



**Kenosha
Unified**
SCHOOL DISTRICT

Moral imperative: ALL students will have an equal opportunity to prepare for college and/or careers with the support of highly qualified educators in a learning environment that is resource rich, safe, and welcoming.

REGULAR SCHOOL BOARD MEETING

November 19, 2024 at 7 p.m.

John J. Hosmanek Educational Support Center
Board Meeting Room
3600 52nd St., Kenosha WI, 53144

This page intentionally left blank



Regular School Board Meeting
 November 19, 2024
 John J. Hosmanek Educational Support Center
 3600 52nd St.
 Kenosha, WI 53144
 7:00 PM

I. Pledge of Allegiance	
II. Roll Call of Members	
III. Awards/Recognition	
IV. Introduction, Welcome and Comments by Student Ambassador	
V. Superintendent's Report	
VI. Legislative Report	
VII. Views and Comments by the Public	
VIII. Remarks by the President	
IX. Administrative and Supervisory Appointments	
X. Consent Agenda	
A. Consent/Approve	4
Recommendations Concerning Appointments, Leaves of Absence, Retirements, Resignations and Separations	
B. Consent/Approve	5
Minutes of the 10/22/24 Special Meeting and Executive Session and 10/22/24 Regular Meeting	
C. Consent/Approve	10
Summary of Receipts, Wire Transfers and Check Registers	
XI. Old Business	
A. Discussion/Action	18
2025 Operational Referendum	

Option I - Non-Recurring

1. Resolution Authorizing the School District Budget to Exceed Revenue Limit by \$23,000,000 Per Year for Five Years for Non-Recurring Purposes

2. Resolution Providing for a Referendum Election on the Question of the Approval of a Resolution Authorizing the School District Budget to Exceed Revenue Limit by \$23,000,000 Per Year for Five Years for Non-Recurring Purposes

OR

Option II - Recurring

1. Resolution Authorizing the School District Budget to Exceed Revenue Limit by \$23,000,000 for Recurring Purposes

2. Resolution Providing for a Referendum Election on the Question of the Approval of a Resolution Authorizing the School District Budget to Exceed Revenue Limit by \$23,000,000 for Recurring Purposes

XII. New Business

A. Discussion/Action 21

Policy 1240 - Access to Public Records (First Reading)

B. Discussion/Action 36

Policy 3643 - Emergency School Closing and/or Learning Adjustments (First Reading)

C. Discussion/Action 42

Policy 5120 - Student Enrollment Reporting (First Reading)

D. Discussion/Action 44

Policy 5230 - Out-of-Home Care (First Reading)

E. Discussion/Action 47

Policy 6422 - Homebound Instruction (First Reading)

F. Discussion/Action 51

Policy 8712 - School Board Meeting Agenda Preparation and Dissemination (First Reading)

G. Discussion

2024-2025 Adopted Budget Book

H. Discussion 54

Preliminary 2025-2026 Budget Discussion

I. Discussion/Action 56

School Board Norms

J. Discussion/Action 57

Donation to the District

XIII. Announcements/Updates by Board members (2-minute limit per member)

- Per Policy 8710, comments in response to public comments are allowable only if the topic was included in the original notice of the meeting.

XIV. Other Business as Permitted by Law

XV. Tentative Schedule of Reports, Events and Legal Deadlines for School Board 58

(December - January)

XVI. Predetermined Time and Date of Adjourned Meeting, if Necessary

XVII. Adjournment

**Kenosha Unified School District
Kenosha, WI
November 14, 2024**

The Office of Human Resources recommends the following actions:

