	03/14/2022	1
Appointment	Dudley-Walker	Debbra	Prairie Lane Elementary School	Interpreter	Interpreter	02/21/2022	1
Appointment	Kauzrich	Maria	Department of Special Education	Special Education	ESP	02/16/2022	1
Appointment	Richards	Dustin	Facilities	Grounds Crew Worker	Facilities	03/07/2022	1
Appointment	Santana	Cynthia	Jefferson Elementary School	Classroom	ESP	02/28/2022	0.75
Appointment	Scott	Destiny	Lincoln Middle School	In School Suspension	ESP	02/21/2022	1
Appointment	Swanson	Mary	Hillcrest School	Special Education	ESP	02/21/2022	1
Appointment	Tolefree	Tracy	Brass Community School	SEL Support Specialist	ESP	01/31/2022	1
Appointment	Truszynski	Kellie	Southport Elementary School	Intervention Specialist	Instructional	02/21/2022	1
Appointment	Winters	Cory	Wilson Elementary School	Grade 4	Instructional	02/14/2022	1
Appointment	Wunderle	Samuel	Grewenow Elementary School	Special Education	ESP	02/21/2022	1
Appointment	Zamora	Tara	Lincoln Middle School	SEL Support Specialist	ESP	02/26/2022	1
Resignation	Hendzel	Kelly	Office of Student Support	Psychologist	Instructional	03/22/2022	1
Resignation	Hill	Miranda	McKinley Elementary School	Intervention Specialist	Instructional	06/09/2022	1
Resignation	Medrano	Luis	Facilities	Maintenance/Envn/Safety Manager	AST	04/04/2022	1
Resignation	Quinn	Kyle	Bose Elementary School	Head Custodian	Facilities	03/10/2022	1
Resignation	Terry	Melissa	McKinley Elementary School	Grade 3	Instructional	06/09/2022	1
Resignation	Wolf	Meghan	Dimensions of Learning	Administrative Support (12 MO)	ASP	02/25/2022	1
Retirement	Baumgartner	Carol	Jefferson Elementary School	Family/School T1	ESP	06/08/2022	0.5
Retirement	Brown	Kris	Lance Middle School	Grade 6	Instructional	06/09/2022	1
Retirement	Camp	Peggy	Department of Special Education	E.C.	Instructional	06/09/2022	1
Retirement	Cruz	Olibia	EBSOLA DL	Dual Spanish	Instructional	06/09/2022	1
Retirement	Degener	Beverly	Grant Elementary School	Grade 4	Instructional	06/09/2022	1
Retirement	Ebener	Alice	Somers Elementary School	Special Education	ESP	06/08/2022	1
Retirement	Francis	Michelle	Pleasant Prairie Elementary School	Night Custodian Second Shift	Facilities	03/25/2022	1
Retirement	Giampietro	Teresa	McKinley Elementary School	Elementary Principal	AST	06/30/2022	1
Retirement	Kin	Carol	Jeffery Elementary School	Grade 2	Instructional	06/09/2022	1
Retirement	Luschenat	Elizabeth	Curtis Strange Elementary School	4K Program	Instructional	06/09/2022	1
Retirement	McCoy	Pamela	Reuther Central High School	Security	ESP	06/08/2022	0.5
Retirement	Newberry	Heidi	Indian Trail HS & Academy	Dean of Students	Instructional	06/30/2022	1
Retirement	Parks	Lynn	Bullen Middle School	Social Studies	Instructional	06/09/2022	1
Retirement	Raucina	Diane	Recreation Department	Administrative Support (12 MO)	ASP	03/31/2022	1
Retirement	Redalen	Karen	Tremper High School	Family and Consumer Ed	Instructional	06/09/2022	1
Retirement	Richards	Frank	Facilities	Grounds Crew Worker	Facilities	04/08/2022	1
Retirement	Rideaux	Louis	Tremper High School	Math	Instructional	06/09/2022	1
Retirement	Valeri	Jacqueline	Tremper High School	Physical Education	Instructional	06/09/2022	1
Retirement	Whiteside	Jean	Bullen Middle School	Science	Instructional	06/09/2022	1
Retirement	Zuzinec	James	Reuther Central High School	Accelerated Learning Teacher	Instructional	06/09/2022	1
Separation	Ruiz	Gabriella	Roosevelt Elementary School	Classroom	ESP	03/02/2022	0.83

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SPECIAL MEETING & EXECUTIVE SESSION
OF THE KENOSHA UNIFIED SCHOOL BOARD
HELD FEBRUARY 22, 2022

A special meeting of the Kenosha Unified School Board was held virtually on Tuesday, February 22, 2022, via the Google Meet platform. The purpose of this meeting was to vote on holding an executive session to follow immediately.

The meeting was called to order at 6:00 P.M. with the following members present: Mr. Price, Mr. Garcia, Mr. Battle, Ms. Stevens, Mrs. Modder, Ms. Robinson, and Ms. Adams. Dr. Ormseth was also present.

Ms. Adams, 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.

Ms. Adams announced that an executive session had been scheduled to follow this special meeting for the purposes of Reviewing Findings/Order by Independent Hearing Officer, Personnel: Problems and Compensation and/or Contracts, and Collective Bargaining Deliberations.

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

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

Mr. Neir and Mr. Hamdan arrived at 6:04 P.M.

1. Personnel: Problems

Mr. Kevin Neir, Interim Chief of Human Resources, updated board members on an employee relations case.

2. Collective Bargaining Deliberations

Mr. Tarik Hamdan, Chief Financial Officer, provided board members information pertaining to collective bargaining and sought direction.

Mr. Neir and Mr. Hamdan were excused from the meeting at 6:47 P.M.

3. Reviewing Findings/Order by Independent Hearing Officer

Dr. Bethany Ormseth, Interim Superintendent, presented board members with information pertaining to an expulsion.

Dr. Ormseth was excused from the meeting at 6:49 P.M.

Mrs. Modder moved to approve the hearing officer's recommendation with respect to the expulsion. Ms. Stevens seconded the motion. Unanimously approved.

Meeting adjourned at 6:50 P.M.

Stacy Stephens
School Board Secretary

REGULAR MEETING OF
THE KENOSHA UNIFIED SCHOOL BOARD
HELD FEBRUARY 22, 2022

A regular meeting of the Kenosha Unified School Board was held virtually on Tuesday, February 22, 2022, via the Google Meet platform at 7:00 P.M. Ms. Adams, President, presided.

The meeting was called to order at 7:01 P.M. with the following Board members present: Mr. Price, Mr. Garcia, Mr. Battle, Ms. Stevens, Mrs. Modder, Ms. Robinson, and Ms. Adams. Dr. Ormseth, Mrs. Ruder, Mr. Keckler, Mr. Hamdan, and Ms. Rohde were also present.

Ms. Adams, 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. Robinson introduced the student ambassador, Jaylen Olivares from Indian Trail High School and Academy, and he made his comments.

Mrs. Tanya Ruder, Chief Communications Officer, presented the US Paralympics Track and Field 2021 High School All-American List Awards.

There were no Administrative or Supervisory appointments.

Dr. Ormseth presented the Superintendent's Report.

Mrs. Modder and Mr. Price gave the legislative report.

Views and comments were made by the public.

Remarks by the President were made by Ms. Adams.

Board members considered the following Consent-Approve items:

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

Consent-Approve item X-B – Minutes of the 1/25/22 Special Meeting and Executive Session and 1/25/22 Regular 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. Ormseth, excerpts follow:

“It is recommended that the January 2022 cash receipt deposits totaling \$341,615.54, and cash receipt wire transfers-in totaling \$40,559,315.68, be approved.

Check numbers 608925 through 609712 (net of voided batches) totaling \$3,072,034.95, and general operating wire transfers-out totaling \$3,996,634.85, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the January 2022 net payroll and benefit EFT batches totaling \$13,730,549.74, and net payroll check batches totaling \$9,626.70, be approved.”

Ms. Stevens moved to approve the consent agenda as presented. Mrs. Modder seconded the motion. Unanimously approved.

Dr. Ormseth introduced the Better Together 2021-22 Plan (monthly agenda item) submitted by Mr. William Haithcock, Interim Chief of School Leadership; and Dr. Ormseth, excerpts follow:

“On June 15, 2021, the board approved the following motion during a special board meeting:

“Mr. Battle moved to approve the updated version (June 15, 2021 – 3 p.m.) of the Better Together 2021-2022 Plan with face coverings/masks as optional for all students and staff starting June 16, 2021 and the removal of Administrative Regulation 4229 – Employee Face Coverings and Scrubs. Ms. Stevens seconded the motion. Unanimously approved.”

No board action was taken at the July 27, 2021 regular board meeting.

The board approved updates to the 2021-22 Better Together Plan at the August 26, 2021 regular board meeting.

The board approved updates to the 2021-22 Better Together Plan at the September 28, 2021 regular board meeting.

No board action was taken at the October 26, 2021 regular board meeting.

The board approved updates to the 2021-22 Better Together Plan at the November 16, 2021 regular board meeting.

No board action was taken at the December 14, 2021 regular board meeting.

The board approved updates to the 2021-22 Better Together Plan at the January 25, 2022 regular board meeting.

Administration recommends that the School Board approve the changes outlined in Attachment A.”

Mr. Battle moved to approve the changes to the Better Together Plan outlined in Attachment A with the exception of changing masks to highly recommended or optional. Mr. Garcia seconded the motion. Motion failed. Mr. Price, Ms. Stevens, Mrs. Modder, Ms. Robinson, and Ms. Adams dissenting.

Ms. Steven moved to approve the changes to the Better Together Plan outlined in Attachment A with the exception of pulling the third bullet pertaining to the masking requirements under “General Overview” in Attachment A in order to vote on that topic separately. Mr. Price seconded the motion. Unanimously approved.

Ms. Stevens moved to approve the change of the mask requirement to optional beginning March 28, 2022 for staff and students, with the exception of those covered by the Head Start grant and federal guidelines specific to bussing, that Administration develop procedures for implementation, collect parent and staff data regarding masking preference, and develop a communication plan. Mr. Price seconded the motion. Unanimously approved.

Dr. Ormseth presented the Report of Contract in Aggregate of \$50,000 submitted Dr. Angela Andersson, Principal of Kenosha School of Technology Enhanced Curriculum; Mr. Robert Hofer, Purchasing Agent; Mr. William Haithcock, Interim Chief of School Leadership; and Dr. Ormseth, excerpts follow:

“School Board Policy 3420 requires that “all contracts and renewals of contracts in aggregate of \$50,000 in a fiscal year shall be approved by the School Board except in the event of an emergency as determined and reported to the School Board monthly by the Purchasing Agent.”

The contract/agreement with Airbus/Flight Works Alabama in the amount of \$60,000 has not been added to the Contract Management Database and is being presented for board approval.

Administration recommends that the School Board approve the proposed contract with Airbus/Flight Works Alabama.”

Ms. Stevens moved to approve the contract with Airbus/Flight Works Alabama. Ms. Robinson seconded the motion. Unanimously approved.

Dr. Ormseth presented the Course Change Proposal: Lakeview Technology Academy submitted by Mr. Jason Creel, Interim Director at Lakeview Technology Academy; Mrs. Julie Housaman, Chief Academic Officer; and Dr. Ormseth, excerpts follow:

“One course change proposal form is being submitted to update the course name for Web Programming 2 to Advanced Web Development. This update is being requested because Gateway Technical College has updated the course name as one component of revisions to the web programming courses.

Administration recommends that the school board approve the proposal for a new course name for the aforementioned web programming course.”

Ms. Stevens moved to approve the new course name from Web Programming 2 to Advanced Web Development. Mrs. Modder seconded the motion. Unanimously approved.

Ms. Luanne Rohde, Director of Early Education, presented the Head Start Semi Annual Report submitted by Mr. Martin Pitts, Regional Coordinator of Leadership and Learning; Ms. Rohde; Mr. Haithcock; and Dr. Ormseth, excerpts follow:

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

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

All Head Start programs are structured through a common framework with the following components: Program Design and Management, Family and Community Partnership, and Early Childhood Development and Health Services. This report will summarize activities in each of these components from July 2021 through December 2021.

Head Start enrollment as of December 31, 2021 was 316 students, which is 73 students below the full capacity enrollment number of 389 (330 federal and 59 state slots). It is relevant to note that Head Start programs functioning under capacity has been a nationwide trend since the onset of the COVID-19 pandemic. KUSD Head Start enrollment has, however, increased from 274 in December 2020 and 297 in September, 2021 respectively. Currently, 138 of KUSD's Head Start children are four years-old and 178 are three years-old. Over the past four years, enrollment of three year-olds has steadily increased indicating a trend of greater demand for servicing children of this age. There currently is no option for virtual learning per Head Start guidelines. Therefore, unlike grades K-12, all KUSD Head Start students attend school in-person. As of December 31, 2021, 14 children had withdrawn from the program since the start of the school year due to transportation issues, relocation out of town, or because parents chose to withdraw their student from the program. Staff continue to reach out and advertise the program in the community. Many enrollments come from word of mouth referrals from past participants.

In February of 2021, Head Start Region V announced it would become mandatory for all Head Start programs have 45% full-day enrollment by August, 2021. Programs unable to comply with the new requirement were instructed to submit a waiver with the subsequent year's grant application. KUSD requested such a waiver in the grant application that was submitted April 1, 2021. In October, 2021 Head Start Region V informed KUSD that no waivers would be granted for programs that had not shown an effort to attain 45% full day enrollment. In response, KUSD Head Start surveyed parent interest and assembled a full day program consisting of two classrooms located at Chavez Learning Station. That full day program began as of January 3, 2022. The two classrooms have the capacity to serve total of 40 children with each classroom consisting of 11 four year-olds and 9 three year-olds.

The Kenosha Unified Head Start Program reports student progress three times per year using Teaching Strategies GOLD™. First reporting out data indicates that children are achieving higher than last year in all areas of development except literacy. Continuing the trend from last year, Physical Development is the highest area of achievement for fall.

This report is for informational purposes only.”

Mr. Kristopher Keckler, Chief Information Officer, presented the School Year 2022-23 Preliminary Enrollment Projections submitted by Mrs. Lorien Thomas, Research Coordinator; Mr. Haithcock; Mr. Keckler; and Dr. Ormseth, excerpts follow:

“Each year, the Office of Educational Accountability develops enrollment projections for Kenosha Unified School District (KUSD) as required by School Board Policy 7210. Preliminary enrollment projections for School Years 2022-23, 2023-24, and 2024-25 are being submitted to the School Board utilizing enrollment trends, birth rates, and cohort progression rates as well as taking into consideration known impact areas beyond nominal student mobility.

Early Grade enrollments were significantly impacted with the onset of the COVID Pandemic. Grades PK and K are not mandatory for parents to have their children enrolled, and many chose to keep their young children at home or sought alternative educational settings. The Pre-Kindergarten and Kindergarten enrollment figures of those resident students were much higher than the most recent two years. Enrollment projections for the early grade levels are based solely on respective boundary birth figures and their rolling multi-year enrollment averages. Hopefully, KUSD will continue to move towards recovering a higher percentage of these boundary students and get back to the Pre-COVID levels.

The 2009-10 recession contributed to a noticeable one year drop in birth rates across the nation. The impact on KUSD has been an approximate decrease of 130-140 students for each impact year (grade 7 for 2022- 23). This rolling “dip” will repeat each year for the district, and the boundary community has only continued to have decreased births over the last decade.

In 2021, a local outfit applied for and was approved to open a competing high school in the Kenosha area. Currently, a rollup for each high school grade level is expected, with 2022- 23 having a promoted class of 156 grade 9 students (projected -100 cohort impact on KUSD). 3

Even just a few years ago, KUSD high school grade levels had cohorts ranging from approximately 1,700-1,800 students. The last three years this cohort average dropped to around 1,600, and continues to decrease.

The projections indicate that student enrollment at the elementary level will be 7,510, a decrease of -212 students when compared to this school year. Mainly due to a continually declining birthrate and atypical early grade enrollments. The projected middle school enrollment is 3,337 students, a decrease of -130 students when compared to this school year. The recession birth rate major “dip” will continue to affect the middle school cluster this year, specifically at grade 7. At the high school level, the projected enrollment is 5,558 students for this school year. There is a decrease of -192 projected for the KUSD high

schools compared to last year. Approximately half of this decrease is due to the expected launch of a non-KUSD high school in Kenosha (-100 student impact assumption).

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.

This report is an informational item, presented annually as noted by KUSD Policy 7210 Forecasting Enrollments. District administration will use these enrollment projections for the preliminary staff allocations coordinated by Human Resources, and the enrollment projections will be periodically reviewed and possibly updated as the school year progresses.”

Mr. Keckler gave a KUSD Enrollment Projections PowerPoint presentation which covered the following topics: local population trends, enrollment trends, birth rates and early grade overview, cohort analysis, and external factors.

Mr. Hamdan presented the Medical Plan Prescription Drug Coverage, Medical Insurance Plan Participation Tiers, District Health Savings Account Contributions, and Employee Benefits Eligibility submitted by Mr. Kevin Neir, Interim Chief Human Resources Officer; Mr. Hamdan; and Dr. Ormseth, excerpts follow:

“On January 4, 2022, the Board selected UnitedHealthCare (UHC) to continue as the District's medical insurance provider. With this selection comes the ability to address certain plan design and contribution scenarios:

1. Selection of an Exclusionary Formulary Prescription Drug Plan - Moving from the current prescription drug plan with UHC to an exclusionary formulary prescription drug plan, also through UHC, would reduce the total premium increase by approximately 1.4%. This premium reduction is projected to result in an operational budgetary savings of approximately \$513,276 (Attachment A) which would be shared between the district local budget (84%) and the charter and grant funded budgets (16%). Employees paying a percentage of their premiums would also realize the proportionate savings in their premium contributions. The corresponding disruption analysis for this move shows limited disruption to the current KUSD employee population utilizing the prescription drug benefit. Approximately 205 out of 4,201 members would be impacted by this change. Those members who would be impacted would have the ability to appeal to UHC to see if their particular prescription would be covered under an exemption, however, all of the excluded medications in the disruption analysis also had covered alternatives available. For example, we currently have participants utilizing the drug Vyvanse to treat ADHD and that drug would become excluded; however, Adderall XR is also used to treat ADHD and that alternative would be covered.

2. Tier Rate Structure - Expand from a two (2) tier structure of Employee Only and Family to a four (4) tier structure of Employee Only, Employee + Child(ren), Employee + Spouse, and Family coverage. This change would have a relatively minor (estimated \$100K savings) impact on the total premiums paid by the District, however, projections based on currently enrolled participants indicate a significant premium reallocation will occur at the employee level that we are prepared to demonstrate here tonight (Attachment B).

3. Health Savings Account - Reducing the District's contribution to each employees' Health Savings Account (HSA) would result in direct savings to the District budget of approximately \$519,450 (Attachment C) which would be shared between the district local budget (84%) and the charter and grant-funded budgets (16%). These savings would be obtained by reducing the annual HSA contribution from \$750 for single coverage / \$1,500 for family coverage to \$600 for single coverage / \$1,200 for family coverage. The initial contribution by the District of \$750/\$1,500 was recommended to help offset the impact of moving to a consumer-driven high deductible plan design. While this contribution is generous, it is not the norm according to the District's insurance consultants Brown & Brown (formerly Hays Companies Inc.).

