



Committee of the Whole

November 12, 2024

KENOSHA UNIFIED SCHOOL DISTRICT



Last Board of Education meeting

Approval was given at the October 22 regular school board meeting to continue developing a referendum for Feb. 18, 2025, and to engage Quarles and Brady to draft resolutions for consideration, including recurring and non-recurring language, prep time, and a defined amount.



Safety incident Nov. 7, 2024

- School safety threat occurred at a school with a controlled entrance
- Following the incident:
 - Requests are being made for updates to schools without controlled entrances
 - Requests are being made for other security measures (i.e. cameras, exterior door replacements, protective film)



Agenda

Three topics:

- Increased Professional/Prep Time
- Recommended Safety Enhancements
- Recurring/Non-recurring Discussion



Increased Professional/Prep Time

KENOSHA UNIFIED SCHOOL DISTRICT



Understanding Non-Instructional Time

The goal is to identify opportunities to increase and/or align prep time, professional learning time or non-direct instructional duties for teachers.

To begin, we first have to understand the school calendar, and define existing requirements. Teachers create the largest employee group for Kenosha Unified. They sign a contract to provide at least the minimum number of instructional hours (minutes) for their respectively assigned grade levels. KUSD local policy also requires two additional instructional days to cover potential cancellations for a number of reasons.



Understanding Non-Instructional Time

There are two primary scheduling areas for teachers to gain prep/professional planning time.

Student contact time refers to the period of time that a school offers instructional services to all of their students, namely the start of the instructional day until the end of the instructional day. Teachers work hours start before this time and end after this time. This time, labeled as “non-contact time” varies depending on the location and level.

Non-instructional time refers to the period(s) of time within the student contact time that a teacher is not providing direct instructional services (ie. prep period).



Understanding Non-Instructional Time

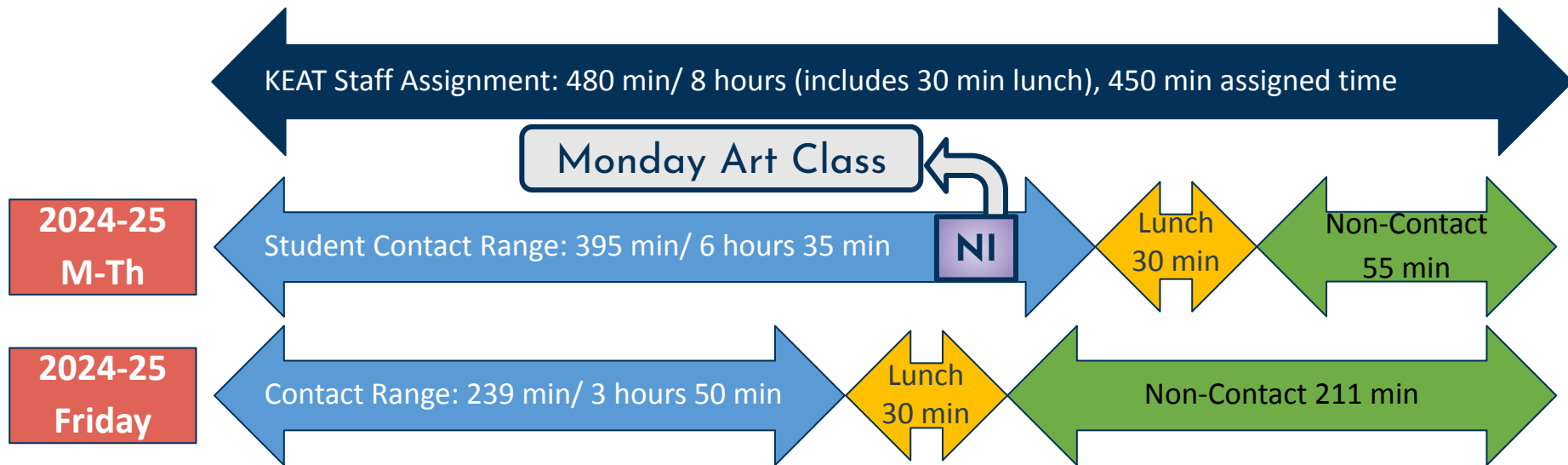
With regards to the current models for elementary, middle and high school, the following charts represent a breakdown of the existing 2024-25 daily/weekly model and a draft 2025-26 model with increased non-instructional time for boundary elementary schools and high schools.