ACTION	LAST NAME	FIRST NAME	SCHOOL/DEPT	POSITION	STAFF	DATE	FTE
Appointment	Arneson	Evan	Roosevelt Elementary School	Special Education	ESP	11/05/2024	1
Appointment	Clewis-Nichols	Laura	Somers Elementary School	Information/Health Services	ESP	11/04/2024	1
Appointment	Cruz	Karen	Brass Community School	Special Education	ESP	11/05/2024	1
Appointment	Garcia	Antonio	Indian Trail HS & Academy	Bilingual Community/Student Support	ASP	10/21/2024	1
Appointment	Roberson	Ammie	KTEC	Guidance	Instructional	10/28/2024	1
Appointment	Roberson	Kamille	Tremper High School	Special Education	ESP	10/22/2024	1
Appointment	Schofro	Sarah	Frank Elementary School/Bradford High School	Custodian	Facilities	11/04/2024	1
Appointment	Sisemore	Timothy	Washington Middle School	Online Support	ESP	10/24/2024	1
Appointment	Sterling	Laura	Forest Park Elementary School	Special Education	ESP	10/23/2024	1
Appointment	Turcios	Yodaris	Harvey Elementary School/Southport Elementary	4K Program	Instructional	10/21/2024	1
Resignation	Ahern	Craig	Bradford	Math	Instructional	10/24/2024	1
Resignation	Casper	Cristine	Somers Elementary School	4K Program	ESP	11/08/2024	1
Resignation	Escobedo	Victor	School Leadership	Administrative Specialist (12 MO)	ASP	11/11/2024	1
Resignation	Gotta	Chrystal	Mahone Middle School	Special Education	ESP	10/22/2024	1
Resignation	Hogan	Brian	Information Services	Technology Support Technician	AST	10/31/2024	1
Resignation	Hotchkiss	Keith	Information Services	System Support Specialist	AST	11/08/2024	1
Resignation	Lange	Heather	Lance Middle School	Special Education	ESP	11/21/2024	1
Resignation	Moton	Jauckee	Bradford High School	Special Education	ESP	11/04/2024	1
Retirement	Domine	Charles	Lance Middle School	Stem	Instructional	06/13/2025	1
Retirement	Hummel	Lisa	Mahone Middle School	Online Support	ESP	04/23/2025	1
Retirement	Loewen	Andrew	Educational Support Center	Carpenter Crew Leader	Facilities	01/06/2025	1
Retirement	Stein	Donald	Bradford High School	Custodian	Facilities	12/06/2024	1
Retirement	Werner	Melissa Lynn	Reuther Central High School	Guidance	Instructional	01/06/2025	1

This page intentionally left blank

SPECIAL MEETING & EXECUTIVE SESSION
OF THE KENOSHA UNIFIED SCHOOL BOARD
HELD OCTOBER 22, 2024

A special meeting of the Kenosha Unified School Board was held on Tuesday, October 22, 2024 in Room 125 at the John J. Hosmanek Educational Support Center. The purpose of this meeting was to vote on holding an executive session to follow immediately.

The meeting was called to order at 5:30 p.m. with the following members present: Mrs. Schmaling, Ms. Adams, Mr. Price, Mr. Tierney, Mrs. Landry, Ms. Stevens and Mrs. Modder. Dr. Weiss and Dr. Ormseth were also present.

Mrs. Modder, 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.

Mrs. Modder announced that an executive session was scheduled to follow this special meeting for the purposes of Review of Findings/Orders by Independent Hearing Officer, Items Relating to Students Requiring Confidentiality by Law, and Litigation.

Mr. Price moved that the executive session be held. Second by Ms. Adams. Motion carried unanimously. Moved into closed session at 5:30 p.m.

1. Review of Findings/Orders by Independent Hearing Officer

Dr. Bethany Ormseth, Principal of LakeView Technology Academy, presented two students for expulsion and review.

Dr. Ormseth and Dr. Weiss departed the meeting at 5:32 p.m.

Ms. Adams made a motion to expel Student One per IHO recommendations. Second by Ms. Stevens. Motion carried unanimously.

Ms. Adams made a motion to expel Student Two per IHO recommendations. Second by Ms. Stevens. Motion carried unanimously.

Dr. Weiss returned to the meeting at 5:40 p.m.

2. Property Sale/Purchase

Mr. Patrick Finnemore, Director of Facilities, and Mr. Tarik Hamdan, Chief Financial Officer, joined the meeting at 5:40 p.m. and presented information about the sale and purchase of property.

Board members asked questions and gave direction to administration regarding next steps.

Mr. Finnemore and Mr. Hamdan departed the meeting at 6:21 p.m.

3. Employment Relationship and Personnel Problems

Mr. Kevin Neir, Chief Human Resources Officer, joined the meeting at 6:22 p.m. and presented board members with information pertaining to several employment matters.

Board members asked questions and gave direction to administration regarding next steps.

Mr. Neir departed the meeting at 6:38 p.m.

4. Litigation

Dr. Weiss presented information to the board regarding two legal matters.

5. Evaluation Consideration

Dr. Weiss presented his mid-year self-evaluation check in and provided copies to board members.

Mr. Tierney moved to adjourn the meeting. Second by Mr. Price. Motion carried unanimously.

Meeting adjourned at 6:47 p.m.

Denise Ewing
School Board Secretary

REGULAR MEETING OF
THE KENOSHA UNIFIED SCHOOL BOARD
HELD OCTOBER 22, 2024

A regular meeting of the Kenosha Unified School Board was held on Tuesday, October 22, 2024, at 7:00 p.m. in the Board Room at the John J. Hosmanek Educational Support Center. Mrs. Modder, President, presided.