4. Affordable Care Act (ACA) Eligibility Threshold (30 hours per week) - The district currently sets the benefit eligibility threshold for employees based on their Full-Time Equivalent (FTE) percentage. Any FTE employee that holds a position of 0.5 FTE or more is currently offered a full benefits package. For some positions that are based on a 35-hour work week (7 hours per day x 5 days), a 0.5 FTE position would equate to a 17.5-hour workweek which is far below the Federal ACA mandated threshold of 30 hours per week. An analysis of the current staff with medical coverage indicates that we currently have 25 staff members that may be impacted by this proposed change. The FY22 costs associated with their specific medical insurance packages equate to \$518,570 (Attachment D). These savings would also be shared by the district local budget and the charter and grant budgets that fund them. If this item were to be approved by the Board, our Human Resources staff would be reaching out individually to the 25 impacted employees to discuss potential options.

The administration recommends that the Board consider items 1 thru 4 for approval with an effective date of July 1, 2022."

Mr. Battle moved that KUSD move from the current prescription drug plan with UHC to an exclusionary formulary prescription drug plan, expand from a two tier structure of employee only and family medical coverage insurance to a four tier structure of employee only, employee + child(ren), employee plus spouse, and family medical insurance coverage, reduce the annual HSA contribution from \$750 for single coverage and \$1,500 for family coverage to \$600 for single coverage and \$1,200 for family coverage for active employees, and move to the Federal ACA mandated threshold of 30 hours per week as the benefit eligibility threshold for employees to be eligible for a full benefits package. Ms. Stevens seconded the motion. Motion passed. Mrs. Modder abstaining.

Dr. Ormseth presented the Date Change for April, November, and December 2022 Regular School Board Meetings submitted by herself, excerpts follow:

"School Board Policy 8710 – Regular School Board Meetings states:

"Annually at the organizational meeting, the School Board shall set the time and place of regular Board meetings. The schedule of regular meetings so made shall remain in effect until the fourth Monday in April of the following year, unless changed by a majority vote of the School Board during the

year. The Board may also eliminate scheduled meetings as long as at least one regular School Board meeting is held each calendar month."

At the April 26, 2021, Organizational Meeting, the following motion was approved:

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

Administration recommends that the following changes be made to the regular school board meeting schedule for 2022:

- Original meeting date of April 26, 2022 be changed to April 25, 2022 so that the regular board meeting will coincide with organizational meeting and oath of office of new school board members;
- Original meeting date of November 22, 2022 be changed to Tuesday, November 15, 2022 due to Thanksgiving recess; and
- Original meeting date of December 27, 2022 be changed to December 13, 2022 due to winter recess."

Ms. Stevens moved to approve the date changes for the April, November, and December 2022 regular school board meetings as presented. Mr. Garcia seconded the motion. Unanimously approved.

Mrs. Modder presented the Donations to the District.

Mrs. Modder moved to approve the donations to the district as presented. Ms. Stevens seconded the motion. Unanimously approved.

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

Meeting adjourned at 9:38 P.M.

Stacy Stephens
School Board Secretary

A SPECIAL MEETING OF
THE KENOSHA UNIFIED SCHOOL BOARD
HELD MARCH 15, 2022

A special meeting of the Kenosha Unified School Board was held on Tuesday, March 15, 2022, at 7:00 P.M. in the Board Meeting Room at the Educational Support Center. The purpose of this meeting was for Views and Comments by the Public, Discussion/Possible Action – Motion to Amend the Motion Approved at the February 22, 2022 Regular Board Meeting; and Discussion – 2022-2023 KUSD Budget.

The meeting was called to order at 7:03 P.M. with the following members present: Mr. Price, Mr. Garcia, Mr. Battle, Ms. Stevens, Mrs. Modder, Ms. Robinson, and Ms. Adams. Dr. Ormseth was also present.

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

Views and comments were made by the public.

Ms. Adams introduced the Motion to Amend the Motion Approved at the February 22, 2022 Regular Board Meeting and welcomed discussion and/or action.

Mr. Price moved to amend the motion unanimously approved at the February 22, 2022 regular board meeting to read as follows: I move to approve the change of the mask requirement to optional beginning March 16, 2022 for staff and students with the exception of those covered by the Head Start grant and federal guidelines specific to bussing. Ms. Stevens seconded the motion.

Discussion amongst board members took place in regards to Mr. Price's motion.

Mr. Price's motion to amend the motion unanimously approved the February 22, 2022 regular board meeting to read as follows: I move to approve the change of the mask requirement to optional beginning March 16, 2022 for staff and students with the exception of those covered by the Head Start grant and federal guidelines specific to bussing was unanimously approved.

Dr. Ormseth and Mr. Tarik Hamdan, Chief Financial Officer, gave a PowerPoint presentation on the 2022-2023 KUSD Budget which covered the following topics: projected revenue limit for 2022-2023, KUSD annual enrollment, Kenosha population, KUSD boundary births, KUSD open enrollment, state budget - per pupil change, impact on KUSD budget, enrollments vs. authorized staff FTE, KUSD budget utilization, CPI history, CPI costs (max. 4.7%), why now?, how do we balance the budget?, stimulus dollar amounts, and next steps.

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

Meeting adjourned at 8:25 P.M.

Stacy Stephens
School Board Secretary

Kenosha Unified School District
Kenosha, Wisconsin
Summary of Cash Receipts and Disbursements
March 22, 2022

CASH RECEIPTS	reference	total
February 2022 Wire Transfers-In, to Johnson Bank from:		
WI Department of Public Instruction	state aids register receipts	\$ 4,273,704.76
District Municipalities	tax settlement - February payment	21,857,714.75
Johnson Bank	account interest	208.19
Bankcard Services (MyLunchMoney.com)	food services credit card receipts (net of fees)	2,436.34
Bankcard Services (Purplepass)	fine arts ticket sales receipts (net of fees)	15,152.45
Bank (RevTrak)	district web store receipts (net of fees)	14,971.60
Bank (Infinite Campus)	district web store receipts (net of fees)	15,403.45
Retired & Active Leave Benefit Participants	premium reimbursements	43,788.41
HHS	head start grant	195,196.12
Various Sources	small miscellaneous grants / refunds / rebates	31,603.35
Total Incoming Wire Transfers		26,450,179.42

February 2022 Deposits to Johnson Bank - All Funds:

General operating and food services receipts	(excluding credit cards)	219,229.13
--	--------------------------	------------

TOTAL FEBRUARY CASH RECEIPTS

\$ 26,669,408.55

CASH DISBURSEMENTS	reference	total
February 2022 Wire Transfers-Out, from Johnson Bank to:		
<i>Payroll & Benefit wires</i>		
Individual Employee Bank Accounts	net payrolls by EFT (net of reversals)	\$ 8,030,403.84
WI Department of Revenue	state payroll taxes	557,706.38
WI Department of Revenue	state wage attachments	6,442.80
IRS	federal payroll taxes	2,740,729.90
Delta Dental	dental insurance premiums	236,456.28
Diversified Benefits Services	flexible spending account claims	9,236.63
Employee Trust Funds	wisconsin retirement system	3,966,429.61
NVA	vision insurance premiums	19,784.99
Optum	HSA	318,079.70
Various	TSA payments	351,656.14
<i>Subtotal</i>		16,236,926.27
<i>General Operating Wires</i>		
US Bank	purchasing card payment-individuals	157,393.34 *
Kenosha Area Business Alliance	LakeView lease payment	16,871.67
Johnson Bank	banking fees	986.71
United Healthcare	health insurance premiums	3,722,052.35
<i>Subtotal</i>		3,897,304.07
Total Outgoing Wire Transfers		\$ 20,134,230.34

February 2022 Check Registers - All Funds:

Net payrolls by paper check	Register# 01003DP, 01004DP 01704DP	\$ 10,729.81
General operating and food services	Check# 609713 thru Check# 610644 (net of void batches)	5,070,786.43
Total Check Registers		\$ 5,081,516.24

TOTAL FEBRUARY CASH DISBURSEMENTS

\$ 25,215,746.58

*See attached supplemental report for purchasing card transaction information

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

Billing Cycle Ending February 15, 2022

Merchant Name	Total
3654 INTERSTATE	\$ 11,975.96
IN *A BEEP, LLC	\$ 7,220.00
MAXON EQUIPMENT INC.	\$ 6,552.59
MENARDS KENOSHA WI	\$ 5,511.14
RESTAURANTS & CATERING	\$ 5,464.44
CONVERGINT	\$ 4,813.62
4IMPRINT, INC	\$ 4,812.09
TUNSTALL CORPORATION	\$ 3,523.59
MARK'S PLUMBING PARTS	\$ 3,101.78
AUTO TRUCK KARGO EQUIPMEN	\$ 2,919.02
HAJOCA KENOSHA PC354	\$ 2,841.72
ULINE *SHIP SUPPLIES	\$ 2,683.20
GRAINGER	\$ 2,606.08
SMARTSIGN	\$ 2,501.25
INDUSTRIAL CONTROLS	\$ 2,487.35
VEHICLE MAINT. & FUEL	\$ 2,412.02
MINDWISE	\$ 2,400.00
PROVANTAGE	\$ 2,210.86
CHEGG ORDER	\$ 2,106.52
INSTACART	\$ 2,066.42
BEST BUY 00011916	\$ 2,013.96
JOHNSON CONTROLS SS	\$ 1,966.80
DEVILS HEAD RESORT SKI	\$ 1,956.55
HALLMAN LINDSAY PAINTS -	\$ 1,901.62
TOWN OF SOMERS	\$ 1,833.87
AGET MANUFACTURING CO.	\$ 1,720.64
PLEASANT PRAIRIE	\$ 1,660.00
FIRST SUPPLY KENOSHA	\$ 1,626.24
MODCLOTH	\$ 1,371.14
USPS.COM POSTAL STORE	\$ 1,284.00
PINGBOARD	\$ 1,188.00
HOMEDEPOT.COM	\$ 1,163.15
DAMARC QUALITY INSPECT	\$ 1,150.00
MOTION INDUSTRIES WI08	\$ 1,124.29
AED SUPERSTORE	\$ 1,122.00
CHRISTOPHER R GREEN SR	\$ 1,114.00
VYRON CORPORATION	\$ 1,113.00
OFFICEMAX/DEPOT 6869	\$ 1,087.69
JOHNSTONE SUPPLY - RACINE	\$ 1,071.75
TOWN & COUNTRY GLASS	\$ 1,068.26
AMZN MKTP US*NE4HI1803	\$ 1,060.26
AMAZON.COM*A51WL0TU3	\$ 1,008.00
BLS*NOVISIGN LTD	\$ 960.00
MOBYMAX EDUCATION	\$ 959.00
L AND S ELECTRIC INC	\$ 943.00
IN *ECONO HOLDING COMPANY	\$ 927.00
FESTIVAL FOODS	\$ 914.93

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

Billing Cycle Ending February 15, 2022

Merchant Name	Total
IN *THE ART OF EDUCATION	\$ 894.00
HOTEL	\$ 861.75
SWEETWATER SOUND	\$ 819.00
SHERWIN WILLIAMS 703180	\$ 782.20
DICKOW CYZAK TILE CARP	\$ 765.84
MUSIC THEATRE INTERNATIO	\$ 735.00
SAN-A-CARE	\$ 731.86
POWER GRAPHICS DIGITAL IM	\$ 726.55
PAYPAL *USPS STORE	\$ 698.00
FRONTLINE EDUCATION	\$ 695.00
SOUTHEASTERN EQUIPMENT &	\$ 691.32
FULL COMPASS SYSTEMS	\$ 638.00
STERICYCLE	\$ 637.58
IN *KAIN ENERGY CORPORATI	\$ 636.03
HALOGEN SUPPLY COMPANY IN	\$ 611.21
HEAT & POWER PRODUCTS INC	\$ 607.05
HIGHWAY C SERVICE INC	\$ 586.49
RACINE JOURNAL TIMES	\$ 567.75
AMZN MKTP US*QX9E64U43	\$ 566.50
PAYPAL *SECUREDACNT	\$ 560.51
WASBO FOUNDATION	\$ 550.00
SQ *MS PEDDLER'S BOUTIQUE	\$ 547.50
DISPLAYS2GO	\$ 540.22
ECONOLIGHT	\$ 531.71
LUCID8 LLC	\$ 500.00
FARM & FLEET STURTEVANT	\$ 488.06
JOANN STORES*JOANN.COM	\$ 478.21
AMZN MKTP US*RX0C14L93	\$ 477.36
JOANN STORES #2468	\$ 473.16
SAMSClub.COM	\$ 462.90
RESTROOM DIRECT HAND DRYE	\$ 459.00
SMARTTEAMBUILDING.COM	\$ 450.00
SAMS CLUB #6331	\$ 407.79
SOLUTION TREE INC	\$ 401.55
TOOLS 4 FLOORING	\$ 398.00
ESTRELLITA INC	\$ 396.00
IMPACT ACQUISITIONS, LLC	\$ 389.52
LOWES #02560*	\$ 386.67
AMZN MKTP US*7D0633IR3	\$ 382.44
FASTENAL COMPANY 01WIKEN	\$ 378.29
WISCONSIN SCHOOL MUSIC A	\$ 368.00
ANGIE KRATZER	\$ 367.00
SAMSClub #6331	\$ 353.19
UNIQUE VINTAGE	\$ 346.15
THE JON GORDON COS INC	\$ 343.00
THE PETTIT NATIONAL ICE C	\$ 330.00
U OF I ONLINE PAYMENT	\$ 325.00

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

Billing Cycle Ending February 15, 2022

Merchant Name	Total
SQ *LULU BIRDS OF KENOSHA	\$ 321.86
PURPLEPASS TICKETING SERV	\$ 320.29
ALLIED ELECTRONICS INC	\$ 312.93
SCHOOL CASH SUPPLIES	\$ 303.76
AOC VOLLEYBALL	\$ 301.27
ENTERPRISE RENT-A-CAR	\$ 301.04
NAELPA.ORG	\$ 300.00
RECLAIMED ARTISANS INC	\$ 298.00
CDW GOVT #S137438	\$ 295.01
AUER STEEL MILWAULKEE	\$ 293.42
WM SUPERCENTER #1167	\$ 281.05
HARBOR FREIGHT TOOLS 358	\$ 272.03
GFS STORE #1919	\$ 262.56
AMAZON.COM*4D5W73453	\$ 252.99
AMAZON.COM*YT2661W93 AMZN	\$ 252.99
PARTS WAREH	\$ 250.65
ANTHEM SPORTS, LLC	\$ 249.84
VIKING ELECTRIC-MILWAUKEE	\$ 246.36
KENOSHA PUB MUSEUM	\$ 240.00
BASEBALLRACKS.COM	\$ 240.00
EXPERTS EXCHANGE LLC	\$ 239.88
USPS PO 5642800260	\$ 239.40
ROCKLER	\$ 234.92
AMZN MKTP US*HN3VU6W23	\$ 227.75
AMERICAN RED CROSS	\$ 225.41
IN *AMERICAN ASSOC OF SCH	\$ 225.00
WISCONSIN SCHOOL SAFETY	\$ 225.00
ZOOM.US 888-799-9666	\$ 223.96
SQ *WISCONSIN TECHNOLOGY	\$ 218.00
TCT*ANDERSON'S	\$ 212.58
MAKEMUSIC, INC.	\$ 204.55
GREEN BAY PACKERS/HOF	\$ 200.00
IMSE	\$ 188.80
AMZN MKTP US*MZ3NB4M93	\$ 188.65
DICKSSPORTINGGOODS.COM	\$ 179.34
MCCOTTER ENERGY SERVICE L	\$ 179.20
MONSTER JANITORIAL LLC	\$ 177.39
COSTCO BY INSTACART	\$ 171.20
AMZN MKTP US*2C9AO22E3	\$ 170.16
AMZN MKTP US*MM1NV62C3	\$ 169.99
IFIXIT	\$ 164.81
CROWN AWARDS INC	\$ 164.58
MID STATE EQUIP SALEM 010	\$ 163.79
MENARDS RACINE WI	\$ 161.95
BUREAUEDUCA	\$ 159.00
OTC BRANDS INC	\$ 158.96
AMAZON.COM*S11GA2N03	\$ 158.08

KUSD Purchasing Card Program - Individual Cardholders

Transaction Summary by Merchant

Billing Cycle Ending February 15, 2022

Merchant Name	Total
AMZN MKTP US*TZ9KM6KX3	\$ 154.96
KIMBALL MIDWEST PAYEEZY	\$ 152.17
BAUDVILLE INC.	\$ 150.21
SQ *MASTERS BUILDING SOLU	\$ 146.72
EPIC SPORTS	\$ 131.66
OFFICEMAX/DEPOT 6358	\$ 126.59
BLACKHAWK SUPPLY	\$ 123.25
AMZN MKTP US*QM3FF12U3	\$ 121.95
COSTCO WHSE #1198	\$ 120.02
PRAIRIE SIDE ACE HDWR	\$ 119.98
CRICUT	\$ 119.88
FIELDPRINT INC	\$ 117.00
SECRETSTORIES-	\$ 116.55
SPECTRUM	\$ 116.33
AMZN MKTP US*BL6164L33	\$ 113.89
BEST BUY 00006544	\$ 109.99
SIGNUPGENIUS	\$ 107.89
WSCA ACCOUNT	\$ 105.00
DRAPHIX/TEACHER DIRECT	\$ 104.44
DSPS EPAY ISE	\$ 100.00
AIELLO MIDTOWN FLORIST IN	\$ 100.00
WAL-MART #1167	\$ 98.40
ROPE BAT	\$ 98.00
MICHAELS #9490	\$ 96.05
ALDI 64007	\$ 93.02
ERFFMEYER & SON CO INC	\$ 92.31
AMAZON.COM*6U9FC7OC3	\$ 89.89
AMAZON.COM*NE08X9MJ3	\$ 89.89
MIDTOWN FLORIST	\$ 88.56
MENARDS ANTIGO WI	\$ 87.62
AMZN MKTP US*445MA3593	\$ 86.97
GATEWAY-RACINE BKST #532	\$ 86.63
V BELT GLOBAL SUPPLY	\$ 84.28
PROFESSIONAL INTERPRETING	\$ 80.00
TABLE TOPICS	\$ 79.13
THE BELIN BLANK CENTER	\$ 79.00
WALMART.COM AA	\$ 75.81
PICK N SAVE #874	\$ 73.54
MAILCHIMP	\$ 69.99
PARTY CITY 5174	\$ 69.36
AMZN MKTP US*8J5QI9R03	\$ 68.55
TRACKWRESTLING	\$ 66.00
AMERICAN VAN EQUIPMENT	\$ 65.69
PICK N SAVE #871	\$ 63.99
TAYLOR & FRANCIS	\$ 63.19
MENARDS HOLLAND MI	\$ 62.37
SQ *GORDON FOOD SERVICE S	\$ 60.09