Even though teachers would have increased non-instructional time, there would be **no change** for the total instructional and student contact time during the year for students. These charts and descriptions only reference student contact time, and do not present any change to designated days, number of professional learning days or assignment breakdown during this time.



Elementary School Daily Breakdown

KUSD Teachers currently have an 8 hour workday, which includes a 30 minute duty free lunch. This produces 7.5 hours (450 minutes) of assigned time during each regular workday. During the student contact time, EL teachers typically have **three (3)** dedicated non-instructional (NI) periods **each week**.





Examples of Non-Instructional Expectations (Professional Responsibilities)

KUSD Flier

- Grading
- Supervision of bus activity/ recess/ lunch/ hallway
- IEP/ 504 meetings/ intervention accommodations
- Health/ safety plans
- Statutory requirements (accountability, Act 20)
- Parent/ guardian communications
- Lesson planning (differentiation, enrichment)
- Posting lessons
- Researching new curriculum artifacts
- Team collaboration
- Professional learning
- Data analysis

Investing in staff for the benefit of our students

Mission: Provide excellent, challenging learning opportunities and experiences that prepare each student for success.

Vision: To be Wisconsin's top performing urban school district that is highly regarded for continuously exceeding all expectations.

Collaboration time

- Elementary and Comprehensive High Schools - Target to meet 60 minutes per 5 day workweek*
- Middle Schools - CT period daily*
- Time spent collaborating with colleagues to positively affect student achievement while also benefiting educators' teaching and learning practices
- Action oriented; members turn aspirations into actions and visions into reality
- Efforts must be assessed on the basis of results rather than intentions
- Recurring cycles of collective inquiry and action to achieve better results for the students educators serve
- Collaborative team members work interdependently to achieve common goals for which they are mutually accountable
- Directly tied to school and district missions, visions and goals through a strategic plan

Faculty and Professional Meetings

- Principals will host staff and professional meetings with a target of up to 2 hours per month with staff

Prep time

- Target is a minimum of 225 minutes per 5 day work week
- Time to reflect on individual and student work
- Time for classroom and lesson planning
- Time to plan activities and field trips, review instructional practices, collaborate with colleagues, communicate with parents, and complete other professional duties (i.e. IEPs, 504 meetings, etc.)
- Can occur during instructional or non-instructional time
- Staff will work together with administration to address unique circumstances that come up in a professional manner and honor the time for teachers and for administration

Professional learning

- Target of 1/2 of the 4 professional learning days
- Sustained, intensive, job-embedded, collaborative, data-driven and classroom-focused learning
- Learning of new knowledge and skills that aid in staying relevant and up-to-date
- May result in career growth opportunities
- The weekly 60-minute Collaboration Time is still provided on these days

*Choice and Charter schools Collaboration Time time will vary due to unique schedules that can change on a weekly basis

Educational Support Center • 3600 52nd St., Kenosha, WI 53144 • info@kUSD.edu • 262.359-6300

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Updated 4/2023



Elementary School Non-Instructional Time

Current Model for 2024-25:

- Weekly Specials: 45 minutes, 3 times (Art, Music, PE) = **135 minutes**
- Weekly Non-contact time: 220 (55 min x 4 M-Th) + 211 min Friday = **431 minutes**
- Elementary calendar also has two parent teacher conference Fridays, with 11 hours (660 minutes) total of Non-instructional time, averaging nearly 4 min a day if spread out (20 min per week).
- Weekly Non-instructional time = **586 minutes/ 9 hours 46 minutes**