The meeting was called to order at 7:00 p.m. with the following Board members present: Mrs. Schmaling, Ms. Adams, Mr. Price, Mr. Tierney, Mrs. Landry, Ms. Stevens, and Mrs. Modder. Dr. Weiss was also present.

Mrs. Modder, 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 the Superintendent's office. Anyone desiring information as to forthcoming meetings should contact the Superintendent's office.

No Awards or Recognitions.

Mr. Tierney introduced the Student Ambassador, Trevor Lofquist from LakeView Technology Academy, and he made his comments.

Dr. Weiss gave the Superintendent's Report.

Mr. Price gave the Legislative Report.

Views and comments were made by the public.

Mrs. Modder gave remarks by the President.

No Administrative or Supervisory Appointments.

Ms. Stevens moved to approve the consent agenda (items A-F) as printed. Second by Mr. Price. Motion carried unanimously.

Old Business:

Dr. Weiss introduced Ms. Tracy Jentz, Director of Survey for Donovan Group and Mr. Brian Nicol of the Donovan Group, who both appeared virtually, to share the results of the community referendum survey. The presentation included the Executive Summary, Survey Process and Methodology, and Survey Results. It was noted that the standing committees will meet on November 12, 2024 (Committee of the Whole), to discuss the referendum options and that the board will vote on a resolution to go to referendum at the November 19, 2024 regular board meeting, with the informational campaign beginning immediately.

Mr. Price made a motion to proceed with the referendum and authorize the Administration to engage with Quarles & Brady to formulate sample resolutions with agreed-upon amount (including prep time and if recurring or non-recurring options) that board will review and discussion at the November 12, 2024 committee meeting of the whole and take action on at the November 19, 2024 regular board meeting. Second by Ms. Stevens. Motion carried with Mr. Tierney dissenting.

New business:

Mr. Patrick Finnemore, Director of Facilities, presented the Annual School Safety Law Requirement report, submitted by himself, Mr. William Haithcock, Chief of School Leadership, and Dr. Weiss.

Mrs. Landry moved to approve the Annual School Safety Law Requirements as described in the report. Second by Ms. Stevens. Motion carried unanimously.

Mr. Kris Keckler, Chief Information Officer, presented the Official Third Friday Enrollment Report, submitted by himself and Dr. Weiss.

No action was taken on this item as it was an informational item.

Mr. Tarik Hamdan, Chief Financial Officer, presented the Change in Fiscal Year 2023-2024 Adopted Budget, submitted by himself and Dr. Weiss.

Mr. Price moved to approve the report and that the Class 1 notice be published within 10 days of the official Board adoption. Second by Mrs. Landry. Motion carried unanimously.

Mr. Hamdan presented the 2023-2024 Budget Carryovers to the 2024-2025 Budget, submitted by himself, Ms. Lisa Salo, Accounting Manager, and Dr. Weiss.

Ms. Adams moved to approve this report so that carryover funds in the amount of \$2,942,028 can be incorporated into the 2024-2025 budget. Second by Ms. Stevens. Motion carried unanimously.

Mr. Hamdan presented the Formal Adoption of the 2024-2025 Budget, submitted by himself, Ms. Salo, and Dr. Weiss. The Administration requested the Board to accept the following recommendations:

1. Formally adopt the District's 2024-2025 budget using the accompanying budget adoption motion (Attachment B)
2. Direct the administration to prepare a class one legal notice to be published publicly within 10 days of the adoption (Attachment C)
3. Approve the property tax levy to be collected from the municipalities within the school district in the amount of \$67,592,272 for the general fund, \$12,312,942 for the debt service fund, and \$1,500,000 for the community service fund. The board must approve levy amounts on or before November 1st each year per Wis. Stats. 120.12(3)(a)
4. Direct the district clerk to certify and deliver the Board approved tax levy to the clerk of each municipality on or before November 10, 2024.

Ms. Adams moved that the 2024-2025 budget for the Kenosha Unified School District, as presented, for all funds showing expenditures, other revenues, and tax levies in summary be adopted as set forth above and in the accompanying format required by the Wisconsin Department of Public Instruction (see Attachment C). Second by Mr. Price. Motion carried unanimously.

Dr. Weiss presented the Insulin Pricing Class Action Lawsuit submitted by himself.

Ms. Stevens moved to approve joining the mass action lawsuit against insulin manufacturers and pharmacy benefit managers (PBMs), including Eli Lilly, Novo Nordisk, Sanofi, CVC Caremark, and OptumRx, and approve the contingency fee agreement with the Franz Law Group. Second by Mrs. Landry. Motion carried with dissent (Schmaling).