KUSD Purchasing Card Program - Individual Cardholders

Transaction Summary by Merchant

Billing Cycle Ending February 15, 2022

Merchant Name	Total
ZG BICYCLE STORE LLC	\$ 60.00
AMZN MKTP US*7D1GR5PB3	\$ 59.98
GIMKIT PRO - 1 YEAR	\$ 59.88
AMZN MKTP US*VM7FP8I13	\$ 52.72
ICI*FEE PLEASANT PRAIR	\$ 52.40
CLEANING STUFF	\$ 49.06
DKG MEDIA, LP	\$ 49.00
GFS ECOMM #1919	\$ 48.96
BATTERIES PLUS #0561	\$ 48.80
CVS/PHARMACY #08777	\$ 45.24
NTLREST SERVSAFE	\$ 45.00
RELAY SPECIALTIES INC	\$ 44.80
TARGET.COM *	\$ 42.20
VILLAGE OF PLEASANT PRAIR	\$ 41.40
VACLAND	\$ 41.25
AMZN MKTP US*EQ67E6343	\$ 39.92
SMK*WUFOO.COM CHARGE	\$ 39.00
EDPUZZLE PRO TEACHER	\$ 36.50
KAHOOT! ASA	\$ 36.00
QUIZLET.COM	\$ 35.99
AMAZON.COM*5D38N9NV3 AMZN	\$ 35.50
SQ *THE RIVOLI THEATRE, I	\$ 35.08
WM SUPERCENTER #5695	\$ 34.79
AMZN MKTP US*UZ5Q85G53 AM	\$ 34.48
TARGET 00022517	\$ 33.69
PICKTIME	\$ 32.27
AMZN MKTP US*5V87I5XO3	\$ 31.99
NAT*GEO KIDS 8006475463	\$ 30.00
STATSMEDIC.COM	\$ 29.00
AMZN MKTP US*0O5RO4HA3	\$ 29.00
AMZN MKTP US*SM4009HS3	\$ 26.36
PICKTIME - 250 SMS	\$ 25.00
PICK N SAVE #891	\$ 24.00
AMZN MKTP US*B95F46XG3	\$ 23.99
CHRISTIANSON SYST/ONYX RA	\$ 20.80
AMZN MKTP US*DN7HD1LP3	\$ 20.02
JC LICHT - 1290 - KENOSHA	\$ 17.55
AMZN MKTP US*SR16X9KC3	\$ 14.98
THE UPS STORE 3860	\$ 12.61
J.W. PEPPER	\$ 11.93
SPOTIFY USA	\$ 10.54
HOLLAND SUPPLY INC	\$ 7.17
USPS PO 5666100158	\$ 4.33
DSPS E SERVICE FEE COM	\$ 2.00
THE LIBRARY STORE INC.	\$ (2.17)
UWM PECK ARTS	\$ (36.00)
HYDRO-FLO PRODUCTS INC	\$ (360.04)

KUSD Purchasing Card Program - Individual Cardholders

Transaction Summary by Merchant

Billing Cycle Ending February 15, 2022

Merchant Name	Total
US Bank Purchasing Card Payment - Individuals	\$ 157,393.34

KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, Wisconsin

March 22, 2022

Administrative Recommendation

It is recommended that the February 2022 cash receipt deposits totaling \$219,229.13, and cash receipt wire transfers-in totaling \$26,450,179.42, be approved.

Check numbers 609713 through 610644 (net of voided batches) totaling \$5,070,786.43, and general operating wire transfers-out totaling \$3,897,304.07, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the February 2022 net payroll and benefit EFT batches totaling \$16,236,926.27, and net payroll check batches totaling \$10,729.81, be approved.

Bethany Ormseth, Ed.D.
Interim Superintendent of Schools

Tarik Hamdan
Chief Financial Officer

Lisa M. Salo, CPA
Accounting Manager

Kenosha Unified School District
Kenosha, Wisconsin

March 22, 2022

Better Together 2021-22 Plan

Background

On June 15, 2021, the board approved the following motion during a special board meeting: *“Mr. Battle moved to approve the updated version (June 15, 2021 – 3 p.m.) of the Better Together 2021-2022 Plan with face coverings/masks as optional for all students and staff starting June 16, 2021 and the removal of Administrative Regulation 4229 – Employee Face Coverings and Scrubs. Ms. Stevens seconded the motion. Unanimously approved.”*

- [Better Together 2021-22 \(English\)](#)
- [Better Together 2021-22 \(Spanish\)](#)

2021-22 Timeline

- **July 27, 2021 Regular Board Meeting**
 - No board action taken
- **August 24, 2021 Regular Board Meeting**
 - Board approved updates to 2021-22 Better Together Plan
- **September 28, 2021 Regular Board Meeting**
 - Board approved updates to the 2021-22 Better Together Plan
- **October 26, 2021 Regular Board Meeting**
 - No board action taken
- **November 16, 2021 Regular Board Meeting**
 - Board approved updates to the 2021-22 Better Together Plan
- **December 14, 2021 Regular Board Meeting**
 - No board action taken
- **January 25, 2022 Regular Board Meeting**
 - Board approved updates to the 2021-22 Better Together Plan
- **February, 2022 Regular Board Meeting**
 - Board approved updates to the 2021-22 Better Together Plan

Administrative Recommendation

Administration recommends that the School Board approve the changes outlined in Attachment A and remove the Better Together plan as a regular board meeting standing agenda item.

Bethany Ormseth, Ed.D.
Interim Superintendent of Schools

Tanya Ruder
Chief Communications Officer

William Haithcock
Interim Chief of School Leadership

Attachment A

Better Together plan update considerations

Topic	Page no.	Current language	Revised language
Cover page	1		<ul style="list-style-type: none"> Updated revision date
General Overview	2	<ul style="list-style-type: none"> Allowing field trips with approved safety plans <ul style="list-style-type: none"> Overnight event or competition related trips will only be considered pending secured transportation and substitute coverage availability Trips requiring multiple nights must be a result of a qualifying event and will only be considered pending secured transportation and substitute coverage availability International summer trips approved prior to the onset of the pandemic in March 2020 and then delayed for various reasons may occur in accordance with safety protocols established by the tour company. New international trips will not be approved at this time. Staff wanting to attend conferences and/or other training must seek supervisor approval prior to registering. Overnight travel is not allowed at this time. 	<ul style="list-style-type: none"> Allowing field trips with approved safety plans <ul style="list-style-type: none"> Overnight event or competition related trips will only be considered pending secured transportation and substitute coverage availability Trips requiring multiple nights prior to June 9, 2022, must be a result of a qualifying event and will only be considered pending secured transportation and substitute coverage availability International summer trips approved prior to the onset of the pandemic in March 2020 and then delayed for various reasons may occur in accordance with safety protocols established by the tour company. New international trips will not be approved at this time. Staff wanting to attend conferences and/or other training must seek supervisor approval prior to registering. Overnight travel will be reinstated with supervisor approval after June 9, 2022.

KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, Wisconsin

March 22, 2022

**Negotiations with the Kenosha Education Association for the
2022-2023 Collective Bargaining Agreement and Base Wage
Increase for Employee Groups Other Than Teachers**

Background

On March 2, 2022, the District's and Kenosha Education Association's negotiations teams met to exchange initial bargaining proposals and reached a tentative agreement of a base wage increase of 4.70 percent effective July 1, 2022, which will be distributed across the board to the members of the bargaining unit represented by the Kenosha Education Association. The collective bargaining agreement shall be in effect July 1, 2022 through June 30, 2023. The KEA indicated a ratification vote would take place prior to the March 22, 2022, regular school board meeting.

Please see attached for terms and conditions of the tentative collective bargaining agreement. Historically KUSD has provided the following base wage increase for certified staff. Fig. A, provides the last four years as a point of reference.

Fig. A

School Year	Teacher Base Wage Increase*
2018-2019	1.25%
2019-2020	2.44%
2020-2021	1.81%
2021-2022	1.23%

*Base wage increase offered has been the maximum amount allowable according to the Wisconsin Employment Relations Commission (WERC)

This same base wage increase is being recommended for all regular full-time equivalent employees in all other employee groups effective July 1, 2022.

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

Recommendations

Contingent on ratification by the Kenosha Education Association, Administration recommends the Board ratify the attached 2022-2023 collective bargaining agreement, which results in a total base wage increase of 4.70 percent across the board effective July 1, 2022 through June 30, 2023.

Administration also recommends the board approve a total base wage increase of 4.70 percent across the board to be effective July 1, 2022 for all regular full-time equivalent employees not represented by the Kenosha Education Association.

Bethany Ormseth, Ed.D.
Interim Superintendent of Schools

Mr. Tarik Hamdan
Chief Financial Officer

Mr. Kevin Neir
Interim Chief Human Resources Officer

**INITIAL PROPOSAL OF THE
KENOSHA UNIFIED SCHOOL DISTRICT

FOR A
2022-2023 COLLECTIVE BARGAINING AGREEMENT

BETWEEN THE BOARD OF EDUCATION
FOR THE
KENOSHA UNIFIED SCHOOL DISTRICT

AND THE
KENOSHA EDUCATION ASSOCIATION**

ARTICLE 1 – RECOGNITION

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

ARTICLE 2 – DURATION

This Agreement shall be binding and in full force and effect from July 1, 2022, through June 30, 2023.

ARTICLE 3 – WAGES

Pursuant to this Agreement, effective July 1, 2022, Kenosha Education Association bargaining unit members shall receive a 4.70% base wage increase for the 2022-2023 contract year to be distributed across-the-board to each member of the bargaining unit.

ARTICLE 4 – MISCELLANEOUS

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

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

KENOSHA UNIFIED SCHOOL DISTRICT

Yolanda Cedeno

03-2-2022

Date

[Signature]

3/2/22

Date

KENOSHA EDUCATION ASSOCIATION

[Signature]

3/82/2022

Date

[Signature]

3/2/2022

Date

Date

KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, Wisconsin

March 22, 2022

Level/tier advancement for all employee groups

Background

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

Recommendation

Administration recommends that the Board implement the following for the 2022-23 year:

- Level advancements for all regular full-time equivalent employees (i.e. administrative support professionals; administrative, supervisory and technical; community and student support; educational support professionals; facilities; food services; interpreters; and teachers).
- Tier movements for teachers who turn in the required documentation to the Office of Human Resources on or before July 31, 2022.

Bethany Ormseth, Ed.D
Interim Superintendent of Schools

Tarik Hamdan
Chief Financial Officer

Kevin Neir
Interim Chief Human Resources Officer

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**Kenosha Unified School District
Kenosha, Wisconsin**

March 22, 2022

HEAD START FEDERAL GRANT REQUEST

Approval from the Board of Education is requested to submit and implement the Head Start Federal Grant for the 2022-2023 school year. The funding for this grant is \$2,325,040 for Head Start Operations. The grant is designed to fund the operating costs of the Kenosha Unified School District Head Start Program.

Grant Title

Federal Head Start Grant

Funding Source

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

Grant Time Period

July 1, 2022 to June 30, 2023

Purpose

The purpose of the Head Start program is to provide comprehensive services in the areas of health, education, social/emotional development, and parent involvement for low income preschool children and their families. This grant will service 330 high-risk children who will be three or four years of age on or before September 1, 2022. Funds will be utilized to serve the children and their families in all program component areas as required in the Head Start Act and through the Head Start Performance Standards.

Number of Students Served

330 eligible Head Start Students

Relationship to District Plan and Goals

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

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

Fiscal Impact Statement

Attachment A

Changes in Program Service

There are no changes in service locations for the 2022-2023 school year. Head Start is requiring 45% of enrollment to be full day. In order to meet those requirements five

locations will provide a full day option. For the 2022-2023 school year Head Start will continue to serve children and families at:

Head Start Locations 2021-2022
Two Sessions (AM and PM)
Bose Elementary School
Brass Community School
C. Strange Elementary School
Cesar Chavez Learning Station
Edward Bain School of Language and Art – Creative Arts
Frank Elementary School
McKinley Elementary School
Wilson Elementary School
One Session (AM or PM)
Grewenow Elementary School –AM Session
Jefferson Elementary – PM Session
Jane Vernon Elementary School – AM Session
McKinley Elementary School – AM Session
Full Day Sessions
Cesar Chavez Learning Station – four sessions
Bose Elementary School- one session
Brass Community School- one session
Edward Bain School of Language Arts Creative Arts- one session
Frank Elementary School- one session

Self-Assessment Results

The results of Head Start’s annual self-assessment from January 2022 identified the need to strengthen the health systems. Through a data review with the Head Start Management Team, and collaboration with the Head Start Health Services Advisory Council and Head Start Policy Council, it was decided to update the Head Start enrollment process to include more health education for families. During enrollment, families will receive information on the health requirements for the Head Start program and information on who they can contact and/or where they can go to meet those requirements. In addition, as soon as families register, the Head Start Enrollment Coordinator will collaborate with the Head Start Health Coordinator to support registered families to complete program health requirements before their child is enrolled in the program. It is the goal of the new health support system to ensure that families have met our program health requirements by the time their child is enrolled in Head Start.

Current Status:

- As of February 2022, Head Start has 309 students enrolled. Enrollment efforts to market and target students to meet the 330 slots available will continue.
- Head Start has increased the number of students with completed physical exams from 16% in September, 2021 to 39% in December, 2021.
- Head Start has increased the number of students with completed dental exams from 9% in September, 2021 to 32% in January, 2022.
- Two full day sessions began January 3, 2022 at Chavez Learning Station. 40 children were enrolled in the full day sessions.

Head Start Five Year Grant Goals:

The Management Team consists of the Head Start leadership positions of Director of Early Education, Education and Disability Coordinator, Mental Health/Family Services Coordinator, Health Coordinator, and ERSEA Coordinator. This team will continue to lead and monitor the work on the goals for this five-year grant:

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

Progress towards these goals:

- Face to face and online Pyramid Modules trainings are being offered to staff needing to be trained. This year five teaching staff and nine classroom assistants are being trained in Pyramid Model. Every Head Start classroom has at least one staff member that has been trained in Pyramid Model.
- Classroom observations are being completed to measure Pyramid Model Practices being implemented at Chavez Learning Station using the Teaching Pyramid Observation Tool. This data will be used to provide professional learning to staff.
- Family Service Providers are offering monthly virtual modules for parents using the Positive Solutions curriculum. This curriculum aligns with Pyramid Model practices and provides parenting training for families.
- ChildPlus is being used to document and track children who scored in the monitoring or concern zone on the Ages and Stages: Social Emotional Questionnaire (ASQ:SE). Follow up with the families on areas of concern is being done by the Mental/Health Coordinator, Family Service Providers and the Education Manager.
- The Instructional Coaches are working with a Creative Curriculum Coach to learn how to use a walk-through tool to ensure fidelity in curriculum implementation.
- Attendance is being monitored by the Enrollment Coordinator and concerns are being followed up by the Family Service Providers contacting families to increase student attendance.

Evaluation Plan

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

- Monthly informational calls are made to the Head Start Region V office in Chicago.
- The Head Start program conducts an annual self-assessment to determine strengths and areas that are in need of improvement.
- An annual report is available to the community and all stakeholders providing statistics, services and budget information.

Staff Persons involved in preparation of the grant application:

Luanne Rohde, Director of Early Education
 Samantha McGovern, Education & Disabilities Coordinator
 Jodee Rizzitano, Health Coordinator
 Karina Haebig, ERSEA Coordinator
 Heidi Dryer, Mental Health/ Family Services Coordinator
 Head Start Policy Council

Administrative Recommendation

Administration recommends that the school board approve the 2022-2023 Head Start Federal Grant.

Bethany Ormseth, Ed.D
 Interim Superintendent of Schools

William Haithcock,
 Interim Chief of School Leadership

Martin Pitts
 Regional Coordinator of
 Leadership and Learning

Luanne Rohde
 Director of Early Education

Fiscal, Facilities and Personnel Impact Statement

Title: Head Start Federal Grant

Budget Year: 2022-2023

Department: Early Education

Budget Manager: Luanne Rohde

REQUEST

Approval from the Board of Education is requested to submit and implement the 2022-2023 Head Start Federal Grant. The amount of \$2,325,040 will fund the operating costs of the KUSD Head Start Program. This funding amount includes \$2,293,725 for operations, and \$31,315 for Training and Technical Assistance.

RATIONALE/ INSTRUCTIONAL FOCUS

The Head Start program provides comprehensive services in the areas of health, education, social/emotional development, and parent involvement for low-income preschool children and their families. The grant will service 330 high-risk children who will be three and four years of age on or before September 1, 2022. Funds will be utilized to serve the children and their families in all program component areas as required by the Head Start Act and through the Head Start Performance Standards.

IMPACT

The Head Start Federal grant will provide:

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

BUDGET IMPACT

Object Level	Descriptive	Amount
100's	Salaries	\$1,234,639
200's	Fringes	\$917,265
300's	Purchased Services	\$71,060

400's	Non-Capital Objects	\$30,000
500's	Capital Objects	\$0
	Indirect Cost	\$72,076
	TOTAL	\$2,325,040

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

FUNDING SOURCES

Select Funding Sources:

Head Start Federal Grant

Kenosha Unified School District
Kenosha, Wisconsin

March 22, 2022

**REQUEST TO SUBMIT AND IMPLEMENT THE PROJECT LEAD THE WAY (PLTW)
GATEWAY ARDAGH-GROUP GRANT**

Type of Project

Project Lead The Way (through the Ardagh-Group) is offering a generous amount of funding to middle schools in our area to implement a new PLTW-Gateway program. The grant money will cover all training costs as well as all required equipment to start the program. The Brompton School is seeking to apply for a grant in the amount of \$30,000 over a two-year period.

Description of Need

The PLTW Grant will focus on the following priorities and goals

- Expand course offerings at The Brompton School to offer a STEM Based curriculum, where students are empowered to lead their own discovery. Currently the comprehensive middle schools and KTEC offer STEM courses for their students. With the growing need for 21st century job skills, it is important that we give our students this opportunity as well.
- Introducing students to 21st century technology and 21st century skills.
- Provide teachers professional development that immerses them into a hands-on, collaborative learning environment that challenges them to look at their classrooms in a new way.

Rationale

All students, beginning at a young age, need access to real-world, applied learning experiences that empower them to gain the skills they need to thrive in high school, college, career, and beyond.

Purpose of Grant

This grant opportunity is designed to support Brompton's implementation of a new PLTW Launch curriculum. This will include at least 2 new course offerings for each year of implementation. The first two course offerings can be found below.

- **Design and Modeling:** Students discover the design process and develop an understanding of the influence of creativity and innovation in their lives. They are then challenged and empowered to use and apply what they've learned throughout the unit to design a therapeutic toy for a child who has cerebral palsy.

- **Medical detectives:** Students play the role of real-life medical detectives as they collect and analyze medical data to diagnose disease. They solve medical mysteries through hands-on projects and labs, measure and interpret vital signs, examine nervous system structure and function, investigate disease outbreaks, and explore how a breakdown within the human body can lead to dysfunction.

Program Goals

This curriculum will enhance the current science curriculum by introducing STEM and another layer of Project Based Learning to our school. Project Lead The Way falls under Career & Technical Education. CTE learners gain real world skills while they explore careers to find their passion and build a strong foundation for high school, college and career.

Program Description

PLTW Gateway's 10 units empower students to lead their own discovery. The hands-on program boosts classroom engagement and excitement, drives collaboration, and inspires "aha! moments" and deep comprehension. And as students engage in PLTW's activities in computer science, engineering, and biomedical science, they see a range of paths and possibilities they can look forward to in high school and beyond.