Elementary School Non-Instructional Time

Proposed Model for 2025-26:

- Proposed to add a dedicated library special period each week.
- Weekly Specials: 45 minutes, 4 times (Art, Music, PE, Library) = **180 minutes**
- Weekly Non-contact time: 220 (55 min x 4 M-Th) + 211 min Friday = **431 minutes**
- Elementary calendar also has two parent teacher conference Fridays, with 11 hours (660 minutes) total of Non-instructional time, averaging nearly 4 min a day if spread out (20 min per week).
- Weekly Non-instructional time = **631 minutes/ 10 hours 31 minutes**
- Projected cost increase of **\$910K** for additional 8.5 FTE teaching staff.



Middle School Daily Breakdown

KUSD Teachers currently have an 8 hour workday, which includes a 30 minute duty free lunch. This produces 7.5 hours (450 minutes) of assigned time during each regular workday. During the student contact time, MS teachers typically have **two (2)** dedicated non-instructional (NI) periods **each day**.

KEAT Staff Assignment: 480 min/ 8 hours (includes 30 min lunch), 450 min assigned time

Collaboration Time

Prep

2024-25
M-Th

Student Contact Range:
407 min/ 6 hours 47 min

NI

NI

Lunch
30 min

Non-Contact
43 min

2024-25
Friday

Contact Range: 343 min/ 5 hours 13 min

Lunch
30 min

Non-Contact 107 min



Middle School Non-Instructional Time

Current Model for 2024-25:

- Middle School subject periods per day: 6 (4 core, 2 electives)
- M-Th average min/period: 60 min (core) & 45 min (electives)
 - M-Th Non-instructional time: $43 + 45 + 45 = \mathbf{133 \text{ minutes}}$
- Friday average min/period: 50 min (core) 35 min (electives)
 - Friday Non-instructional time: $107 + 35 + 35 = \mathbf{177 \text{ minutes}}$
- Weekly Non-instructional time = **709 minutes/ 11 hours 49 minutes**

- Proposed no change for the 2025-26 school year.



High School Daily Breakdown

KUSD Teachers currently have an 8 hour workday, which includes a 30 minute duty free lunch. This produces 7.5 hours (450 minutes) of assigned time during each regular workday. During the student contact time, HS teachers typically have **one (1)** dedicated non-instructional (NI) period **each day**.

KEAT Staff Assignment: 480 min/ 8 hours (includes 30 min lunch), 450 min assigned time

2024-25
M-Th

Student Contact Range: 416 min/ 6 hours 56 min

Prep

NI

Lunch
30 min

Non-Contact
34 min

2024-25
Friday

Contact Range: 357 min/ 5 hours 57 min

Lunch
30 min

Non-Contact 93 min



High School Non-Instructional Time

Current Model for 2024-25:

- High School subject periods per day: 7
- M-Th minutes per regular period: 50 minutes (average)
- M-Th Non-instructional time: $34 + 50 = \mathbf{84 \text{ minutes}}$
- Friday minutes per period: 45 minutes (average)
- Friday Non-instructional time: $93 + 45 = \mathbf{138 \text{ minutes}}$

- Weekly Non-instructional time = $\mathbf{474 \text{ minutes} / 7 \text{ hours } 54 \text{ minutes}}$



High School Non-Instructional Time

Proposed Model for 2025-26:

- Proposed to add a second non-instructional period each day
- High School subject periods per day: 7
- M-Th minutes per regular period: 50 minutes (average)
- M-Th Non-instructional time: $34 + 50 + 50 = \mathbf{134 \text{ minutes}}$
- Friday minutes per period: 45 minutes (average)
- Friday Non-instructional time: $93 + 45 + 45 = \mathbf{183 \text{ minutes}}$
- Weekly Non-instructional time = **719 minutes/ 11 hours 59 minutes**
- Projected cost increase of **\$3.4MM** for additional 31 FTE teaching staff and 2 FTE ESP staff.