Dr. Weiss presented the Standing Committee Meetings Update, submitted by Mr. Hamdan, Mr. Haithcock, Mrs. Wendy Tindall, Chief Academic Officer, and himself. These updates were given for the Audit/Budget/Finance Committee, the Curriculum/Program Committee, the Personnel Committee, and the Planning/Facilities/Charter Review Committee. It was noted that the next meeting will be a Committee of the Whole on November 12, 2024.

No action was taken on this item as it was an informational item.

Mrs. Schmaling presented Resolution 434 – American Education Week. Motion to approve by Ms. Stevens. Second by Ms. Adams. Motion carried unanimously.

Mrs. Landry presented and moved to approve Resolution 435 – Native American Heritage Month. Second by Ms. Stevens. Motion carried unanimously.

Mr. Trevor Lofquist, Student Ambassador, presented Resolution 436 – Veterans Day. Motion to approve by Mr. Tierney. Second by Ms. Adams. Motion carried unanimously.

Mrs. Schmaling presented two Donations to the District and moved to accept the gifts and 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 Wis. Stats. 65.90(5)(a). Second by Ms. Adams. Motion carried unanimously.

Board Members made announcements.

Ms. Stevens made a motion to adjourn. Second by Mrs. Landry. Motion carried unanimously.

Meeting adjourned at 9:26 p.m.

Denise Ewing
School Board Secretary

This page intentionally left blank

Kenosha Unified School District
Kenosha, Wisconsin
Summary of Cash Receipts and Disbursements
November 19, 2024

CASH RECEIPTS	reference	total
October 2024 Wire Transfers-In, to Johnson Bank from:		
WI Department of Public Instruction	<i>state aids register receipts</i>	\$ 824,825.13
Bankcard Services (MyLunchMoney.com)	<i>food services credit card receipts (net of fees)</i>	55,432.34
Bank (Infinite Campus)	<i>district web store receipts (net of fees)</i>	106,048.99
Retired & Active Leave Benefit Participants	<i>premium reimbursements</i>	46,559.96
Johnson Bank	<i>KTEC Transfer</i>	465,495.04
HHS	<i>head start grant</i>	236,610.21
Various Sources	<i>small miscellaneous grants / refunds / rebates</i>	34,204.14
Total Incoming Wire Transfers		<u>1,769,175.81</u>
October 2024 Deposits to Johnson Bank - All Funds:		
General operating and food services receipts	<i>(excluding credit cards)</i>	<u>204,730.29</u>
TOTAL OCTOBER CASH RECEIPTS		\$ 1,973,906.10

CASH DISBURSEMENTS	reference	total
October 2024 Wire Transfers-Out, from Johnson Bank to:		
<i>Payroll & Benefit wires</i>		
Individual Employee Bank Accounts	<i>net payrolls by EFT (net of reversals)</i>	\$ 12,056,316.98
WI Department of Revenue	<i>state payroll taxes</i>	459,688.22
WI Department of Revenue	<i>state wage attachments</i>	5,765.54
IL Department of Revenue	<i>IL state payroll taxes</i>	15,058.22
IRS	<i>federal payroll taxes</i>	4,072,079.36
Delta Dental	<i>dental insurance premiums</i>	206,787.71
Diversified Benefits Services	<i>flexible spending account claims</i>	8,387.55
Employee Trust Funds	<i>wisconsin retirement system</i>	1,640,710.78
NVA	<i>vision insurance premiums</i>	18,366.00
Aflac	<i>insurance premiums</i>	84,641.65
Optum	<i>HSA</i>	457,661.75
Various	<i>TSA payments</i>	462,450.92
<i>Subtotal</i>		<u>19,487,914.68</u>
<i>General Operating Wires</i>		
US Bank	<i>purchasing card payment-individuals</i>	177,142.62 *
Aegis	<i>workers' compensation payment</i>	400,000.00
Kenosha Area Business Alliance	<i>LakeView lease payment</i>	18,371.22
United Healthcare	<i>health insurance premiums</i>	4,316,268.24
Various	<i>returned checks</i>	226.50
<i>Subtotal</i>		<u>4,912,008.58</u>
Total Outgoing Wire Transfers		<u>\$ 24,399,923.26</u>
October 2024 Check Registers - All Funds:		
Net payrolls by paper check	<i>Register# 01020DP, 01021DP 01022DP</i>	\$ 24,286.04
General operating and food services	<i>Check# 637991 thru Check# 639162 (net of void batches)</i>	<u>6,055,507.54</u>
Total Check Registers		<u>\$ 6,079,793.58</u>
TOTAL OCTOBER CASH DISBURSEMENTS		\$ 30,479,716.84