District resources committed: There is no additional cost needed from the district.

Future Funding: The Brompton School will be responsible for any additional costs to keep the program running (including fundraising and/or using instructional funds).

Recommendation

Administration recommends that the school board approve the request from the Brompton School for submission and implementation of the PLTW-Gateway grant in the amount of \$30,000 (\$15,000 year 1 and \$15,000 year 2) by the Brompton School.

Bethany Ormseth, Ed.D.
Interim Superintendent of Schools

William Haithcock
Interim Chief of School Leadership

Martin Pitts
Regional Coordinator of Leadership and Learning

Gina Greil
Interim Principal
The Brompton School

Fiscal, Facilities and Personnel Impact Statement

Title: **PLTW - Gateway**

Budget Year: **2022/23 -2023/24**

Department: **The Brompton School**

Budget Manager: **Gina Greil**

REQUEST

Approval from the Board of Education is requested to submit an Ardagh grant that will allow the school to implement a new Project Lead The Way "Gateway Program" at The Brompton School during the 2022-2023 and the 2023-2024 school years. This request will allow Brompton to spend \$13,147.73 on training and objects/supplies needed to during the first year of this program. At the end of the first year, Brompton will submit a second budget up to \$15,000 that is intended to support the 2023-2024 school year.

RATIONALE/ INSTRUCTIONAL FOCUS

Each Project Lead The Way module intentionally connects to Next Generation Science Standards (NGSS) as well as best practices in science education as outlined by the A Framework for K-12 Science Education, while also supporting individual state science standards. This ensures an unmatched experience, for students across the country, combining three-dimensional learning; activity-, project-, and problem-based (APB) instructional approach; real-world applied learning; and full coverage of NGSS performance expectations – all in one program.

IMPACT

The PLTW grant will provide funding to train teachers. The grant will also offer funding for capital and non-capital items/curriculum needed to offer the courses.

Students participating in the PLTW Gateway program will participate in at least one PLTW Gateway unit in the 2022-23 school year and two PLTW Gateway units in the 2023-24 school year

BUDGET IMPACT

Object Level	Descriptive	Amount
100's	Salaries	\$0.00
200's	Fringes	\$0.00
300's	Purchased Services	\$5,750.00
400's	Non-Capital Objects	\$5075
500's	Capital Objects	\$2,322.73

		\$0.00
	TOTAL	\$13,147.73

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

FUNDING SOURCES
Select Funding Sources:
Ardagh Grant (through PLTW)

Kenosha Unified School District
Kenosha, Wisconsin

March 22, 2022

REPORT OF CONTRACT IN AGGREGATE OF \$50,000

School Board Policy 3420 requires that “all contracts and renewals of contracts in aggregate of \$50,000 in a fiscal year shall be approved by the School Board except in the event of an emergency as determined and reported to the School Board monthly by the Purchasing Agent.”

The following contract/agreement has not been added to the Contract Management Database and is being presented for board approval. The Purchase/Contract Rationale is attached.

Vendor	Program/Product	Amount
CliftonLarsenAllen	This contract for the annual audit services is for three years with the option for another two years.	\$53,550.00

Recommendation

Administration recommends that the School Board approve the proposed contract with CliftonLarsenAllen, LLP

Bethany Ormseth, Ed.D
Interim Superintendent of Schools

Tarik Hamdan
Chief Financial Officer

Robert Hofer
Purchasing Agent

Lisa M. Salo, CPA
Accounting Manager

PURCHASE/CONTRACT RATIONALE

Per School Board Policy 3420, please complete the following to be attached to your purchase order/contract. Additional information may be required and presented before the District's School Board for approval. Your submission must allow for adequate time for the Board to approve.

Vendor: CliftonLarsonAllen, LLP

Purchased Good/Program: Professional Audit Services

Start Date/Date Needed: May 1, 2022

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

The purpose of the proposed purchase is to contract for annual audit services with an independent auditor for the fiscal years ending June 30, 2022, 2023, 2024 with renewal options for 2025 and 2026.

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

The Board of Education's (Location 801) local budget funds the cost of audit services. Please see Attachment A for total cost.

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

YES ☒ NO ☐ If no, please request an RFP packet

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

Wisconsin State Statutes require the District to have an annual audit performed in accordance accounting principles generally accepted in the United States of America, the standards set forth for financial audits in the U.S. General Accounting Office's (GAO) Government Auditing Standards, the provisions of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards and the State Single Audit Guidelines issued by the Wisconsin Department of Administration and Governmental Accounting Standard Boards Statements. Completion of this audit provides assurance that the District's financial statement information as of June 30th each year contracted for is fairly stated. The audit also provides transparency to stakeholders.

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

May 1, 2022 - Preliminary Audit planning and fieldwork begins.

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

Appropriate Leadership Signature  Date 2/28/22

Attachment A

CliftonLarsonAllen, LLP (CLA)						
	2022	2023	2024	2025	2026	5 Year Total
Financial Audit	\$31,100	\$32,000	\$33,000	\$34,000	\$35,000	\$165,100
Single Audit	\$12,900	\$13,300	\$13,700	\$14,100	\$14,500	\$68,500
Membership Audit, if required	\$7,350	\$7,600	\$7,800	\$8,000	\$8,200	\$38,950
Technology and Client Support Fee	\$2,200	\$2,265	\$2,335	\$2,405	\$2,475	\$11,680
Total	\$53,550	\$55,165	\$56,835	\$58,505	\$60,175	\$284,230

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KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, Wisconsin

March 22, 2022

**ADOPTION OF INSTRUCTIONAL MATERIALS
FOR ELEMENTARY SMALL GROUP INSTRUCTION**

Background

The Kenosha Unified School District Board of Education adopted Policy 6300, Curriculum Development and Improvement, which provides a timetable for the adoption of new curricular resources for each content area. Per the expectations stated for Phases 2 and 3 in the policy, the Selection and Field Test Teacher Teams, under the guidance of the coordinator of English language arts, met from January 2021 through February 2022 to complete the curriculum cycle for the selection of Elementary Small Group Reading instructional materials (Appendix A).

Philosophical Statement for English Language Arts

Kenosha Unified School District Elementary teachers believe that all students must have a variety of literacy opportunities in order to develop reading skills. Literacy opportunities are incorporated within whole group, small group, and individualized instruction. Small group instruction provides differentiated learning experiences that are at the student's reading level. The materials for small group instruction must include rich texts and tasks that promote reading accuracy and deep understanding and texts at a variety of levels that match the learning needs of students.

Materials for effective small group instruction include:

- Lessons anchored in a wide variety of texts that reflect the culture, age, and special interests of students.
- Resources that support teacher decision-making so that instruction is responsive to students' learning needs.
- Texts and teaching suggestions that match the developmental reading needs for each student.
- Systematic organization of texts that align with the continuum of phonics and comprehension skill development.

Rationale for Curriculum Update

This request to adopt and purchase elementary materials for small group instruction aligns with Phase 3 of the Curriculum Development Cycle in Kenosha Unified School District Board of Education Policy 6300: Curriculum Development and Improvement (Appendix B).

Instructional Materials Review Process

The instructional materials review process began in November 2020 with a Request for Purchase, resulting in nine responses from publishers. Based on the content of the proposals, seven programs were selected for an initial review, which was conducted January 2021 through March, 2021. The Selection Team analyzed feedback from teachers and principals and designed a rubric based on the analysis. The criteria were:

- Compelling texts
- Rich language that matches the text level
- Balance of fiction/nonfiction and genres
- Teacher lesson supports that included clear lesson steps and teaching points

Two programs were found to meet all of the criteria and were moved forward in the process for in-depth review. Prior to the end of the 2020-2021 school year, the coordinator of literacy reached out to elementary principals to select a teacher from their building to serve on the Field Test Team. The Field Test Team instructed small group reading instruction using the two programs September, 2021 through January, 2022. Field Test team members used the rubric designed by the selection team to evaluate each resource (Appendix C).

Information regarding resources from both finalists were made available to the public electronically from January 24, 2022 through February 4, 2022. Instructional staff, members of the Curriculum/Program Standing Committee, and community members were invited, via the Kenosha Unified School District media outlets to review the materials and provide feedback (Appendix D).

After the community review period was complete, the team reviewed the feedback collected from the community and Field Test Team. A consensus process was used to make the final selection.

As a result of the in-depth review process, which totals many hours of review, analysis and instruction, *Literacy Footprints* was selected as the primary resource for small group instruction. *Fountas and Pinnell Classroom* materials will be purchased to supplement in grades 3 and 5. Feedback from teachers and the community indicated the rich texts and variety of levels offered by *Fountas and Pinnell Classroom* at these levels would be beneficial additions to *Literacy Footprints*. Additionally, decodable readers, *Dandelion Readers*, were recommended for purchase for Kindergarten and Grade 1. These texts are needed for students learning letter names and sounds. *Literacy Footprints* (as well as *Fountas and Pinnell Classroom*) begin with

level A and there are students across our district who need a more basic level of text to support their reading skill development. These combined resources equip teachers with the materials necessary to fully implement the Common Core State Standards for Foundational Reading Skills in a manner that is coherent, engaging, and accessible to all learners.

Literacy Footprints and *Fountas and Pinnell Classroom* resources are currently used in numerous districts across the United States, including KTEC, Bose Elementary and EBSOLA—CA in the Kenosha Unified School District.

Instructional Materials Selected

As a result of the in-depth review process described in this report, the following teacher resources were selected (Appendix E):

MATERIALS SELECTED	VENDOR	GRADE LEVEL	COST
<i>Literacy Footprints</i>	Pioneer Valley	K-5	\$969,330
<i>Fountas and Pinnell Classroom</i>	Heinemann	Grade 3	\$28,875
<i>Fountas and Pinnell Classroom</i>	Heinemann	Grade 5	\$57,750
<i>Dandelion Reader</i>	Phonics Books Ltd	Kindergarten	\$25,220
<i>Dandelion Reader</i>	Phonics Books Ltd	Grade 1	\$31,200
Total	NA	NA	\$1,112,375

The Pioneer Valley and Heinemann materials provide an ideal combination of print materials and dynamic digital resources. The materials provide texts in a variety of genres and have a balance of fiction and nonfiction texts. Additionally, student responses have indicated the topics and characters in the texts are engaging. The materials support student learning by providing:

- **Systemic** Introduction of Texts to ensure students have access to an appropriate range of texts.

- Video Libraries that provide online professional learning and the resources teachers need for effective instruction.
- Differentiation Resources that provide a variety of resources to support the varying needs of students. These resources include supports for English Language Learners and students with special needs.

Implementation

Purchase of the resources will allow teachers to access the materials before leaving for the summer. Training will be provided to all classroom teachers, special education teachers and teachers of English as a Second Language. Teachers will attend one six-hour session on the date of their choice.

As part of the Implementation Plan, each school will select a Lead Teacher for Small Group instruction. This cadre works with the Literacy Office to support teachers with implementing the adopted materials.

DATES OF TRAINING	AUDIENCE	PROVIDER	COST
Teachers choose one: <ul style="list-style-type: none"> • June 24 • June 28 • July 15 • July 21 • August 2 • August 5 	Classroom Teachers Special Education Teachers ESL Teachers Coaches	KUSD staff	\$53,200
TBD	Lead Teachers for Small Group Instruction	Teachers College	\$8,280
Total	NA	NA	\$61,480

Elementary teachers will begin Phase 4 of the curriculum development process in September 2022. Throughout the school year, the Literacy Coordinator will work with lead teachers, instructional coaches, and principals to monitor the impact of the new instructional resources. The Phase 4 work will include:

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

Phase 5 of the curriculum review cycle will be conducted from September 2023 through June 2026. Phase 5 work includes monitoring the use of the curriculum with the following processes:

- Analyzing student work on the end-of-unit assessments
- Analyzing state assessment results
- Continuing professional learning and monitoring impact
- Evaluating the improvements made

Recommendation

Administration recommends that the Board of Education grant approval to purchase secondary English curriculum materials as outlined in the chart on page 3 of this report including Appendices, showing an estimated purchase cost of \$1,112,375 for materials and \$61,480 for teacher training.

Bethany Ormseth, Ed.D.
Interim Superintendent of Schools

Julie Housaman
Chief Academic Officer

Susan Mirsky
Coordinator of English Language Arts

ELEMENTARY READING SELECTION CURRICULUM COMMITTEE

The purpose of the Selection Curriculum Committee is to review all resources submitted through the RFP process and select two resources for the Field Test Team instruct.

Name	Position
Wendy Tindall	Regional Coordinators of Elementary Leadership and Learning
Martin Pitts	Regional Coordinators of Elementary Leadership and Learning
Amy Riedlinger	Principal, Pleasant Prairie
Kathy Walsh	Principal, Jefferson
Joseph Sellenheim	Principal, Grewenow
Elizabeth Beere	Instructional Coach, Brass
Rachel Conran	Instructional Coach, Grant
Sarah Yee	Instructional Coach, Somers
Mary Limbach	Teacher Consultant for Reading and Social Studies
Susan Mirsky	Coordinator of Literacy

ELEMENTARY READING FIELD TEST CURRICULUM COMMITTEE

The purpose of the Field Test Curriculum Committee is to instruct both recommended resources and determine, based on teacher and student feedback, the resource to purchase.

Name	Position
Bertha Felland	Bose, Kindergarten Teacher
Sandra Fonk	Brass, First Grade Teacher
Jessica Roscioli	Curtis Strange, Grade 5
Julie Griesemer	EBSOLA-CA, Grade 2 Teacher
Emily Lawler	Forest Park, Kindergarten Teacher
Autumn Cutler	Frank, Grade 3 Teacher
Stephanie Hill	Grant, Grade 2 Teacher
Meaghan McKinnon	Harvey, Grade 5 Teacher
Krystie Zera	Jefferson, Grade K Teacher
Anita Galusha	Jeffery, Grade 2 Teacher
Kimberly Schmitt	Nash, Grade 3 Teacher
Emily Gabriel	Pleasant Prairie, Grade 3 Teacher
Heidi Larson	Prairie Lane, Grade 3 Teacher
Sara Conti	Roosevelt, Grade 1 Teacher
Lisa Dresen	Somers, Grade 4 Teacher
Katy Wagner	Southport, Grade 3 Teacher
Dawn Biernat	Stocker, Grade 2 Teacher
Susan Marstellar	Vernon, Grade 2 Teacher
Sarah Weber	Whittier, Grade 1 Teacher
Jessica Mishleau	Wilson, Grade 3 Teacher
Julie Cholak	Dimensions of Learning, Instructional Coach

POLICY 6300

CURRICULUM DEVELOPMENT AND IMPROVEMENT

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

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

A cyclical curriculum development process for all fields of study will provide a comprehensive evaluation of course content, an inclusive curriculum development process, a thoughtful implementation, revisions based on data, and time for program effectiveness to be realized. The cyclical curriculum development process includes three phases encompassing seven years of work. In Phase 2 the curriculum design team will determine the curriculum resources and professional learning needs that are critical to advance the curriculum development process to Phase 3. A budget assumption will be brought to the school board for approval annually during Phase 2.

Recommendation for additions or deletions to the established curriculum shall be reviewed by the chief academic officer and provided to the superintendent of schools and School Board for approval.

LEGAL REF: Wisconsin Statutes

Sections 118.01 (Educational goals and expectations)

118.30 (Pupil assessment)

120.13 (School board powers)

121.02(1)(k) & (L) (Sequential curriculum plan and instruction)

Wisconsin Administrative Code

PI 8.01(2)(k) & (l) Curriculum and Instruction

CROSS REF: 6100, Mission, Vision, Core Values and Strategic Goals

6310, Elementary School Curriculum

6610, Selection of Instructional Materials

6620, Library Resources

Board-Adopted Academic Standards

AFFIRMED: September 24, 1991

REVISED: November 8, 1994

October 13, 1998

January 29, 2002

December 20, 2011

June 25, 2013

December 15, 2015

August 27, 2019

July 27, 2021

RULE 6300
CURRICULUM DEVELOPMENT AND IMPROVEMENT



CURRICULUM IMPLEMENTATION FRAMEWORK



Adapted from Instruction Partners Curriculum Support Guide

Teaching and Learning
April 2021

SMALL GROUP READING MATERIALS RUBRIC

Directions for Using the Rubric

1. Study the student books and lesson cards. Evaluate the texts based on the questions for each criteria.
2. Randomly skim through the text set or Teacher Guide to determine “bigger picture” items such as the number of fiction and nonfiction books.
3. Add notes to the comments which may include N/A when something isn’t present, +, or brief note about strength or weakness in an area.
4. The “Criteria Met” column summarizes your findings. Answer YES or NO
5. When you have finished the checklist, complete the TEAM SUMMARY located above.

Criteria	Locate Evidence	Comments	Criteria Met?
The texts are compelling. Topics of texts are interesting and main characters are diverse	Are characters and setting relatable and interesting? Is the language of the text authentic, and rich while also matching the criterion of the level? Are there a balance of fiction and nonfiction texts? Variety of genre? Do nonfiction texts contain text features and structures appropriate to the grade level?		
The lesson plan cards reflect high quality teaching moves.	**Are the lesson plan cards structured for guided reading instruction? Are the cards easy to follow? Is there guidance for pacing--for example, how many days to read the book. Is there a guide for how much time to spend in each part of the lesson plan? Does that time reflect *Is word study robust and accurately reflects the skills within that level? ***Are the questions for comprehension rigorous? Are there assessment recommendations (e.g., how to assess, what to look for, ideas for responding)?		
Other discoveries, questions			

SUMMARY

Complete this part after you have completed the Checklist on the next page.

We reviewed:	
This program	<p>() did or () did not meet the criteria.</p> <p>List rationale for recommendation below:</p>

C

TERMS AND THEIR MEANINGS

*Robust Word Study Includes

- [Phonics Continuum](#)
- F/P Text Characteristics
- Sight word practice (is there a routine?)
- Work with magnetic letters
- Beginning at Level K, word study touches on morphology (E.g. “Point to the suffix.”)
- Phonics skills are on grade level (E.g. Study silent letters or diphthongs at Level L: *enough*)

**Guided Reading Structure

- Word Study: Sight words are reviewed and/or a phonic skill is reviewed
- The teacher introduces the text
- Students read the text and the teacher coaches students
- There is an opportunity for students to discuss the text
- The teacher instructs a specific teaching point

***Rigorous Comprehension Questions

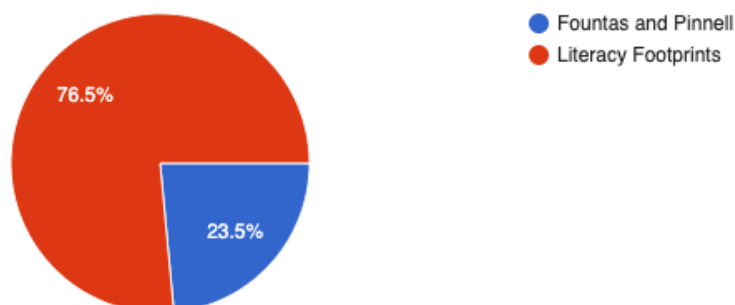
- Questions reflect “right there/within” questions. (Literal questions)
- Some questions go beyond the text (Inferential questions)
- A few questions address “thinking about the text” and call for students to analyze and critique the text.