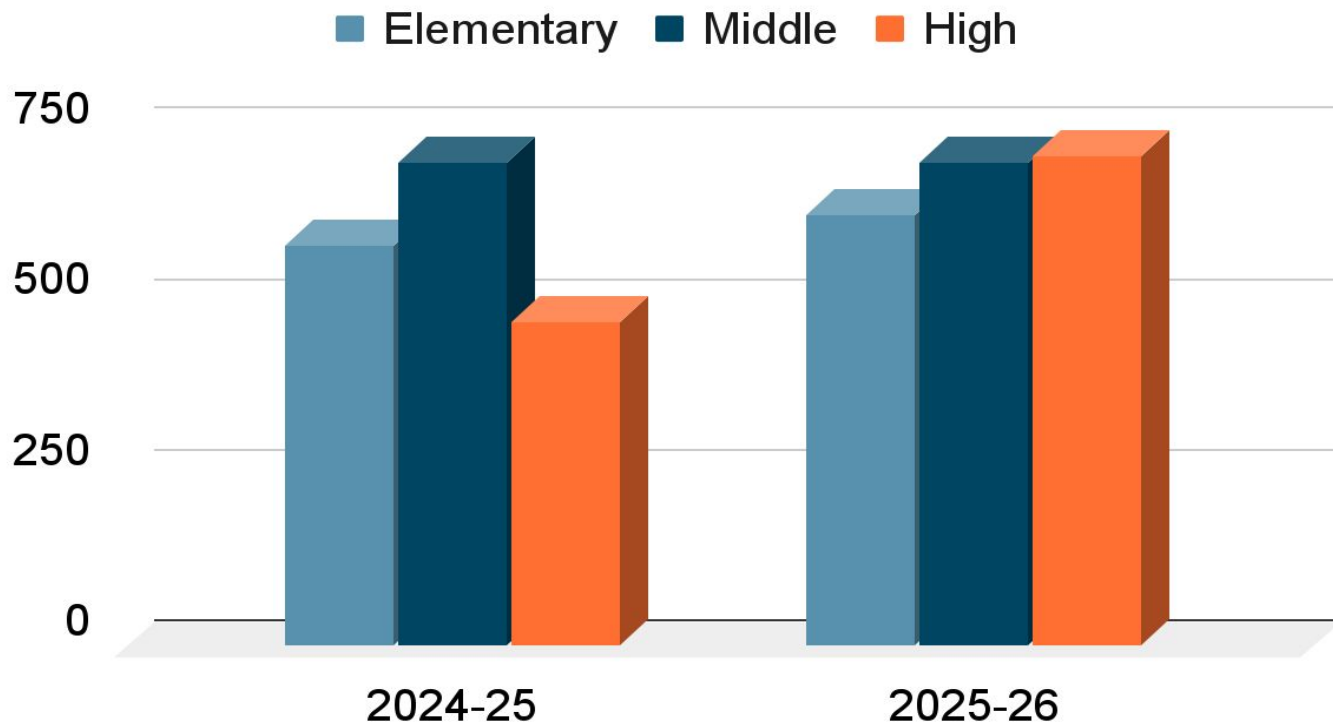
Weekly Non-Instructional Summary Recap

(percentage of work week)

	2024-25	2025-26 Option
Elementary Schools	586 minutes/ 9 hours 46 minutes (26.0%)	631 minutes/ 10 hours 31 minutes (28.0%)
Middle Schools	709 minutes/ 11 hours 49 minutes (31.5%)	709 minutes/ 11 hours 49 minutes (31.5%)
High Schools	474 minutes/ 7 hours 54 minutes (21.1%)	719 minutes/ 11 hours 59 minutes (32.0%)



Weekly Non-Instructional Summary Recap





Time Comparison Disclaimer

The models presented on the prior slides only differentiate between **instructional** and **non-instructional** assigned times, and only for the majority of teaching assignments. There are different schedules for some KUSD schools, as well as teaching positions that do not follow a typical daily schedule (i.e. Instructional Coaches, Counselors, Deans) and harder to define dedicated times.