*See attached supplemental report for purchasing card transaction information

KUSD Purchasing Card Program - Individual Cardholders

Transaction Summary by Merchant

Billing Cycle Ending October 15, 2024

Merchant Name	Total
IN *A BEEP, LLC	\$ 12,821.50
HOTEL	\$ 10,815.96
MENARDS KENOSHA WI	\$ 10,175.76
EVERWHITE CORPORATION	\$ 8,407.60
(PC) 3654 INTERSTATE	\$ 7,537.71
GLOBALKNOWLEDGE.COM	\$ 6,790.00
IC* INSTACART	\$ 5,938.84
SAMSClub.COM	\$ 5,634.37
RESTAURANTS & CATERING	\$ 5,569.18
RAYNER AND RINN SCOTT	\$ 4,350.00
BROOKS TRACTOR MOUNT PLEA	\$ 4,151.91
MARKS PLUMBING PARTS	\$ 3,695.11
HYDRO-FLO PRODUCTS INC	\$ 3,283.44
HIGHWAY C SERVICE INC	\$ 3,232.18
VEHICLE MAINT. & FUEL	\$ 3,150.96
AIRLINE	\$ 2,947.28
IN *BLOOMZ INC	\$ 2,925.28
CARPETLAND USA	\$ 2,761.92
HAJOCA KENOSHA PC354	\$ 2,506.04
HALLMAN LINDSAY PAINTS -	\$ 2,259.17
CNK*CINEMARK HQ 001	\$ 1,817.00
CHESTER ELECTRONIC SUPPLY	\$ 1,534.66
DSPS EPAY ISE	\$ 1,400.00
GRAINGER	\$ 1,394.78
IN *ECONO HOLDING COMPANY	\$ 1,315.00
ACMETOOLS.COM	\$ 1,274.99
APPLE HOLLER	\$ 1,269.50
JOHNSTONE SUPPLY - RACINE	\$ 1,263.20
CARDIO PARTNERS INC	\$ 1,194.55
DASH MEDICAL GLOVES	\$ 1,146.36
AMAZON MKTPL*7X7Q478J3	\$ 1,120.00
BATTERIES PLUS #0561	\$ 961.40
ULINE *SHIP SUPPLIES	\$ 935.73
FIRST SUPPLY KENOSHA	\$ 921.45
SQ *MASTERS BUILDING SOLU	\$ 873.85
BUILDING CONTROLS & SOLUT	\$ 869.95
WISCONSIN FOUNDATION F	\$ 850.00
SHERWIN WILLIAMS 703481	\$ 847.62
AMAZON MKTPL*TZ7UR1OP3	\$ 823.98
MOBYMAX EDUCATION	\$ 797.00
IMPACT APPLICATIONS	\$ 765.00
MUSIC THEATRE INTERNATIO	\$ 740.00
FASTENAL COMPANY 01WIKEN	\$ 738.64
STERICYCLE INC/SHRED-IT	\$ 737.37
STICKER MULE	\$ 717.50
BLAIN'S FARM & FLEET	\$ 694.74
MWCGC	\$ 650.00

KUSD Purchasing Card Program - Individual Cardholders

Transaction Summary by Merchant

Billing Cycle Ending October 15, 2024

Merchant Name	Total
HOMEDEPOT.COM	\$ 626.55
SHIFFLEREQUIP.COM	\$ 625.68
TEACHSTONE TRAINING	\$ 599.05
AMAZON.COM*2A7150103	\$ 573.96
BRODER BROS., CO	\$ 573.27
AMAZON MKTPL*8Z6BV9WS3	\$ 559.85
FIREALARM.COM LLC	\$ 558.63
AMERAPRODUC	\$ 552.08
BODYARMOR SERIES	\$ 550.00
EB *WICUG 2024 FALL CO	\$ 550.00
MONSTER JANITORIAL LLC	\$ 543.45
SAN-A-CARE	\$ 534.80
MENARDS RACINE WI	\$ 531.60
WASBO FOUNDATION	\$ 526.00
THE ASSOCIATED COLLEGIATE	\$ 516.49
GREEN MEADOWS FARM	\$ 516.00
TOGETHERWEGROW.ONLINE	\$ 500.00
SHERWIN-WILLIAMS703481	\$ 498.38
AMAZON MKTPL*I964N5EX3	\$ 491.96
VERIATO INC	\$ 487.41
TARGET PLUS	\$ 479.96
WOODWORKERS HARDWARE I	\$ 479.07
AMAZON MKTPL*ZB8K41140	\$ 477.96
EBAY O*05-12198-77721	\$ 472.29
AMAZON MKTPL*IN67G5RM3	\$ 455.29
SCHOOL DATEBOOKS	\$ 449.85
BR FACTORY.COM 2624	\$ 442.03
DECKER EQUIP SCHOOL FIX	\$ 441.95
ANTHROPOLOGIE.COM	\$ 430.39
SQ *PRINGLE NATURE CENTER	\$ 414.00
LOWES #02560*	\$ 413.13
TOWN & COUNTRY GLASS CO.,	\$ 403.94
L & S ELECTRIC, INC.	\$ 402.00
WISCONSIN SCHOOL SAFETY	\$ 395.00
TRANE SUPPLY-116407	\$ 390.71
AMZN MKTP US*GL40T53X3	\$ 390.14
MAGNACRAFT	\$ 389.90
PY *THE LETTERING MACHINE	\$ 388.33
HOLLAND SUPPLY INC	\$ 382.32
AAA SSP FL0994	\$ 380.57
NOVISIGN LTD	\$ 360.00
SWEETWATER SOUND	\$ 359.00
AMERICAN COUNCIL ON THE T	\$ 350.00
OPY*GEVI	\$ 349.99
AMAZON MARK* VZ3SW5SR3	\$ 340.89
MAILCHIMP *MISC	\$ 340.00
DC CARGO MALL.	\$ 331.89