Small Group Field Test Feedback

School Responses

My selection for Guided Reading Text at my level is...

17 responses



School Responses – Comments from Field Test Team

For my grade level, I felt that each activity on the card was able to purposefully and effectively serve my students and their learning. I also really appreciated the comprehension cards with this program! Lastly, my students were very engaged in the texts that we read.

First, I feel that LF is very concise and is very focused on its teaching points. Second, my students enjoyed LF stories more than they enjoyed F&P, and I feel that engagement is a huge factor in success. Last, the prompting guide that comes with the LF kit is much easier to follow and less wordy than the F&P prompting guide. I could make a quicker decision while working with students in groups.

Literacy footprints may have way less books, but cheaper and could purchase more kits. Literacy footprints very engaging and students loved the texts. Explicit phonics skills especially snap words. Less overwhelming and more interactive for the kindergartners. Easy for subs to pick up.

- Teachers can have their own kit in their classroom. This makes it easy and accessible.
- For students and teacher it is broken down into important concepts. (comprehension, word work, and writing) It all connects together.
- Literacy Footprint cards are easy to follow when dealing with guided reading groups.

The lesson ideas had many and various ways to teach lessons to enrich the learning. The texts seemed to keep the readers attention and draw them back over the course of a couple of days instead of being something that they were ready to be done with. I feel that this kit is new and fresh and will draw teachers into it, especially with training to get them jump started.

As I not only looked at this adoption for my building, I looked at it as a whole district and the varying needs in every building. I am fortunate to be in a building with a wealthy bookroom supply in which I would only gain from either program. I looked at the number of books available for each grade level, etc. For some buildings, the more choices, the better.

The lessons are easy to follow and implement. The pace is appropriate. The materials are purposeful and kid friendly. The texts are engaging for the students. I would find it easier to have my own kit to work with and the costs of this program lend themselves to that possibility

I like how the lesson cards are easy-to-follow and that a substitute teacher could pick up and use these to continue learning in the classroom. I also like how different these materials are; the F&P materials seem very similar to LLI, which we already have. The books in both programs are lovely, but I enjoyed the books from Literacy Footprints a little bit more.

- teacher cards were very user friendly (sub friendly). They had many great components to them in a nice concise order. They were easily used to teach and keep the lesson running smoothly.
- I LOVED the comprehension piece. The cards were amazing and the kids liked having a take away to help them with their responses. The comprehension pieces varied enough that the students didn't get bored with them. I used the cards with other groups- ones that weren't even using Literacy Footprint books!
- The books were so engaging! The kids liked how they related to each other and they could make connections. The paired selection books were so great.
- I like that it is similar enough to F&P and LLI so that implementation wont be hard but I think a new approach and new program might be a nice breath of fresh air for teachers. It would also be nice for students who are doing LLI in intervention to have something different in guided reading time.

-ease of use (on a daily basis, but also for others who may be working with students), -great texts--students were engaged, -prompting guide was helpful, -I didn't feel overwhelmed with the content of the lessons.

The lessons in this program offer more decisions and choices to be able to differentiate according to the needs of our students. I understand some thought there was too much info but not all of it needed to be used. This extra info gave the ability to spread the lesson across a few days, cementing the students' understanding when needed.

This program also flows perfectly with our F&P benchmarking kits. The way in which the comprehension questions were asked and having students go "beyond the text" for example helped students know what to expect. Having running records available for each text was also an amazing resource. These books were a good representation of our student population and they were able to connect to the stories and stay very engaged. The amount of books that come with each kit and the range of levels is also a huge plus even if we are sharing between grades. Also being able to purchase one level of books as a resource vs having to get a whole grade level kit.

*More copies available at each level

*Second grade covers a wider span of levels for F&P (E-P), where as Literacy Footprints only offers F-N.

*Even though sharing would be necessary, it would be nice to easily access books from other grade levels.

We do have a wide range of levels in second grade, so we definitely would need to easily access books that are A-D.

*I believe that the transition would be more seamless since many of our teachers have the F&P background.

The books were very engaging with excellent illustrations. The teacher cards were easy to follow. I have been with F&P products for a long time, it is time for something new!

I have selected Literacy Footprints for a few reasons... To begin, I find the lesson cards to be simple to understand. Coming from a place of someone who has struggled with guided reading in the past, the lesson cards bring simplicity and confidence when teaching small groups. Additionally, I believe my colleagues will find comfort in the simplicity of the cards. I also find the rigor of the text is higher in the Literacy Footprints texts as opposed to F+P. Finally, I enjoy the comprehension cards. I find that discussion isn't so monotonous rather it brings an added piece of excitement- a different comprehension activity instead of the repetitive discussion questions.

I followed the card which were helpful and the books kept the students interest each time we met. The titles were very informative in both fiction and non-fiction. The comprehension cards were a great hands on resource along with the writing books.

1. Texts were amazing and loved by the children. Students were highly engaged.
2. Lesson cards were well thought out and easy to manage and follow.
3. This program kept up the rigor.

The detailed teacher guides not only covered a lot to guide teachers with all ranges of experience but continual exposure to lessons will enrich the teachers literacy knowledge with info about "within, beyond, and about" text for each book. Running records are available for any book. F&P's Running Records are more in depth and farther reaching than LF's RR's.

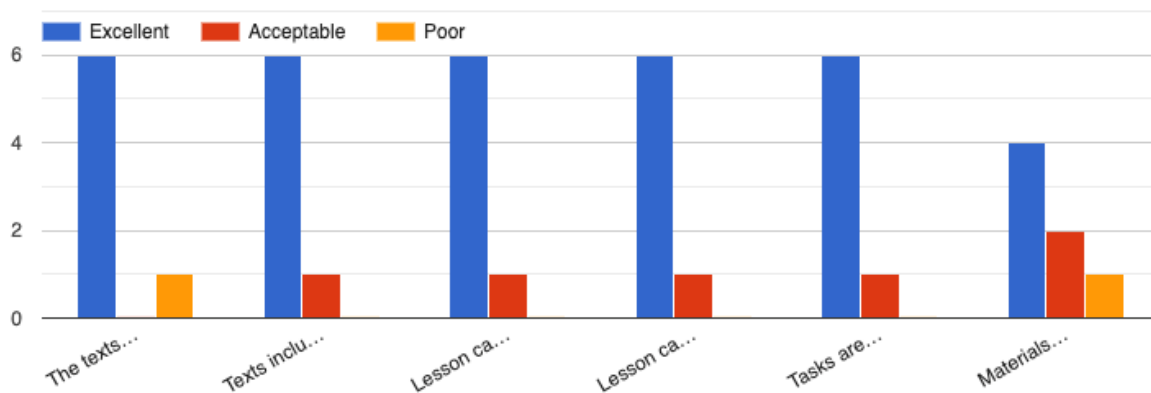
Community Feedback

Review of Literacy Footprints

The information on the chart represents the responses to the following questions.

Please rate the Literacy Footprints resources on the following criteria:

- The texts are engaging and offer a variety of topics and diverse characters as well as authentic stories.
- Texts include a balance of fiction and nonfiction texts.
- Lesson cards provide teachers with strategies for meeting the needs of a range of learners.
- Lesson cards provide instructional support to help teachers scaffold lessons so that students move forward in their reading.
- Tasks are embedded that develop important areas of reading: phonics, reading strategies, and comprehension.
- Materials offer support for special student populations: English Learners, Students with Disabilities, etc.

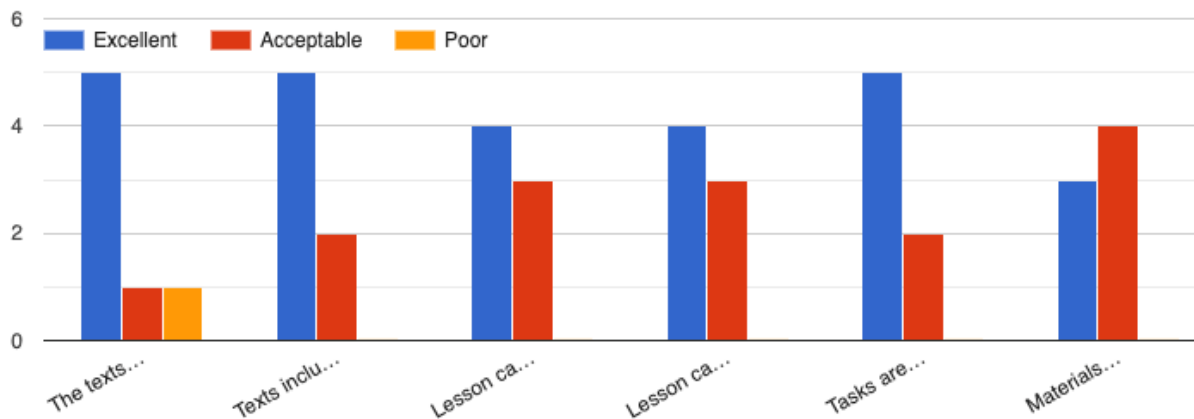


Review of Fountas & Pinnell

The information on the chart represents the responses to the following questions.

Please rate the Fountas & Pinnell resources on the following criteria:

- The texts are engaging and offer a variety of topics and diverse characters as well as authentic stories.
- Texts include a balance of fiction and nonfiction texts.
- Lesson cards provide teachers with strategies for meeting the needs of a range of learners.
- Lesson cards provide instructional support to help teachers scaffold lessons so that students move forward in their reading.
- Tasks are embedded that develop important areas of reading: phonics, reading strategies, and comprehension.
- Materials offer support for special student populations: English Learners, Students with Disabilities, etc.



Community Comments

Literacy Footprints provided window dressing only to diversity.

It was not clear to me if the materials offer support for special student populations. From the sample material provided, Literacy Footprints seems more robust with more variety of texts - but this may just be because LF provided more samples than Fountas & Pinnell.

I prefer the Literacy Footprint collection. The teacher cards include a writing component and comprehension questions right at the teachers fingertips.

Literacy Footprints gets my vote. Kids love it!

The Footprints program teacher cards are more teacher friendly and visual. The layout of the cards makes it more efficient for teaching. The visuals on the cards and the layout of the cards makes it easier to provide to a guest teacher (substitute) to teach in order to keep the continuity of the reading lessons going in the event of a teacher absence.

The Literacy Footprints instruction card appears to be more concise and therefore more user friendly while still incorporating all the necessary components of guided reading.

As a parent and educator in our district, I find both programs to be of great quality with a lot of research to support them. I know the committees spend many hours aligning standards and resources to best support our diverse learners.

F&P has been a cornerstone for benchmarking and instructional support for many years, and their Guided Reading program will align perfectly with the structures and interventions already in place.

Literacy Footprints and Pioneer Valley Books are also a very reputable option. Their programs are easy to follow and scaffold very well for students as they grow through their elementary years.

My only recommendation is that either program that is chosen becomes the universal standard for benchmarking, formative assessment, and instruction. We have greatest fidelity and student growth when teachers and students work with one, cohesive pathway in literacy instruction.

For instance, when using F&P in tandem with RAZ Kids online, the leveling is not equivalent, causing teachers to have to check a correlation chart to be sure they are "translating" between the programs. This leads to inconsistency and user error; whereas, one, consistent pathway encourages consistency and sustainability.

If Literacy Footprints is selected, I would recommend a consistent expectation across buildings for Fountas & Pinnell benchmarking and resources to be deemed as supplemental only. The Literacy Footprints framework should fully replace any existing F&P structures if the Guided Reading program is selected.

If Fountas & Pinnell is selected, it will be second nature for students and staff, as the language and expectations are already concretely understood at the elementary level.

PURCHASE/CONTRACT RATIONALE

Per School Board Policy 3420, please complete the following to be attached to your purchase order/contract. Additional information may be required and presented before the District's School Board for approval. Your submission must allow for adequate time for the Board to approve.

Vendor: Pioneer Valley

Purchased Good/Program: Literacy Footprints

Start Date/Date Needed: June 1, 2022

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

Literacy Footprints will be the primary resource for small group instruction for K-5 students. Small group instruction provides differentiated learning experiences that are at the student's reading level.

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

\$969,330.00

Funding Source: Teaching and Learning Curriculum Adoption budget

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

YES ☒ NO ☐ If no, please request an RFP packet

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

The requested resources equip teachers with the materials necessary to fully implement the KUSD Literacy Standards in a manner that is coherent, engaging and accessible to all learners.

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

June 2022 for teacher training and September 1, 2022 for use with students.

Your response does not establish approval of either a contract or a purchase order.
Appropriate Leadership Signature Julia Hakama Date 3-10-22

PURCHASE/CONTRACT RATIONALE

Per School Board Policy 3420, please complete the following to be attached to your purchase order/contract. Additional information may be required and presented before the District's School Board for approval. Your submission must allow for adequate time for the Board to approve.

Vendor: Phonics Books Ltd.

Purchased Good/Program: Dandelion Reader

Start Date/Date Needed: June 1, 2022

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

Dandelion Reader will be purchased for Grades K-1 as a supplement to Literacy Footprints that will support students learning letter names and sounds.

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

Grade K - \$25,220
Grade 1 - \$31,200

Funding Source: Teaching and Learning Curriculum Adoption budget

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

YES ☒ NO ☐ If no, please request an RFP packet

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

The requested resources equip teachers with the materials necessary to provide students who need a more basic level of text to support their early reading development.

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

June 2022 for teacher training and September 1, 2022 for use with students.

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

Appropriate Leadership Signature Julie Annunzio Date 3-18-22

PURCHASE/CONTRACT RATIONALE

Per School Board Policy 3420, please complete the following to be attached to your purchase order/contract. Additional information may be required and presented before the District's School Board for approval. Your submission must allow for adequate time for the Board to approve.

Vendor: Heinemann

Purchased Good/Program: Fountas and Pinnell Classroom

Start Date/Date Needed: June 1, 2022

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

Fountas and Pinnell Classroom will be purchased for Grades 3-5 as a supplement to Literacy Footprints to provide a wider variety of reading levels.

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

Grade 3 - \$28,875.00

Grade 5 - \$57,750.00

Funding Source: Teaching and Learning Curriculum Adoption budget

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

YES ☒

NO ☐

If no, please request an RFP packet

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

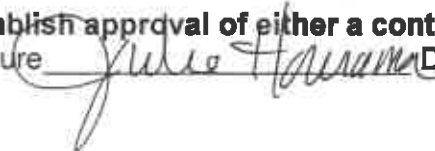
The requested resources equip teachers with the materials necessary to fully implement the KUSD Literacy Standards in a manner that is coherent, engaging and accessible to all learners.

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

June 2022 for teacher training and September 1, 2022 for use with students.

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

Appropriate Leadership Signature



Date 3-18-22

Kenosha Unified School District

Kenosha, Wisconsin

March 22, 2022

Employee Handbook: Revision 2022-23

BACKGROUND

The 2022-2023 Employee Handbook is the eighth edition. The handbook revisions noted are clarification on current language, grammatical and formatting corrections, and alignment with current policy.

After an initial review by the Human Resources team of the 2021-22 Employee Handbook for necessary corrections and updates, the proposed revisions were provided to all District employees for feedback via a Google Survey. The feedback was evaluated by the Human Resources and Leadership teams and applicable corrections and updates made to the document. The following are the administrative recommended changes and/or additions for the 2022-2023 Employee Handbook:

COVER

- Updated to reflect 2022-23 school year.

INTRODUCTION (P. 6)

- “District” has been updated to “Kenosha Unified School District, hereafter referenced as the District.”
- “Board of Education” has been updated to “hereafter referenced as the Board.”

Disclaimer Statement (p. 6-7)

- Paragraph one: The term “KUSD’s” updated to “the District’s.”
- Paragraph three: The term “Human Resources Department” has been updated to “Office of Human Resources.”
- Paragraph six: The term “Board of Education” has been updated to “the Board.”
- Paragraph seven: The term “Board of Education” has been updated to “the Board.”

Common Terms and Definition (p. 7)

- Bulleted term Benefit eligible: Updated language to align with 2022 benefits eligibility requirement of 30 hours weekly.
- Bulleted term Non-exempt employee: “Fair Labor Standards” updated to FLSA as acronym is introduced in prior bulleted term.
- Bulleted term Part-Time employee: This term is removed to align with 2022 benefits eligibility requirement.

- Bulleted term Part-time temporary/seasonal employee: Updated to indicate employee type as Part-Time/Temporary/Seasonal employee.
- Bulleted term Workweek: “FMLA” updated to introduce acronym “Family and Medical Leave Act (FMLA)”

Management Responsibilities and Employee Expectations (p. 7-8)

- Paragraph two: “Kenosha Unified School District” updated to “the District”

SECTION 1: EMPLOYMENT (P. 9)

Anti-Harassment (p. 9-11)

- Bulleted list: Corrected formatting by removal of capitalized first letters, in alignment with Policy 4111
- Last paragraph (p. 11): Added language in alignment with Policy 4111:
 - Staff members are prohibited from knowingly making false statement or knowingly submitting false information to any report, complaint, investigation, or informal or formal resolution process undertaken in relation to the acts of harassment.

Use of Telephone/Mobile Phones/Pagers (p. 11-12)

- Updated to remove term “Pagers” from heading.
- Paragraph two:
 - Added “or District telephones”
 - Updated language by removing “and pagers”
 - Updated pronouns to gender non-specific.
- Paragraph four: Removed “or pager”

School Year/Hours of the Day/Workday (p. 17)

- Removed website address “at <https://www.kusd.edu/>”

Staff Reporting Requirements (p. 17-19)

- Updated language to align with Policies 3643 and 6210

Facility Visitors (p. 20)

- Added item five: Comply with site-specific check in procedures.

SECTION 2: COMPENSATION (P. 21)

Base Pay (p. 21)

- Updated “KUSD” to “the District”

Job Classifications (p. 21)

- Updated “KUSD” to “the District”

Payroll (p. 21)

- Updated “KUSD” to “the District”

Direct Deposit (p. 21)

- Updated “KUSD” to “the District”

Employee Intranet (p. 21)

- Updated Kenosha Unified School District to “the District”
- Updated pronouns to gender non-specific.

Payroll Deduction (p. 22)

- Introduced acronym TSA as “Tax Sheltered Annuity”

Tax Deferred Investments (p. 22)

- Small change to wording in first paragraph for clarity.

SECTION 3: EMPLOYMENT CHANGES (P. 24)

Employee Evaluations (p. 25)

- Updated language to align with Policy 4380

SECTION 4: EMPLOYEE BENEFITS AND GENERAL LEAVES (P.26)

Vacation Days (p. 26-27)

- Updated dates for more applicable example regarding vacation proration.
- Update language to indicate “Employees will be required to use all accrued sick and vacation balances for any absences from the District before being allowed to elect unpaid time off.”
- Last paragraph: Updated language to refer to Secretary as Administrative Support Professional.

Personal Days (p. 27)

- Small change in wording for clarity of process.

Sick Days (p. 28)

- Paragraph one: Added clarification of definition of sickness and usage of sick days.
- Paragraph two: Removed “benefit-eligible” reference for sick days, and updated second sentence “sick leave” to “sick days” for consistency of term usage. Added “Employees will be required to use all accrued sick and vacation balances for any absences from the District before being allowed to elect unpaid time off.”
- Paragraph four: Removed “domestic partner” from definition of immediate family, and removed usage of sick time for other individuals.