The times are also presented as a total for that category, and do not account for typical non-instructional activities throughout the school day (traveling to different locations for meetings, use of restrooms, lingering students, etc.). However, any increase in the non-instructional time increases the overall opportunity for managing professional duties.



KUSD FY 2025-26 Projected Revenues

Ref	Description	Amount
1	Revenue Limit Change (+\$325 PP, -335 3rd Friday)	\$3,770,000
2	Per Pupil Categorical Aid (PPCA) Decline	-\$246,344
	Total Revenues	\$3,523,656



KUSD FY 2025-26 Projected Expenses

Ref	Description	Amount
1	Structural Deficit Carried from FY 24-25 (range \$790K to \$2.8MM)	\$2,800,000
2	Restore ESSER Funded Tech Refresh Budget	\$1,000,000
3	Restore Major Maintenance	\$1,000,000
4	Restore ESSER Funded Summer School plus other costs	\$2,225,000
5	Health Insurance 11%	\$4,090,000
6	Salary Schedule Increases ~ 1.5%	\$2,400,000
7	Salary CPI Increases 2%	\$3,200,000
8	Curriculum Adoption	\$2,000,000
9	Transportation Contract Increase 3%	\$300,000
10	Property Insurance Increase	\$12,000
11	Liability Insurance Increase	\$30,000
12	Nursing Contract Increase	\$50,000
13	HS Prep/Professional Learning Time	\$3,417,000
14	EL Prep/Professional Learning Time	\$909,500
	Total Expenses	\$23,433,500
	Net Budget Position	-\$19,909,844



Teacher non-instructional time feedback

- Any questions or concerns about what was presented?
- What is missing?
- What are you still wondering?



Safety Enhancements

KENOSHA UNIFIED SCHOOL DISTRICT



Controlled entrances

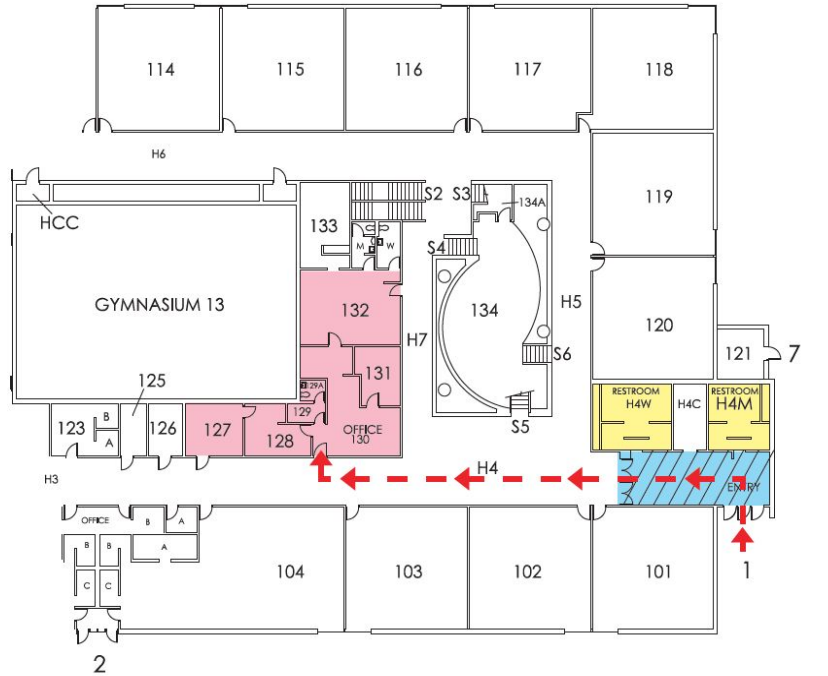
- Controlled entrances prevent visitors from gaining access to the school without bypassing the attendance or main office
- Visitors are granted access to the vestibule and a locked set of second doors prevents entry to the rest of the school
- Visitors must check-in at the office and provide an ID
- The ID is run through the Raptor system and checked to see if the individual is a sex offender



Controlled entrances, cont.