KUSD Purchasing Card Program - Individual Cardholders

Transaction Summary by Merchant

Billing Cycle Ending October 15, 2024

Merchant Name	Total
AMAZON MKTPL*VO0CX7IJ3	\$ 331.15
SAMSLUB #6331	\$ 330.17
MCMMASTER-CARR	\$ 328.64
UWW GRAD APP OR CAMPS FEE	\$ 320.00
SMARTSIGN	\$ 318.75
AMAZON MARK* NU43W01F3	\$ 316.38
AMAZON RETA* 6X10O6K73	\$ 303.70
SQ *BLUE SKY INFLATABLES	\$ 300.88
ILLINOIS	\$ 300.00
WF *WAYFAIR3301360845	\$ 299.60
FASTSIGNS 301101	\$ 293.29
COYOTE LOGISTICS,LLC	\$ 288.98
AMAZON RETA* 5N7K42C53	\$ 286.98
AMAZON RETA* SK02A4EL3	\$ 286.98
BEST BUY 00000299	\$ 279.99
HOMEGOODS #1176	\$ 275.92
I W M CORPORATION	\$ 275.85
BARNES&NOBLE PAPERSOURCE	\$ 266.70
MEIJER # 284	\$ 259.58
SMUGMUG.COM	\$ 259.53
PRESS TIME CLEANERS	\$ 256.72
ZORO TOOLS INC	\$ 247.99
FARM & FLEET STURTEVANT	\$ 245.98
AMZN MKTP US*Q04K42DI3	\$ 242.47
AMAZON MKTPL*EI5W21Z13	\$ 240.14
TRANE US INC COMMERCIAL	\$ 236.26
PERENNIALMATH.COM	\$ 235.85
GENERATIONGENIUS.COM	\$ 225.00
USPS.COM POSTAL STORE	\$ 224.10
COLUMN PUBLIC NOTICE	\$ 223.31
FSP*COUNCIL FOR PROFESSIO	\$ 220.00
AMAZON MKTPL*WO1959R83	\$ 216.93
LAMINATOR.COM	\$ 210.24
SIMPLIFY WRITING	\$ 202.91
KIMBALL MIDWEST PAYEEZY	\$ 197.31
VSP*EPS SCHOOL SPECIALTY	\$ 196.88
BOOHOO	\$ 195.20
EVENTGROOVE	\$ 188.83
AMAZON MKTPL*9X78M7ME3	\$ 179.99
GRIZZLY INDUSTRIAL PHONE	\$ 176.04
WI DHFS LEAD AND ASBESTOS	\$ 175.00
SQ *CUSTOM BATONS	\$ 175.00
ENTERPRISE RENT-A-CAR	\$ 169.35
IN *KREDO INC	\$ 166.13
AMERICAN RED CROSS	\$ 165.00
BLUEDOGSSUPPLIES.COM	\$ 163.29
HEAT & POWER PRODUCTS INC	\$ 163.09