Bereavement (p. 29)

- Added “stillborn child” to bereavement eligible immediate family, removed “domestic partner”
- Added clarification of usage of bereavement days within six months of individual’s passing.

Family and Medical Leave Act (FMLA) (p. 29-31)

- Added FMLA acronym for clarity of reference in section.
- Updated Kenosha Unified School District to “the District”
- Number five: Added language to reflect current process, and to contact Human Resources to discuss possible accommodations prior to returning to work.
- Number seven: Added language outlining requirement to use all paid time off balances before being allowed to elect unpaid time off. Added * to refer reader to end of section to outline Wisconsin and Federal FMLA rights and the usage of paid and unpaid time off.

- Number eight: Updated language to reflect “elected benefits”
- Number nine: Updated language to reflect limit of 12 weeks of FMLA.
- Number ten: Updated language to reflect current process regarding recovery of premiums.
- Removed Cross Reference to Board Policy 4280.

Child Rearing Leave (p. 32)

- Updated language to reflect “unpaid” leave.

Non-FMLA Medical Leave (p.32-33)

- Removed term “Unpaid” and added term “Non-FMLA” to differentiate from FMLA medical leave.
- Updated language for clarity of process for Non-FMLA eligible medical leave to include employee is required to use all accrued paid time off

Tuition Assistance (p. 35)

- Capitalized “District”

Light duty – Other (p. 36)

- This section eliminated as duplicative to the information added to Family and Medical Leave Act (FMLA) section, number five Intent to return to work (reference page 29).

SECTION 5: CONDITIONS OF EMPLOYMENT (P. 38)

Required Transcripts, Certification and Medical Documentation: Certified Staff (p. 38-39)

- Added number seven: 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.
- Added number eight: Employee must pass the criminal background check during the hiring process.

Drug Testing: Reasonable Suspicion (p. 43)

- Added Reference: Board Policy 4221

Tobacco and/or Vaping Device Use on District Premises (p. 43)

- Updated heading to align with Policy 1310.

Mandatory Training (p. 44-45)

- Updated training examples to align with current requirements.

SECTION 6: EMPLOYMENT SEPARATION (P. 46)

Employee Resignation/Retirement (p. 46)

- Added language to align with process.

Teacher Resignation Forfeiture (p. 46)

- Updated pronouns to gender non-specific.

Medical Leave Separation (p. 46)

- Removed term “unpaid” to align with Medical Leave usage.

Job Abandonment (p. 47)

- Updated language for clarity of process.

- Updated pronouns to gender non-specific.

SECTION 7: EMPLOYEE CONDUCT, CODE OF ETHICS AND DISCIPLINARY ACTION (P. 48)

General Rules of Conduct (p. 48)

- Removed website information “kUSD.edu/board_education/school_board_policy” and added “the District website”.
- Number one: Updated language to encompass “any and all” records and to include FMLA.
- Number six: Updated language to include “non-prescribed” drugs.

Employee Discipline (p. 49-50)

- Added reference to Policy 4270.

Progressive Discipline/Termination Procedures (p. 50-51)

- Step three: The term “Human Resources” has been updated to “Office of Human Resources.”
- Step three: Capitalized “Superintendent”
- Step four: Updated language for clarity of process. The term “Human Resources” has been updated to “Office of Human Resources.” Capitalized “Superintendent”.

Employee Complaint (Grievance) Procedure (p. 51-54)

- Step three, letter D Impartial hearing: Capitalized “Superintendent”

Anti-Graffiti (p. 55-56)

- Updated language to reflect “document” as the Employee Handbook is not a policy.

EMPLOYEE ACKNOWLEDGEMENT (P. 56)

- Paragraph one: Updated language to “District”

ADMINISTRATION RECOMMENDATION:

Administration recommends the Board of Education approve the 2022-23 Employee Handbook with the changes and/or additions noted above.

Bethany Ormseth, Ed.D.
Interim Superintendent of Schools

Kevin Neir
Interim Chief Human Resources Officer



KENOSHA UNIFIED
SCHOOL DISTRICT

EMPLOYEE HANDBOOK

2022-23

DRAFT

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INTRODUCTION

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

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

Disclaimer Statement

This Handbook was developed to describe ~~KUSD's~~ **the District'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 their supervisor or the **Office of 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 provisions 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 their 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 their 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 their 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 Definition

- **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~~ **works 30 hours weekly** 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 **Family and Medical Leave Act (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 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~~ the 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 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, unless such accommodations would impose an undue hardship on the District.

Any applicant or employee who believes they have 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 and 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 of similar unacceptable activities that could be 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:

- **p**Physical or mental abuse;
- **o**Offensive or derogatory comments to any person, either directly or indirectly, based on the person's membership in any protected class;

- ~~i~~nsults or slurs based upon a person's real or perceived legally protected characteristics including age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, use or nonuse of lawful products off the employer'
 - o employer's premises during non-working hours, declining to attend a meeting or to participate in
 - o any communication about religious matters or political matters, transgender status, gender
 - o expression, gender identity and gender nonconformity or any other basis protected by law;
- ~~U~~nwelcome sexual advances, propositions, invitations, solicitation and flirtations;
- ~~K~~issing, patting, pinching, touching, or other unwelcome physical contact;
- ~~H~~arassing behavior toward a subordinate staff member, regardless of whether such conduct creates a hostile work environment;
- ~~D~~emands for sexual favors, accompanied by implied or overt promises of preferential treatment and/or threats that concerning an individual's employment or academic status may be adversely affected;
- ~~c~~onsensual sexual relationships that lead to favoritism of a subordinate staff member with whom the supervisor is sexually involved and where such favoritism results in an adverse employment action for another staff member or otherwise creates a hostile work environment;
- ~~s~~exual comments about a person's body dress/appearance, jokes, or innuendos, sexually degrading language, unwelcome suggestive or insulting sounds or whistles;
- ~~d~~isplay of sexually offensive materials, objects, literature audio recordings or videos in the work environment that are not curriculum relates;
- ~~s~~ex-oriented name-calling or bullying;
- ~~i~~nappropriate staring at another individual or touching of their clothing, hair, or body;
- ~~a~~sking personal questions about another individual's sex life or sharing remarks about one's own sexual activities or sexual history;
- ~~r~~epeatedly asking out any person who has stated that they are not interested; obscene telephone calls, text messages, or social media postings;
- ~~c~~ommunicating with students and/or parents/guardians via email, text message, websites, social media, or visiting their home for non-educational purposes;
- ~~g~~iving gifts, money, or showing preferential treatment to students for no legitimate educational purpose;
- ~~s~~howing or watching pornography in the work or educational environment;
- ~~i~~nappropriate boundary invasions of personal space or personal life; and
- ~~n~~on-sexual questions or comments about a person's body, genitals or anatomy.

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 they have 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. **Staff members are prohibited from knowingly making false statement or knowingly submitting false information to any report, complaint, investigation, or informal or formal resolution process undertaken in relation to the acts of harassment.**

Legal Reference:

Wisconsin Statutes Sections

111.31-111.395 (Fair employment standards- employment discrimination)

118.195 (Handicapped teacher discrimination)

118.20 (teacher discrimination, including sexual harassment)

Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972 (Race, color national origin discrimination; general employment discrimination)

Title IX, Education Amendments of 1972 (Sex Discrimination)

Section 504, Rehabilitation Act of 1973 (Handicap discrimination)

Age Discrimination Act of 1975 (Age discrimination)

Age Discrimination in Employment Act of 1967 (Age Discrimination)

Pregnancy Discrimination Act (Pregnancy, childbirth or related medical conditions discrimination)

Immigration Control and Reform Act of 1986 (Citizenship discrimination)

Americans with Disabilities Act of 1990, as amended by the ADAAA (Disability discrimination)

Civil Rights Act of 1991 (Penalties for discrimination law violations)

Equal Employment Opportunities Commission Guidelines (29 C.F.R. – Part1604.11) (Employee sexual harassment)

Cross reference:

Board Policy 4110 – Equal Employment Opportunity and Affirmative Action Employee

Reference:

Board Policy 4111

Use of Telephone/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 **or District telephones and pagers** while supervising students during work hours unless pre-approved by ~~his or her~~ **their** supervisor. Employees are allowed to make personal calls on their personal cellphones when not supervising students.

Employee 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 hand-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 their 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 recordings. 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, mobile device, 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 computer 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. All staff are to relinquish any and all KUSD owned devices upon separation from KUSD employment. Any shared media (i.e. Google files) that are the product of employment should have ownership and rights transferred to an assigned KUSD staff member prior to separation.

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 following rules for maintaining and securing District property and resources.

- Employees are prohibited from sharing their password for any electronic communication accounts that are issued under their name. Employees may, however, share their password with a member of the IT staff, if necessary. In that case, the employee shall change his or her password immediately after the IT staff member has completed all support.
- Employees must maintain a password for accounts and change passwords periodically as directed by the District.
- Any computer or similar device should be secured whenever it is not in use by invoking the password on the computer and/or logging off the device. Leaving a computer open or logged in while away enables others to potentially access e-mail and other sensitive files; and all District technology should be physically secured according to standards set by the building administrators or their designees when not in use.
- 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.
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).
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 the KUSD Asset Manager system. A virtual private network (VPN) solution allows staff to work on their district assigned device outside of the KUSD network. This scenario ensures proper security and access to internal resources for job responsibilities. Staff that utilize a VPN will be filtered and protected as if they were physically operating behind the KUSD firewall.
- Employees who use District equipment off District premises will accept full and unconditional responsibility for any equipment damage or loss and will reimburse the District within a reasonable time for the applicable repair/replacement cost. Further, the responsible party agrees to hold the District harmless for damages caused to any individual or others by the use of this equipment.
6. **Personal use of the District's electronic communication system:** Incidental and occasional personal use of the District's electronic communication system is permitted, but such use is subject to this policy. Personal use of technology must be limited to break time and time outside the workday. Personal use must not interfere with student instruction, the performance of an employee's job duties or District business. Employees shall not use their District email address for personal commercial purposes. Employees may connect personal technology devices to the District's network, as long as this does not interfere with the operation, integrity or security of the District's network. The District is not responsible for the safety or security of personal technology devices or

the software on them that employees choose to bring into the District. The District does not provide technology support for personal devices.

7. **Personal/off-duty use of social media and personal web pages:** Even if an employee is off-duty and not using the District's electronic communication system, an employee's personal use of technology or social media may be subject to this policy and regulated by the District if: the employee chooses to identify themselves 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 their designee, employees shall not represent themselves as a spokesperson for the District or create or post content to a personal/non-authorized website that purports to be an official/authorized website of the District. Employees shall not use their District email address to register for a personal social media account and shall not post photos of students or other personally identifiable confidential student information on personal pages and/or sites without the written consent of the adult student or the minor student's parent/guardian.
8. **Electronic communication with students:** Employees shall use their District email address when communicating with students. Unless authorized to do so by the superintendent or their 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). Staff have KUSD approved communication options for authorized use. Staff provided email and resources should be used as the communication portal for interacting virtually with students. Guidance, training and support for currently available technologies and future utilities will be shared and integrated when possible.
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. **The District's website/social media pages:** The superintendent or their designee reserve the right to approve content posted on the District's website and social media pages. All school-level web editors must communicate with the District web specialist for information and assistance. The editors are responsible for ensuring accurate information is shared by maintaining the website and requesting updates be made by the web specialist. The social media administrators are responsible for ensuring accurate and timely information is shared 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.

11. The staff directed use of digital applications: Educators need to be aware of how data privacy, confidentiality and security practices affect students. When engaging with online educational service providers, educators must review the privacy policies prior to having students create accounts in selected applications. The Children's Online Privacy Protection Act (COPPA) governs online collection of personal information from children under age 13. Educators can act in the capacity of a parent to provide consent to sign students up for online education programs that are COPPA compliant at the school for the use and benefit of the school, and for no other commercial purpose.

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 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 <https://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.

Emergency Closings

In the event the District is switched to virtual, 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.

Reference: Board Policy 3643

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 their~~

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.

Only the Superintendent of schools and/or their designee is authorized to close school buildings or shift to a fully virtual learning environment due to inclement weather and/or intermittent emergency/crisis situations. If the decision to close buildings or shift to fully virtual learning is made, a public announcement will be made via various platforms no later than 5:30 a.m. unless emergency circumstances require otherwise. In the instance of long-term situations, such as a pandemic, decisions regarding closures and/or learning adjustments shall include board discussion and action.

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

The superintendent reserves the right to close the District for all students and staff if deemed necessary.

FOUR PROCEDURES TO LOOK/LISTEN FOR

Unless notified otherwise, Procedure 1 is in effect. Nothing prevents the district from enacting any of the procedures below on a case-by-case basis if impending emergencies/crises are isolated to individual schools/buildings.

- Procedure 1: All schools in KUSD will be open today. Students and personnel are expected to attend.
- Procedure 2: All schools in KUSD will open two hours late, and school buses that transport students will be running approximately two hours late. There will be no a.m. or p.m. early childhood, speech impact or 4K classes.
- Procedure 3: All schools in KUSD will be shifted to a fully virtual learning environment; no students are expected to physically report to buildings but must attend classes virtually from home in order to be marked present for the day. This may be implemented on a case-by-case basis if isolated to individual schools/buildings. The Kenosha Senior Center will be closed.
- Procedure 4 (reserved for extreme emergency situations): All schools in KUSD will be closed; no students are expected to report. This procedure will only be enacted if and when the situation leading to closure has caused widespread internet outages (e.g. major ice storms, etc.) or would result in endangering the health and welfare of students and staff. This may be implemented on a case-by-case basis if isolated to individual schools/buildings. The Kenosha Senior Center also will be closed.

Two (2) days are built into the academic calendar for extreme emergency school closings as outlined in *Procedure 4* above.

- If Procedure 1 is enacted, staff will be expected to report to work at their assigned buildings as normally scheduled.
- If Procedure 2 is enacted, staff will be expected to report to work at their assigned buildings as normally scheduled.
- If Procedure 3 is enacted, students and staff will shift to virtual learning. All staff, other than specified facilities staff, may work from home due to the inclement weather and/or emergency/crisis. Specified facilities staff include those required for snow removal and/or other maintenance needs as indicated by their supervisor. Timesheet employees will not be required to work on virtual days and as such will not be compensated unless their direct supervisor requests otherwise, in which case a timesheet for hours worked must be submitted.
- If Procedure 4 is enacted, only specified facilities staff shall report to work the first two days, no others shall report to work and the school and/or district will be considered closed for the day. Specified facilities staff include those required for snow removal and/or other maintenance needs as indicated by their supervisor. These individuals shall receive flextime for the day(s) worked that must be used by June 30 of the school year in which the closings occur. Timesheet employees will not be required to work on closure days and as such will not be compensated unless their direct supervisor requests otherwise, in which case a timesheet for hours worked must be submitted.

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.
- 4.5. **Comply with site-specific visitor check in procedures.**

SECTION 2: COMPENSATION

Base Pay

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

Job Classifications

~~KUSD~~ **The District** 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~~ **The District** 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~~ **the District** 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~~ **The District** 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 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~~ **their** supervisor/principal.

Overtime/Compensatory Time Off for 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 **Tax Sheltered Annuity (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~~ maintains a list of investment companies available to employees **on the Employee Intranet.**

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.

DRAFT

SECTION 3: EMPLOYMENT CHANGES

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. 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 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 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 their 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; their 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 also be given a meaningful opportunity to provide input for the response.

Reference: Board Policy and Rule 4260

Employee Evaluations

Instructional administrators (i.e. principals and assistant principals) and teachers shall be evaluated by their direct supervisor in accordance with the Educator Effectiveness model as required by the Wisconsin Department of Public Instruction. This includes following the evaluation timeline of a summary year followed by two support years, as well as providing yearly feedback on annual goals. Details are outlined at <https://dpi.wi.gov/ee>. This model and its timeline also align with Wisconsin State Statute 121.02(1)(q) which reads, "Evaluate, in writing, the performance of all certified school personnel at the end of their first year and at least every 3rd year thereafter."

Non-instructional administrators, supervisory, technical and hourly staff shall be evaluated at the end of their first year and every three years thereafter. In addition, non-instructional administrators, supervisory and technical staff also will set annual goals and receive informal feedback from their direct supervisor similar to that presented via the Educator Effectiveness model for teachers and instructional administrators.

Evaluation tools for groups other than teachers and instructional administrators will be developed and maintained by the Office of Human Resources. Copies of completed, signed evaluations shall be submitted to the Office of Human Resources for inclusion in personnel files.

Neither of the timelines above prohibit the district from addressing performance or behavior issues in any given year through performance improvement plans or corrective disciplinary action.

~~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 performances of their secondary teachers using established evaluation forms 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 and 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 on the fiscal year (July 1-June 30) and may take it on the calendar year (~~January~~ 1-~~December~~, 31). New employees will earn vacation 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. **Employees are required to use all accrued sick and vacation balances for any absences from the District before being allowed to elect unpaid time off.**

For example: ~~a~~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 ADMINISTRATIVE SUPPORT PROFESSIONAL (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 requests for carryover vacation days to their supervisor for approval who will submit to the Office of Human Resources for recordkeeping. 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 of them~~ 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 **paid personal** 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 AND EXEMPT/NON-EXEMPT/HOURLY 10-MONTH EMPLOYEES

Non-exempt/hourly 12-month employees	Exempt and non-exempt/hourly 10-month employees
Independence Day	Labor Day
Labor Day	Thanksgiving Day
Thanksgiving Day	Day after Thanksgiving
Day after Thanksgiving	Christmas Day
Christmas Eve	New Year's Day
Christmas Day	Martin Luther King, Jr. Day
New Year's Eve	Good Friday
New Year's Day	Memorial Day

Martin Luther King, Jr. Day Good Friday Memorial Day	
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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 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, or disability, or emotional upset, caused by serious accident or illness for self in the~~ or immediate family. Sick days may also be used for ~~scheduling~~ attending a medical appointment for an employee or their immediate family member(s).