- Various funding sources were used to add controlled entrances at many KUSD schools (referendum, school safety grants, major maintenance budget)
- More than just another set of doors; major remodeling
- Main offices in many schools are not by the front door (middle of school)

Curtis Strange Elementary - Controlled Entrance Proposal



CURRENT

- MAIN OFFICE
- STUDENT BATHROOMS
- ENTRANCE



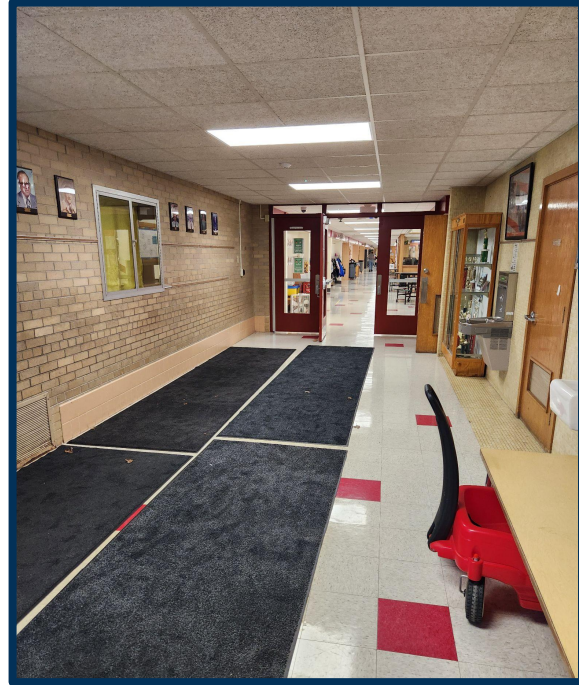
PROPOSED

- MAIN OFFICE
- STUDENT BATHROOMS
- ENTRANCE
- CLASSROOMS

CURTIS STRANGE ELEMENTARY

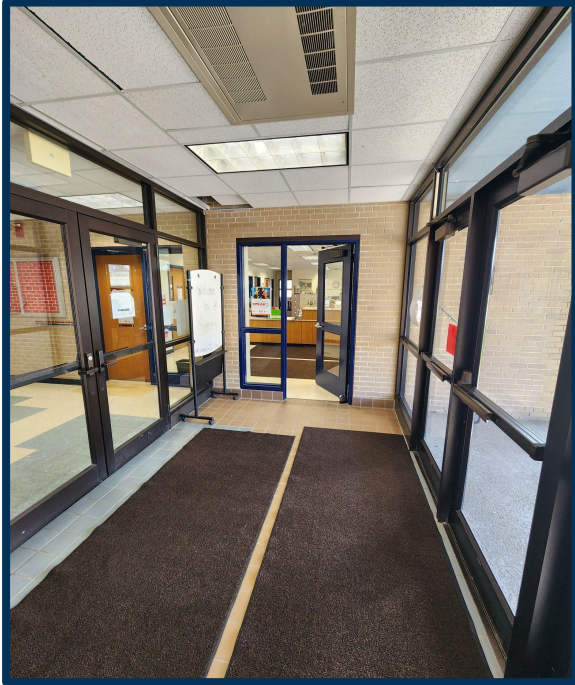


Distance from office to
controlled entry vestibule



Restrooms are located in
the controlled vestibule

SOMERS ELEMENTARY



Controlled entry to the
office from vestibule



Controlled entry to the
school from the office



Controlled entrances, cont.

- Remaining Schools
 - Bose Elementary
 - Curtis Strange Elementary
 - Forest Park Elementary
 - Jeffery Elementary
 - Harvey Elementary
 - Lance Middle School
 - Whittier Elementary
- Estimated Cost \$12.5MM (range \$1.7MM - \$2MM)



Miscellaneous Security Costs

- DVRs update (10 year old systems)
- Camera updates (i.e., analog to digital, exterior cameras, replace panoramic cameras)
- Exterior door replacements
- Shatter-proof film
- Card readers/buzzer entry



What are we doing now?