KUSD Purchasing Card Program - Individual Cardholders

Transaction Summary by Merchant

Billing Cycle Ending October 15, 2024

Merchant Name	Total
WM.COM	\$ 159.99
AMAZON MKTPL*XQ25G5NG3	\$ 159.90
FLUID HANDLING INC	\$ 155.48
FULL SOURCE, LLC	\$ 148.56
DOLLAR TREE	\$ 147.48
AMAZON MKTPL*Y94053GL3	\$ 146.99
COSTCO WHSE #1198	\$ 145.50
KENOSHA AREA BUSINESS	\$ 140.00
AMAZON RETA* LR8IO8NQ3	\$ 139.79
SQSP* INV151808755	\$ 139.60
FLOCABULARY BY NEARPOD	\$ 138.00
DISPLAYS2GO	\$ 135.87
DAY-OFF.APP	\$ 134.00
SPECTRUM	\$ 133.37
WM SUPERCENTER #1167	\$ 133.10
EDUCATIONAL THEATRE ASSO	\$ 129.00
CUSTOM BATONS INC.	\$ 127.95
KLINGSPOR S WOODWORKING S	\$ 126.55
USPS PO 5666100158	\$ 125.35
WAL-MART #1167	\$ 120.81
FLEXISPOT	\$ 118.74
PAYPAL *FIELDPRINT	\$ 117.00
THE ANTENNA FARM	\$ 115.92
AMAZON MARK* Y49Y54DM3	\$ 114.99
AMAZON MARK* 1H0AA3HC3	\$ 113.52
PAYPAL *CABLETIESPL	\$ 112.89
ACWHOLESALERS	\$ 109.19
TARGET.COM *	\$ 108.90
SIGNUPGENIUS	\$ 107.89
IC* INSTACART*SUBSCRIP	\$ 104.45
BEST BUY 00011916	\$ 101.98
KENOSHA COUNTY PARKS	\$ 100.00
PADLET* 16COF5TJVWXSE3	\$ 99.99
AMAZON MKTPL*AH7B22OJ3	\$ 99.99
SMORE.COM - EDUCATOR	\$ 99.00
LETSPLAYMUSIC	\$ 92.94
AMAZON RETA* BZ3Q319Q3	\$ 92.91
AMAZON MKTPL*JD9CQ5RO3	\$ 92.49
HOBBY LOBBY #283	\$ 90.32
NASSP PRODUCT & SERVICE	\$ 89.49
SP VILROS.COM	\$ 86.95
FIREHOUSE PERFORMANCE	\$ 85.00
NATIONAL COUNCIL OF SUPER	\$ 85.00
JIFFY.COM	\$ 79.90
WISCONSIN EDUCATIONAL	\$ 79.00
HALOGEN SUPPLY COMPANY IN	\$ 77.66
USPS PO 5642800260	\$ 73.00

KUSD Purchasing Card Program - Individual Cardholders

Transaction Summary by Merchant

Billing Cycle Ending October 15, 2024

Merchant Name	Total
AMAZON MKTPL*VR0XA7G73	\$ 72.94
THE HOME DEPOT #4926	\$ 71.16
NATIONAL SCIENCE TEACHER	\$ 70.00
WI ASSOCIATION OF SCHO	\$ 70.00
AMZN MKTP US*OM3ES42L3	\$ 69.61
AMAZON MKTPL*AB2OO18B3	\$ 68.07
AMAZON MKTPL*KN1Q90DK3	\$ 67.00
SEMLER INDUSTRIES	\$ 65.88
SP KENOSHASPIRITWEAR	\$ 63.98
REINDERS BRISTOL	\$ 62.40
FIVE BELOW 7070	\$ 62.00
WI DSPS LICENSURE	\$ 60.00
AMZN MKTP US*ZH0NJ5343	\$ 59.91
GIMKIT PRO - 1 YEAR	\$ 59.88
AMAZON MKTPL*IC65F2F83	\$ 59.07
AWSA	\$ 59.00
SP MEDIFYAIR	\$ 53.99
USCELL 5669	\$ 52.74
APPLE.COM/US	\$ 52.70
PIGGLY WIGGLY #209	\$ 50.63
FIRST STAGE MILWAUKEE	\$ 50.00
PICK N SAVE #871	\$ 49.21
PRAIRIE SIDE ACE HARDWARE	\$ 49.15
AMAZON MKTPL*RW2AL9AT3	\$ 47.66
AMAZON MARK* MJ82L7GD3	\$ 47.22
AMAZON MARK* WJ3R21TZ3	\$ 46.38
AMAZON MARK* ST7AE3MZ3	\$ 45.08
AMAZON MKTPL*OZ3IA2E43	\$ 44.70
OFFICEMAX/DEPOT 6358	\$ 44.63
TJ MAXX #671	\$ 42.17
AMZN MKTP US*5S8QB9AA3	\$ 39.12
SMK*WUFOO.COM CHARGE	\$ 39.00
AMZN MKTP US*ZW7A106A3	\$ 38.95
AMAZON.COM*8C7KS6AE3	\$ 38.89
CROWN TROPHY	\$ 36.05
AMAZON MKTPL*6A0221453	\$ 34.78
AMAZON MKTPL*ID2HV0443	\$ 34.07
AMAZON MKTPL*6O0PX9N53	\$ 32.54
ADOBE INC.	\$ 31.64
DSPS E SERVICE FEE COM	\$ 31.51
AMAZON MKTPL*TY7SR2533	\$ 31.42
AMAZON MKTPL*ZA2NA93P3	\$ 31.32
SP GOLF TEAM PRODUCTS	\$ 30.00
HARBOR FREIGHT TOOLS3397	\$ 29.99
EXPEDIA 72933793112481	\$ 29.83
SQ *CORWIN	\$ 29.21
AMAZON RETA* 2L0CI05C3	\$ 28.60