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~~ days 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. **Employees will be required to use all accrued sick and vacation balances for any absences from the District before being allowed to elect unpaid time off.**

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 or medical appointment. 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 their 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, **stillborn child**, son-in-law, daughter-in-law, father-in-law, mother-in-law, ~~domestic partner~~ or any other person whom the employee stands in a mutually acknowledged relation of parent or child) and up to three paid days for grandparents, grandchildren, sister-in-law, brother-in-law, aunt, uncle, niece, nephew, stepmother or stepfather. Proof of death must be provided to the building/departments leave reporting secretary. **Days do not need to be taken consecutively but must be taken within six months of the individual's passing.**

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, the employee should notify their supervisor. The employee is required to provide copies of the subpoena or jury summons to their 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 the 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 (**FMLA**). ~~Kenosha Unified School District~~ The 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. **Recertification.** On a periodic basis as allowable by law, you must provide the District with subsequent 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 **when instructed by the District. If you are released to return with restrictions, you must contact the Office of Human Resources to discuss possible accommodations available prior to the 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 use~~ all accrued sick and vacation balances for any ~~leave-absences from the District before being allowed to elect unpaid time off~~ 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. Paid leave will run concurrently with your family and medical leave and will not be available to you later. **(Reference * at end of section.)**
8. **Maintenance of insurance coverage.** In order to maintain your ~~current elected benefits group health coverage~~ during your family or medical leave you must continue to pay any employee required contributions towards ~~those elected benefit health insurance~~ premiums, as you did prior to your leave. 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 collection premiums when your leave is unpaid.
9. **Employment protection.** Upon returning to work from family or medical leave **provided your 12 weeks of FMLA have not been exhausted**, 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 reemployment 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 **and coverage will be cancelled back to the date of your last paid premium.-**

*** Wisconsin FMLA allows employees to take up to 2 weeks of leave for their own serious health condition in a calendar year, up to 2 weeks for the serious health condition of a parent, child or spouse and up to 6 weeks for the birth or adoption of a child. The employee may elect to have this time be unpaid. Once an employee has exhausted their Wisconsin FMLA rights, they are subject to Federal FMLA and will be required to use all earned but unused vacation and sick time before election of unpaid time off.**

Legal Reference:

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)

Wisconsin Admin. Code Ch. DWD 225

Wisconsin Statute Section 103.11 (Bone Marrow and organ donation leave)

Cross Reference:

~~Board policy 4280~~

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 their employer with written verification that the employee is to serve as a bone marrow or organ donor. An employee is eligible for leave if they have 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 Reference: Wisconsin Statute Section 103.11 (Bone Marrow and organ donation leave)

Maternity/Paternity Leave

Employees will be allowed up to 12 weeks of leave during a calendar year as a result of a birth or placement of a child, or to bond with a newborn or newly placed child. 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 (e.g. sick days or vacation days). The taking of leave under this policy and its accompanying guidelines 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 **unpaid** 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 their 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 their assignment.

Unpaid-Non-FMLA Medical Leave

Benefit-eligible employees (as defined in the Introduction **section** 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 themselves or an individual who was the subject of the original FMLA request may be eligible for an **unpaid-a non-FMLA** medical leave. Combined total leaves (FMLA and **non-FMLA unpaid**) shall not extend more than 12 months calculated by using the initial approved FMLA date leave if applicable. **Unpaid-Non-FMLA medical** leave shall not be taken on an intermittent basis. Additional **unpaid non-FMLA**-medical leaves will not be granted until the employee has returned to normal work duties for minimum of six months.

In order to receive an **unpaid a non-FMLA**-medical leave of absence, the employee must submit a "Request for an **Unpaid a Non-FMLA Medical Leave**" form to the Office of Human Resources. The employee will be required to exhaust all available sick and vacation balances at the beginning of their **non-FMLA** medical leave. In addition, the employee will be required to provide the Office of Human Resources medical documentation supporting the need for the requested leave. The **unpaid non-FMLA** medical leave will be granted at the discretion of the **S**uperintendent or their designee.

Once all accrued paid time off is exhausted, Dduring the **unpaid non-FMLA** 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 (calculated by using the first day of approved FMLA), the employee may return to their original position. ~~After one year, the employee may apply for any vacant position for which they are qualified through the District's application process.~~

Employees who are unable to return to work following 12 months of **unpaid** leave shall retire, resign or will be separated from the District in accordance with ~~S~~Section 6 – Employment Separation of this

Handbook. **Once separation has occurred, and the employee is able to return to work, the employee may apply for any vacant position for which they are qualified through the District's application process.**

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/**Benefits** 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 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 Service 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 function 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 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 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 their 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 Section 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). The Tuition assistance must be requested within 12 months of 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 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

Workers' 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 benefit 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 Worker's 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 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: Board Policy 3623

DRAFT

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 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: 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 their 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.
7. **Employee must agree that the appointment is contingent upon the Board's approval regardless of whether the employee has been placed on the District's payroll.**

6-8. Employee must pass the criminal background check during the hiring process.

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

Licensure

Certificated staff ~~is~~**are** 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 the District. 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 their 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 their 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 may be subject to disciplinary action up to and including discharge.

1. An employee is responsible for notifying the automated substitute assignment system and/or their supervisor of their 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 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 discipline. Any disciplinary action taken shall be consistent with District policies and rules.
 - a. An employee is considered absent if they are not present for work as scheduled, regardless of the cause.
 - b. An employee is considered tardy if they report to work after the scheduled start time (unexcused).
3. 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 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 absences 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.

The District expects all employees to assume responsibility for their attendance and punctuality as an integral part of their employment. Regular attendance is expected of every employee. In order for the District to operate effectively, employees are expected to perform all assigned duties and work all scheduled hours during each assigned workday, unless the employee has received approved leave. Any deviation from assigned hours must have prior approval from the employee's supervisor or building administrator. Staff should not make personal commitments during the day that may be scheduled at an alternative time.

Employees who are absent or tardy in excess or without a valid reason may be subject to corrective counseling and/or, when appropriate, disciplinary action. In cases where absence has been for three (3) or more consecutive work days due to illness, employee shall bring a doctor's note or physician's release before being allowed to return to work. Absences of three (3) consecutive work days without proper notification and approval will be construed as job abandonment and will constitute your resignation from the District without proper notice. (Please refer to Job Abandonment, page 47.)

When unable to work because of illness, injury or any other reason, employees are required to notify their supervisor or their designee and enter their absence into the leave reporting system as far in advance as possible, but no later than one (1) hour before the normal starting time on each day of absence. If the District has reason to believe that sick leave abuse or misuse is occurring, the District may require medical evidence to support a sick leave claim.

Reference: Board Policy 4280

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 and 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 a 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 of 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 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.

Reference: Board Policy 4221

Tobacco and/or Vaping Device Use on School District 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

The District values professional learning as a means for staff to acquire new knowledge and skills. As a condition of employment, 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.

Mandatory Training

Employees must complete all mandatory training requirements by the designated due dates established by the Office of Human Resources. Employees will receive an email from the Office of Human Resources with their individualized training requirements and the dates those trainings need to be completed. If an employee does not complete his or her required training by the required due date, the Office of Human Resources will reach out to the employee's supervisor to arrange an extension. If the employee fails to complete the training as required after an extension has been granted, the Office of Human Resources may implement disciplinary action up to and including termination.

Examples of mandatory training are, but not limited to:

- ~~Blood Borne Pathogens (EMC Version)~~
- ~~Employee Handbook~~
- ~~Student Dress Code~~
- ~~Mandatory Reporting of Threats of School Violence~~
- ~~Sexual Harassment: Staff to Staff~~
- ~~Sexual Harassment: Staff to Student~~
- ~~Workplace Bullying: Awareness & Prevention~~
- ~~Non-Disclosure & Confidentiality Agreement~~
- ~~Email & Messaging Safety~~
- ~~ALICE Refresher Training~~
- ~~Mandatory Reporting of Child Abuse & Neglect~~
- **Bloodborne Pathogens-EMC Version**
- **Bloodborne Pathogens Additional Information**

- **KUSD ALICE Refresher Training**
- **KUSD Employee Handbook**
- **WI(DPI)-Mandatory Reporting of Child Abuse & Neglect**
- **WI(DPI)-Mandatory Reporting of Threats of School Violence**

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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 school board meetings.

Employee's resignation/retirement date must reflect the last contracted workday. Employees cannot use vacation and/or sick days to extend their resignation date.

Instructional staff mid-year resignations/retirements shall be made in writing to the Superintendent no later than the end of the first semester, and no later than June 15 for end of the year resignations/retirements.

Retirement eligible employees are encouraged to meet with a Human Resources representative to discuss retirement benefit options.

Reference: Board Policy 4361

Teacher Resignation Forfeiture

Teachers under contract are required to provide, in writing, his or her ~~his or her~~ **their** desire to resign by June 15. Teachers who resign after June 15 and prior to the first teacher workday will pay a penalty of \$1000. Teachers who resign after the first teacher workday will pay a penalty of \$2500. 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. Individual 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 as scheduled, or to contact ~~his or her~~ **their** supervisor to report an absence for a minimum of three **consecutive** 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~~ **their** 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

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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 person-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 and additional departmental rules of conduct and regulations and all board policies found on ~~kusd.edu/board-education/school-board-policy~~ **the District website**.

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

1. Falsification or unauthorized altering of **any and all** records, employment application, time sheets time cards, student cards, **FMLA**, 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~~ **non-prescribed** 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 description 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 expectation set forth in the position specifications.

Discipline will follow the procedures outlined in the ~~p~~**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 and Rule 4362

Board Policy 4270

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 file.

STEP 3 – DISCIPLINARY ACTION

If the employee has failed to correct the performance deficiency, the supervisor should contact **the Office of 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 the Office of Human Resources.

STEP 4 – INVOLUNTARY SEPARATION (TERMINATION OF EMPLOYMENT)

If the employee who does not meet their performance expectation they may face be subject to termination separation. The supervisor will work with the Office of Human Resources to discuss possible separation. Involuntary separation requires review by the Superintendent of schools and. After separation, the employee is entitled to due process as defined in the employee complaint/grievance procedure.

The Office of 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 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 evaluation 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 the 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 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 schoolboard 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 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 themselves 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 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 document, “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~~ **document** 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 Office of Human Resources 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 District's intranet. The intranet is accessible on the **KUSD District** website under the staff button.

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 the 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 District incurred by me (an example may be 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) conflict with any provision of the Handbook, the contract shall govern with respect to that issue.

Printed name

Signature

Date

KENOSHA UNIFIED SCHOOL DISTRICT

March, 22, 2022

KUSD Employee Engagement Survey Summary

In the Fall of 2021, Kenosha Unified implemented an annual organizational survey related to employee engagement. This survey was delivered by the Studer Education Group. KUSD has a series of projects that the Studer Education Group supports, including the parent and student surveys for School Leadership. The Studer Education Group supports school districts and higher education institutions with improving leadership practices and employee engagement services. As noted in the table below, KUSD has realized an increase in survey participation over each prior year, with the current survey reaching nearly 60% staff participation.

Studer EE Survey Participation

	2019	2020	2021
Survey Window	Nov. 11-25	Nov. 11-25	Nov. 3-17
Surveys Sent	2,520	2,524	2,525
Responses	755	1,167	1,487
Response Rate	30.0%	46.2%	58.9%

The survey was comprised of nineteen select response questions. For the select response portion, the first ten questions related to the perceptions of how a principal/supervisor supports the work environment. Four questions asked about how the district overall supports the work environment. There were four questions about the communication practices from the district, and then a final question about the cleanliness of the working environment. The scores referenced below are based on a 5.0 Likert scale, with a point distribution assigned for each response. The responses were averaged to obtain the mean score and provided in the Appendix A. The “Top Box” percentage referred to in the report is determined by the number of responses that selected the highest option of “Strongly Agree”.

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
1.0	2.0	3.0	4.0	5.0

KUSD achieved an overall mean of 3.59 for the select response questions (#1-14), with almost one in four responders (23.0%) selecting the “Strongly Agree” option.

2021 Top Challenges:

The areas with the lowest mean scores were related to the effective management of finances (2.97), making decisions in the best interest of the district (3.09), open and honest communication (3.10), supporting honest two-way communication (3.21), and an environment that supports idea sharing (3.29). Though these were noted as the statements with the lowest overall scores for KUSD, they still achieved an approximate “Neutral” level on the scale score. None of these five statements achieved a “Top Box” value beyond

the single digits, with the survey responders nearly evenly split on their level of agreement or disagreement.

2021 Top Celebrations:

KUSD staff noted high scores for principal and supervisory support, including demonstrating general concern (3.96), providing quality resources necessary to their job (3.89), and setting clear expectations on job performance (3.71). Principals and supervisors also provided the support recognizing good performance (3.72). Staff also rated principal and supervisory support with a high score when asked their opinion on the usage of available funds (3.74).

The area KUSD made the largest increase (0.70) from Fall 2020 to Fall 2021 was with the district making informed decisions based on the best interest of the district. Staff also had gains in recommending the district for his or her child as a parent from 3.01 in 2020 to 3.41 in 2022 (0.40). All other categories realized an increase or decrease of 0.03 of change year over year.

Approximately 25% - 40% of responders selected “Strongly Agree” for each of these areas. According to Studer, research suggests that the top box designation suggests a difference in loyalty and satisfaction, and that the top box score provides more focused data to better understand employee engagement and loyalty.

This is an informational report.

Bethany Ormseth, Ed. D.
Interim Superintendent of Schools

Kristopher Keckler
Chief Information Officer

Laura Sawyer
Research Analyst

Appendix A: KUSD Employee Engagement Statement Scores 2019-2021

	Fall 2019	Fall 2020	Fall 2021
1. My principal/supervisor provides me with good processes and resources to do my job.	3.86	3.96	3.89
2. My principal/supervisor provides feedback on my strengths as an employee.	3.63	3.66	3.61
3. Principal/supervisor led staff meetings make efficient use of time and are productive.	3.52	3.67	3.67
4. My principal/supervisor recognizes good performance.	3.67	3.77	3.72
5. My principal/supervisor demonstrates a genuine concern for my welfare.	3.81	3.95	3.96
6. My principal/supervisor makes the best use of available funds.	3.64	3.75	3.74
7. My principal/supervisor consults me on the decisions that affect my job.	3.42	3.50	3.50
8. The expectations for judging my performance are clear.	3.73	3.75	3.71
9. My principal/supervisor provides the support needed to accomplish my work objectives.	3.68	3.77	3.70
10. My principal/supervisor provides feedback concerning areas for improving my performance.	3.65	3.64	3.63
11. The district manages district finances effectively.	2.74	2.80	2.97
12. The district uses a variety of methods to promote effective communication throughout the district.	3.40	3.23	3.49
13. The district makes informed decisions based on the best interest of the district.	2.89	2.39	3.09
14. If given a choice, I would recommend that a parent select this district for his or her child.	3.31	3.01	3.41
Overall District Mean (Items 1-14 only)	3.50	3.49	3.59
C1. The school district supports honest two-way communication between supervisors and employees.	3.07	2.92	3.21
C2. The school district supports an environment where employees regularly share and exchange ideas.	3.23	3.13	3.29
C3. Open and honest communication is an important part of the culture in the school district.	2.98	2.73	3.10
C4. I have a clear understanding of the mission and goals of my school district.	3.51	3.33	3.49
D1. My work environment is clean and well maintained.	3.46	3.46	3.77

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KENOSHA UNIFIED SCHOOL DISTRICT

March 22, 2022

Proposed Changes to the 2022-23 KUSD Instructional Calendar

In the spring of 2021, the KUSD School Board approved the KUSD Instructional Calendars for the 2022-23 school year. With subsequent review from multiple departments, the following are proposed changes to help assist with a more efficient use of professional learning opportunities in relation to testing windows and to align position work schedules. The Teaching and Learning Department held various planning sessions with different departments and School Leadership. Feedback and suggestions from these meetings allow for better alignment for when school staff can work with data timeline distributions and subsequent intervention and support periods within the instructional calendar. All respective school calendars governed by the Wisconsin state legislative minute requirement will still meet their expectations as well as the current board policy for establishing a surplus to meet the equivalent of two full instructional days.

Proposal	Schools Impacted
Add a fourth day to the new teacher orientation, placed before the current three days.	All KUSD Schools
Convert December 22, 2022 from a winter break day to a workday for Frank/Wilson to align with the rest of the district.	Frank/Wilson
Move the start sequence of Frank/Wilson back 2 days due to work alignment. This would have all Frank/Wilson teachers returning on August 1, 2022 and students returning on August 5, 2022.	Frank/ Wilson (identified surplus of minutes and additional December workday)
Convert the half-day Wednesday prior to Thanksgiving as a full day off.	All KUSD Schools
Move Professional Learning Day 1 from 9/30/22 to 10/14/22.	All KUSD Schools except Frank/Wilson
Move Professional Learning Day 2 from 11/18/22 to 12/16/22.	All KUSD Schools
Move Professional Learning Day 3 from 2/17/23 to 2/10/23.	All KUSD Schools
Move Professional Learning Day 4 from 5/5/23 to 3/17/23.	All KUSD Schools
Conditional Proposal: If there were at least a full-banked day remaining by mid-April, then the current Friday half day prior to Memorial Day (May 26, 2023) would convert to a full day off.	All KUSD Schools

Communication of Changes:

Any board-approved changes will generate new calendars, posted online, and shared with all school buildings, staff, and parents.

Administrative Recommendation:

Administration recommends that the School Board approve the proposed adjustments to the 2022-23 KUSD Instructional Calendar at the March 22, 2022, regular School Board meeting:

Bethany Ormseth, Ed.D.
Interim Superintendent of Schools

Kristopher Keckler
Chief Information Officer

William Haithcock
Interim Chief of School Leadership

Julie Housaman
Chief Academic Officer

2022-2023 SCHOOL YEAR GENERAL INSTRUCTIONAL CALENDAR

August 22-25 (Monday - Thursday)	New Instructional Staff Orientation
August 26 (Friday).....	All Instructional Staff Report
September 1 (Thursday).....	Students Report
September 5 (Monday).....	Labor Day, District Closed
October 14 (Friday).....	Staff Workday, No Students Report
October 28 (Friday).....	First Quarter Ends, Staff Workday, No Students Report
November 23-25 (Wednesday-Friday)	Thanksgiving Recess
December 16 (Friday).....	Staff Workday, No Students Report
December 23 (Friday).....	Winter Recess Begins, District Closed
January 3 (Tuesday)	Students Report
January 16 (Monday).....	Dr. Martin Luther King, Jr. Day, District Closed
January 20 (Friday).....	Second Quarter Ends, Staff Workday, No Students Report
February 10 (Friday).....	Staff Workday, No Students Report
March 17 (Friday).....	Staff Workday, No Students Report
March 24 (Friday).....	Third Quarter Ends, Staff Workday, No Students Report
April 7 (Friday).....	Spring Recess Begins, District Closed
April 17 (Monday)	Students Report
May 26 (Friday).....	½ Day for Students & Instructional Staff
May 29 (Monday).....	Memorial Day, District Closed
June 8 (Thursday).....	Last Day for Students
June 9 (Friday).....	Fourth Quarter Ends, Staff Workday, No Students Report

Please reference the KUSD Employee Handbook for identified paid holidays.

The school schedules take into consideration two (2) potential school closing days that have been built into the schedule. In the event school is closed beyond the two days due to inclement weather or other emergencies, the remaining calendar period will be reviewed. If the closures result in a shortage of the required instructional time, the calendar will be adjusted and communicated as necessary.

Prior to the end of each school year, calculations will be done to determine if every school in the district meets the Wisconsin Department of Public Instruction required number of student contact hours and minutes. A 30-minute student lunch period will be scheduled into each full day schedule.

Open house schedules and/virtual options will be established and communicated by each building prior to the beginning of the school year.