- Recommitting to best practices:
 - Reminding/ retraining office staff on responding to the buzzer. (Specific questioning.)
 - Refocusing/ retraining before school supervision.
 - Reminder to check exterior doors. “Listen for the click”
 - We are doing threat assessments when kids make threats.
 - Some assessments are deemed to be transient (or not serious. Other threats are deemed “serious/ substantive”)
 - This situation was a “prohibited” behavior. Sometimes we also do threat assessments for “concerning” behaviors.
 - Plan is to do more internet searches and threat assessments for “concerning behaviors”
 - Looking into expanded filtering options for internet usage by students.



KUSD FY 2025-26 Projected Revenues

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2	Per Pupil Categorical Aid (PPCA) Decline	-\$246,344
	Total Revenues	\$3,523,656



Ref	Description	Amount
	Deficit Starting Point with Teacher Prep Time	-\$19,909,844
15	Debt Service to Fund 7 Remaining Controlled Entrances (\$12.5 MM)	\$2,000,000
16	Security Hardware (e.g. Cameras) Annual Update Cycle	\$100,000
17	Upgraded Security DVR and Software Lease Budget	\$350,000
	Total Expenses	\$25,883,500
	Net Budget Position	-\$22,359,844

REFERENDUM PLANNING

Kenosha Unified
School District

Brian Nicol, Donovan Group | November 2024

Recurring vs. Non-Recurring

Recurring

- Passage of a recurring referendum allows the District to exceed the revenue limit by **a specific dollar amount on an ongoing basis** and could allow for improved long-term planning in light of unknown future state budgets.

Non-recurring

- Passage of a non-recurring referendum means the District can exceed the revenue limit for **a set number of years by a specific amount**. Therefore, the board may need to seek a new referendum every few years to exceed the revenue limit.

Recurring vs. Non-Recurring

Frequency

- Since 2000, Wisconsin school boards have elected to put a non-recurring operational referendum question on the ballot roughly **twice as often** as a recurring operational referendum question.

Pass rate

- Since 2000, non-recurring operational referendum questions pass at a rate approximately **16% higher** than recurring operational referendum questions.
- The pass rate gap has **decreased in the last 10 years**.

Recurring vs. Non-Recurring

April 2024

- In April 2024 there were **20 recurring** operational referendum questions on ballots in Wisconsin with a **55.0% pass rate**.
- In April 2024 there were **43 non-recurring** operational referendum questions on ballots in Wisconsin with a **62.8% pass rate**.

November 2024

- In November 2024 there were **22 recurring** operational referendum questions on ballots in Wisconsin with a **77.3% pass rate**.
- In November 2024 there were **58 non-recurring** operational referendum questions on ballots in Wisconsin with a **67.2% pass rate**.

Survey Results Review

- **81.9%** of respondents are very or somewhat familiar with KUSD's budget challenges.
- **76.6%** believe KUSD's financial needs must be addressed now.
- **57.9%** said they would support an operational referendum on the February 2025 ballot.

Table Talk

The background of the slide features a green header with a faint, stylized illustration of a network. It shows several human figures connected by lines, with speech bubbles emanating from them, suggesting a collaborative or communicative environment.

- Turn to your neighbor and discuss the Pluses and Deltas of recurring and non-recurring referendums
- 5 minutes
- Report out/share

Next Steps

- Determine recurring or non-recurring
 - Discussion during Committee of the Whole on Tuesday, Nov. 12
- Potential Board vote on ballot language
 - Discussion and possible action during regular board meeting on Tuesday, Nov. 19
 - Determine whether or not to include security items
- Informational campaign to inform all voters
- Election Day

THANK YOU QUESTIONS?

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