KUSD Calendar References can be found at: <http://kUSD.edu/events>

Revised 03/22/22

KUSD Boundary Elementary School Year Instructional Calendar 2022-23

July-22						
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August-22						
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September-22						
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October-22						
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November-22						
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January-23						
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February-23						
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March-23						
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June-23						
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First Day for Students September 1	Student Quarter 1: Sept. 1 to Oct. 27	Elementary School Student Conferences
New Instructional Staff Orientation August 22-25	Student Quarter 2: Oct. 31 to Jan. 19	October 19 & February 22 Normal full student day, evening conferences
Instructional Staff Return Session August 26-31	Student Quarter 3: Jan. 23 to Mar. 23	October 20 & February 23 Early release for students, then conferences
Staff Workday: No Students Report 10/28, 1/20, 3/24, 6/9	Student Quarter 4: Mar. 27 to Jun. 8	October 21 & February 24 Morning Conferences (no students)
Half Day Release May 26 for students & instructional staff		No Students Report - Professional Learning (10/14, 12/16, 2/10, 3/17)
Early Release Fridays and June 8 for students		School Closed
4K Students Start on September 6		

KUSD Extended Year (Frank & Wilson) Instructional Calendar 2022-23

July-22						
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August-22						
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September-22						
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October-22						
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November-22						
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December-22						
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January-23						
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February-23						
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March-23						
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April-23						
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May-23						
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June-23						
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First Day for Students August 5	Student Quarter 1: Aug. 5 to Sept 29	Elementary School Student Conferences
Enrichment Weeks	Student Quarter 2: Oct. 17 to Dec. 21	9/1, 11/17, and 3/22
Instructional Staff Return Session August 1-4	Student Quarter 3: Jan. 3 to Mar. 23	Normal full student day, evening conferences
Staff Workday: No Students Report 9/30, 12/16, 3/24, 6/9	Student Quarter 4: Apr. 17 to Jun. 8	9/2, 11/18, & 3/23 Morning Conferences (no students)
Half Day Release May 26 for students & instructional staff		No Students Report - Professional Learning (10/28, 1/20, 2/10, 3/17)
Early Release Fridays and June 8 for students		School Closed
4K Students Start on August 8		

KUSD Boundary Middle School Year Instructional Calendar 2022-23

July-22						
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August-22						
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September-22						
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October-22						
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November-22						
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December-22						
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January-23						
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February-23						
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March-23						
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April-23						
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May-23						
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June-23						
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First Day for Students September 1	Student Quarter 1: Sept. 1 to Oct. 27	Middle School Student Conferences
New Instructional Staff Orientation August 22-25	Student Quarter 2: Oct. 31 to Jan. 19	October 11, 13 evenings only, February 7, 9 evenings only,
Instructional Staff Return Session August 26-31	Student Quarter 3: Jan. 23 to Mar. 23	No Students Report - Professional Learning (10/14, 12/16, 2/10, 3/17)
Staff Workday: No Students Report 10/28, 1/20, 3/24, 6/9	Student Quarter 4: Mar. 27 to Jun. 8	School Closed
Half Day Release May 26 for students & instructional staff	Updated	
Half Day Release for students only June 8	03/22/22	

KUSD Boundary High School Year Instructional Calendar 2022-23

July-22						
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August-22						
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September-22						
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October-22						
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November-22						
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December-22						
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January-23						
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February-23						
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March-23						
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First Day for Students September 1	Student Quarter 1: Sept. 1 to Oct. 27	High School Student Conferences
New Instructional Staff Orientation August 22-25	Student Quarter 2: Oct. 31 to Jan. 19	November 1, 3 evenings only, March 14, 16 evenings only
Instructional Staff Return Session August 26-31	Student Quarter 3: Jan. 23 to Mar. 23	ACT Assessment. March 7, Juniors only with early release. No school for grades 9, 10, 12.
Staff Workday: No Students Report 10/28, 1/20, 3/24, 6/9	Student Quarter 4: Mar. 27 to Jun. 8	No Students Report - Professional Learning (10/14, 12/16, 2/10, 3/17)
Half Day Release May 26 for students & instructional staff		School Closed
HS Final Exams - Early Release		
Last day for graduating seniors May 26		

Updated

03/22/22

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KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, Wisconsin

March 22, 2022

School Year 2023-24 Instructional Calendars

The proposed 2023-2024 instructional calendars continue the current organizational model, and align to state requirements with consideration to previous survey data from parents and staff. The majority of optional calendar items remain consistent, with a recent change to have three full days off for the Thanksgiving Break, and a potential to have the scheduled half day Friday prior to Memorial Day off as a full day if there are a surplus of minutes by mid-Spring.

The existing Wisconsin state requirements stipulate that elementary schools must meet a minimum of 63,000 minutes (1,050 hours) of instruction. Secondary schools have a requirement of 68,220 minutes (1,137 hours), <https://dpi.wi.gov/cal/days-hours>). The proposed calendars meet those requirements for the respective schools and include enough minutes for the equivalent of two full instructional days to cover any potential school cancellations, per Board policy.

Attached are the proposed KUSD calendars for the following areas:

- 2023-24 Instructional Calendar Description
- 2023-24 Elementary Instructional Calendar
- 2023-24 Extended Year Elementary (Frank & Wilson) Instructional Calendar
- 2023-24 Middle School Instructional Calendar
- 2023-24 High School Instructional Calendar

It is important to understand that teachers' compensation is not dependent upon any days "built in" to the calendar. A teacher's contract for employment with the District does not specify workdays in a school year. In the event not all "built in" days (e.g. inclement weather days) are used, teachers are not forwarded any additional wages for those unused days. Similarly, if those days are used pay is not deducted from the teacher. Under the Fair Labor Standards Act ("FLSA"), teachers are classified as salaried exempt employees and therefore are not entitled to overtime pay under the law. More importantly, teachers are salaried employees and *not* hourly employees. Therefore, since teachers are salaried employees and not hourly employees the District would not charge/ owe teachers hour-for-hour for any "built in" days.

Certain choice schools, charter schools, and alternative programs align to the majority of the proposed boundary school calendars, but those programs may have minor alterations that best suit their specific instructional format. The following schools and programs have the approval to deviate from the state mandate for instructional student contact minutes: Brompton, Dimensions of Learning, eSchool, Harborside, Hillcrest, KTEC, Reuther and the Phoenix Program.

At this time, the Department of Public Instruction has not finalized the vendor contract or identified the date of the spring 2024 assessment for Grade 11. Similar to recent years, the High School Instructional Calendar will reflect that date once the state contract is completed and communicated.

Recommendation

Administration recommends that the School Board review and accept the proposed 2023-24 Instructional Calendars at its March 22, 2022, meeting.

Bethany Ormseth, Ed.D.
Interim Superintendent of Schools

Kristopher Keckler
Chief Information Officer

William Haithcock
Interim Chief of School Leadership

Julie Housaman
Chief Academic Officer

2023-2024 SCHOOL YEAR GENERAL INSTRUCTIONAL CALENDAR

August 22-25 (Tuesday – Friday)	New Instructional Staff Orientation
August 28 (Monday).....	All Instructional Staff Report
September 4 (Monday)	Labor Day, District Closed
September 5 (Tuesday).....	Students Report
October 13 (Friday).....	Staff Workday, No Students Report
November 3 (Friday)	First Quarter Ends, Staff Workday, No Students Report
November 22-24 (Wednesday-Friday)	Thanksgiving Recess
December 15 (Friday)	Staff Workday, No Students Report
December 21 (Thursday).....	Winter Recess Begins, District Closed
January 3 (Wednesday)	Students Report
January 15 (Monday)	Dr. Martin Luther King, Jr. Day, District Closed
January 19 (Friday)	Second Quarter Ends, Staff Workday, No Students Report
February 16 (Friday)	Staff Workday, No Students Report
March 15 (Friday)	Staff Workday, No Students Report
March 28 (Thursday).....	Third Quarter Ends, Staff Workday, No Students Report
March 29 (Friday)	Spring Recess Begins, District Closed
April 8 (Monday)	Students Report
May 24 (Friday)	½ Day for Students & Instructional Staff
May 27 (Monday)	Memorial Day, District Closed
June 12 (Wednesday)	Last Day for Students
June 13 (Thursday).....	Fourth Quarter Ends, Staff Workday, No Students Report

Please reference the KUSD Employee Handbook for identified paid holidays.

The school schedules take into consideration two (2) potential school closing days that have been built into the schedule. In the event school is closed beyond the two days due to inclement weather or other emergencies, the remaining calendar period will be reviewed. If the closures result in a shortage of the required instructional time, the calendar will be adjusted and communicated as necessary.

Prior to the end of each school year, calculations will be done to determine if every school in the district meets the Wisconsin Department of Public Instruction required number of student contact hours and minutes. A 30-minute student lunch period will be scheduled into each full day schedule.

Open house schedules will be established and communicated by each building prior to the beginning of the school year.

KUSD Calendar References can be found at: <http://kUSD.edu/events>

Revised 03/22/2022

KUSD Boundary Elementary School Year Instructional Calendar 2023-24

July-23						
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August-23						
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September-23						
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October-23						
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November-23						
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December-23						
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January-24						
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March-24						
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April-24						
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May-24						
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June-24						
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First Day for Students September 5	Student Quarter 1: Sept. 5 to Nov. 2	Elementary School Student Conferences
New Instructional Staff Orientation August 22-25	Student Quarter 2: Nov. 6 to Jan. 18	October 18 & February 28 Normal full student day, evening conferences
Instructional Staff Return Session August 28-31	Student Quarter 3: Jan. 22 to Mar. 27	October 19 & February 29 Early release for students, then conferences
Staff Workday: No Students Report 11/3, 1/19, 3/28, 6/13	Student Quarter 4: Apr. 8 to Jun. 12	October 20 & March 1 Morning Conferences (no students)
Half Day Release May 24 for students & Instructional Staff	140	Professional Learning: No Students Report 10/13, 12/15, 2/16, 3/15
Early Release Fridays and June 12 for students		School Closed
4K Students Start on September 11		

KUSD Extended Year (Frank & Wilson) Instructional Calendar 2023-24

July-23						
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August-23						
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September-23						
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October-23						
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November-23						
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December-23						
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January-24						
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February-24						
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March-24						
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April-24						
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May-24						
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June-24						
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First Day for Students August 14	Student Quarter 1: Aug. 14 to Sept 28	Elementary School Student Conferences
Enrichment Weeks	Student Quarter 2: Oct. 16 to Dec. 20	8/30, 11/16, and 3/20 Normal full student day, evening conferences
Instructional Staff Return Session August 8-11	Student Quarter 3: Jan. 3 to Mar. 20	8/31, 11/17, & 3/21 Morning Conferences (no students)
Staff Workday: No Students Report 9/29, 12/15, 3/22, 6/13	Student Quarter 4: Apr. 8 to Jun. 12	Professional Learning: No Students Report 11/3, 1/19, 2/16, 3/15
Half Day Release May 24 for students & Instructional Staff		School Closed
Early Release Fridays and June 12 for students		
4K Students Start on August 16		

KUSD Boundary Middle School Year Instructional Calendar 2023-24

July-23						
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August-23						
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September-23						
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October-23						
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November-23						
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December-23						
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April-24						
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May-24						
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June-24						
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First Day for Students September 5	Student Quarter 1: Sept. 5 to Nov. 2	Middle School Student Conferences
New Instructional Staff Orientation August 22-25	Student Quarter 2: Nov. 6 to Jan. 18	October 10, 12 evenings only, February 20, 22 evenings only,
Instructional Staff Return Session August 28-31	Student Quarter 3: Jan. 22 to Mar. 27	Professional Learning: No Students Report 10/13, 12/15, 2/16, 3/15
Staff Workday: No Students Report 11/3, 1/19, 3/28, 6/13	Student Quarter 4: Apr. 8 to Jun. 12	School Closed
Half Day Release May 24 for students & Instructional Staff		Updated 03/22/22
Half Day Release for students only June 12		

KUSD Boundary High School Year Instructional Calendar 2023-24

July-23						
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August-23						
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September-23						
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October-23						
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November-23						
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December-23						
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January-24						
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February-24						
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April-24						
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June-24						
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First Day for Students September 5	Student Quarter 1: Sept. 5 to Nov. 2	High School Student Conferences
New Instructional Staff Orientation August 22-25	Student Quarter 2: Nov. 6 to Jan. 18	October 31, November 2 evenings only, March 12, 14 evenings only
Instructional Staff Return Session August 28-31	Student Quarter 3: Jan. 22 to Mar. 27	ACT Assessment. TBD, Juniors only with early release. No school for grades 9, 10, 12.
Staff Workday: No Students Report 11/3, 1/19, 3/28, 6/13	Student Quarter 4: Apr. 8 to Jun. 12	Professional Learning: No Students Report 10/13, 12/15, 2/16, 3/15
Half Day Release May 24 for students & Instructional Staff		School Closed
HS Final Exams - Early Release		
Last day for graduating seniors May 30		

Updated

03/22/22

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KENOSHA UNIFIED SCHOOL DISTRICT

March 22, 2022

Educator Effectiveness Waiver and KUSD Resolution #389

Due to the disruptions of the COVID Pandemic, and the prioritization of the safe operation of the schools, Kenosha Unified is seeking a one-year waiver for the state Educator Effectiveness monitoring and reporting requirement, for School Year 2021-22. The variable last minute adjustments for pandemic related protocols, health notifications, and larger than historical staff absences and substitute shortages has created an untenable scenario to meet this requirement. KUSD had previously requested this specific waiver in prior years due to pandemic related conditions. This was first applied in 2019-20, thereby waiving the requirements to meet PI 8.01 and Wis. Stat. § 115.415.

Educator Effectiveness Cycle:

The Wisconsin Legislature developed the 20 Wisconsin Education Standards found in Wisconsin Administrative Code sec. PI 8.01, which establish minimum expectations for each school district. Standard 17 requires each school district to evaluate all licensed school personnel in their “first year of employment and, at least, every third year thereafter.” Wis. Stat. § 115.415 requires the specific process by which all Wisconsin districts meet the requirements listed in PI 8 for principals and teachers--the Wisconsin Educator Effectiveness (EE) System.

Per state law, the district will need to hold a public hearing under s.118.38 (1) (b) and document the date of the public hearing to receive a waiver. (The public hearing can be virtual). Like many other school districts, KUSD has already reached out to DPI in regards to this waiver request for proper guidance and support. The time freed up in granting this waiver will be focused on time for staff and professional development of staff around the social and emotional needs of students, differentiated instructional needs, and family and student engagement.

Communication of Changes:

For this waiver, the state statutory requirement for holding a public hearing remains. The attached resolution allows a district to formally request this waiver to the Wisconsin Department of Public Instruction after the notice and session of the public hearing.

Administrative Recommendation:

Administration recommends that the School Board approve the Educator Effectiveness Cycle waiver request for School Year 2021-22 and adopt KUSD Resolution #389 at the March 22, 2022, regular School Board meeting:

Bethany Ormseth, Ed.D.
Interim Superintendent of Schools

Kristopher Keckler
Chief Information Officer

William Haithcock
Interim Chief of School Leadership

Kevin Neir
Interim Chief Human Resources Officer

Kenosha Unified School District
Resolution #389

SCHOOL BOARD RESOLUTION FOR THE WAIVER OF CERTAIN SCHOOL BOARD OR SCHOOL DISTRICT REQUIREMENTS PURSUANT TO WIS. STAT. §§ 118.38(1) AND (1m)

WHEREAS, Wis. Stat. §118.38(1) and Wis. Admin. § PI 8.01(4) authorize school boards to request the Department of Public Instruction to waive any school board or school district requirement in Wis. Stat. chs. 115 to 121 or in the administrative rules promulgated by the Department under the authority of those chapters; and

WHEREAS, Wis. Stat. §118.38(1)(b) requires that before requesting a waiver, a school board shall hold a public hearing in the school district on the request for a waiver of any requirement in Wis. Stat. chs. 115 to 121; and

WHEREAS, Wis. Stat. §§ 120.12(1) and 12.44(2) authorize the Board of Education to have the possession, care, control and management of the property and affairs of the school district; and

WHEREAS, on March 11, 2020, the World Health Organization characterized COVID-19 as a pandemic; and

WHEREAS, in the Spring of 2020, pursuant to Wis. Stat. § 323.10, Wisconsin Governor Tony Evers issued multiple Executive Orders as a result of the coronavirus pandemic (COVID-19); and

WHEREAS, during the subsequent school years, school districts struggled to address quality educational offerings while navigating a changing landscape of regulations from various governing bodies; and

WHEREAS, the Kenosha Unified School District has experienced staggering student and staff absences, and severe substitute shortages, thus complicating an already difficult operational struggle that has prevented school administrators from having sufficient time to address the Wisconsin Educator Effectiveness requirements.

NOW, THEREFORE BE IT RESOLVED, that:

1. On March 22, 2022, the Kenosha School Board of Education held a public hearing, in satisfaction of Wis. Stat. §118.38(1)(b), concerning a request for a waiver of the requirements identified herein; and
2. In compliance with Wis. Stat. §§ 118.38(1) and (1m), and for the reasons set forth herein, the Board of Education hereby directs the District Administrator or her designee to apply, on behalf of the Board, to the Office of the Superintendent for Public Instruction (OSPI) for the waiver of the following:
 - a. Waiver of the requirements to complete an Educator Effectiveness Cycle for educators in their Supporting or Summary Year in 2021-22, including waivers

of the requirements to meet PI 8.01 and Wis. Stat. §§ 115.415 and 121.02(1)(q) for the 2021-22 school year only due to the realized disruptions of the global COVID pandemic.

BE IT FURTHER RESOLVED that execution of this Resolution is conclusive evidence of the Board of Education’s approval of this action and of the authority granted herein at a duly noticed meeting of the Board held on March 22, 2022.

President, Board of Education

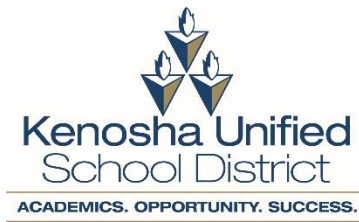
Interim Superintendent of Schools

Secretary, Board of Education

Members of the Board:

*Resolution #389
March 22, 2022*

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March 22, 2022

DONATIONS TO THE DISTRICT

The District has received the following donations:

1. Operation Warm, Inc. donated 156 brand new winter coats for economically disadvantaged students. The value of this donation is \$7,800.
2. Bob Lee donated baseball jackets for the Indian Trail High School & Academy's Baseball program. The value of this donation is \$2,000.
3. Kenosha.com donated \$1,000 to Indian Trail High School & Academy's DECA program.
4. Colbert Packaging Corporation donated \$1,000 to Indian Trail High School & Academy's DECA's program.
5. KABA Foundation donated \$1,000 to Indian Trail High School & Academy's DECA program.
6. Walter Kreuser donated 12 scenic flat units and a pallet of 4x8 corrugated cardboard to the Bradford High School Theatre Program. The value of this donation is \$820.
7. Half Priced Books donated new and gently used books to Southport Elementary School. The value of this donation is \$700.
8. Marye Beth Dugan of Rainbow Books donated new books to Southport Elementary School. The value of this donation is \$500.

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).

Bethany Ormseth, Ed.D.
Interim Superintendent of Schools

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KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, Wisconsin

March 22, 2022

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

March

- March 15, 2022 – Special School Board Meeting – 7 P.M.
- March 22, 2022 - Regular School Board Meeting – 7 P.M.
- March 25, 2022 – Third quarter ends, staff workday – no school for students

April

- April 12, 2022 – School Board Standing Committee Meetings – 5 P.M.
- April 15-24 2022 – Spring Recess
- April 25, 2022 – Organizational Meeting – 6:30 P.M.; Regular School Board Meeting – 7 P.M.

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