KUSD Purchasing Card Program - Individual Cardholders

Transaction Summary by Merchant

Billing Cycle Ending October 15, 2024

Merchant Name	Total
WALGREENS #9605	\$ 28.51
PIGGLY WIGGLY	\$ 27.90
SIGHT READING FACTORY	\$ 25.60
FRESH THYME #704	\$ 23.96
WALMART.COM	\$ 23.86
AMAZON MKTPL*1H30J7EJ3	\$ 23.68
SP WINTERCROFT	\$ 23.40
AIRGAS LLC - NORTH N126	\$ 23.31
ETSY.COM - DECADEAWARDSL	\$ 23.20
AMAZON MKTPL*FV0T46LF3	\$ 22.90
AMAZON MKTPL*JY61K6NN3	\$ 22.75
GBC ARDEN STUDIO	\$ 22.50
JC LICHT - 1290 - KENOSHA	\$ 21.99
ADOBE *ADOBE	\$ 21.09
OPENAI *CHATGPT SUBSCR	\$ 20.00
AMAZON MKTPL*V063A9PR3	\$ 19.99
AMAZON MARK* DM3RK7BG3	\$ 18.54
AMAZON MKTPL*KI0K27CM3	\$ 16.87
AMZN MKTP US*H73CG8993	\$ 15.80
AMAZON PRIME*1O2R70GB3	\$ 14.99
AMAZON MKTPL*GK0L601Z3	\$ 14.98
SQSP* INV151031509	\$ 14.00
AMAZON MKTPL*P98QE8SD3	\$ 13.64
AMAZON RETA* KL4S39683	\$ 13.29
AMAZON.COM*PF5M76XI3	\$ 11.86
FESTIVAL FOODS	\$ 10.60
PAYPAL *EVERESTWEBD	\$ 10.00
AMAZON MKTPL*5363B8S33	\$ 9.70
AMZN MKTP US*CT2A574F3	\$ 6.52
DSPS E SERVICE FEE REN	\$ 1.35
CAREERSAFE	\$ (162.00)
NCSM 2023	\$ (285.00)
AMAZON.COM	\$ (573.96)
US Bank Purchasing Card Payment - Individuals	\$ 177,142.62

KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, Wisconsin

November 19, 2024

Administrative Recommendation

It is recommended that the October 2024 cash receipt deposits totaling \$204,730.29, and cash receipt wire transfers-in totaling \$1,769,175.81, be approved.

Check numbers 637991 through 639162 (net of voided batches) totaling \$6,055,507.54, and general operating wire transfers-out totaling \$4,912,008.58, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the October 2024 net payroll and benefit EFT batches totaling \$19,487,914.68, and net payroll check batches totaling \$24,286.04, be approved.

Dr. Jeffrey Weiss
Superintendent of Schools

Tarik Hamdan
Chief Financial Officer

Lisa M. Salo, CPA
Accounting Manager

KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, Wisconsin

November 19, 2024

2025 Operational Referendum

At the May 28, 2024, regular school board meeting, the board voted to engage the services of the Donovan Group to assist in the potential development of an operational referendum. Operational referenda allow school districts to levy taxes, in excess of the state imposed revenue caps, in order to fund the operations of the district. The district is forecasting a \$19MM shortfall for the 2025-26 school year.

In June 2024, a Referendum Committee was formed. The Referendum Committee met on July 10, 2024 and compiled a list of academic and safety items that should be considered for the operational referendum. Approximately a dozen items were identified for both categories.

At the July 23, 2024, regular school board meeting, Mr. Brian Nicol from Donovan Group presented an overview of the referendum process, the services they would be providing, the proposed community survey timeline, and next steps.

On August 5, 2024, the Referendum Committee met to review and prioritize the academic and safety items. The following items were identified by the committee:

<u>Academic Items</u>	<u>Safety Items</u>
Increase Interventionists	Update Security Cameras
Expand Course Offerings (AP, CTE, & MS Electives)	Increase Security ESPs
Provide Equitable Prep Time K-12	Secured Entrances
Increase ESP Pay	

At the August 27, 2024, regular school board meeting, Mr. Nicol presented information on a recurring vs. non-recurring referendum, the determined items to be included for referendum, the survey process, and next steps.

The Referendum Committee gathered on August 16 to further discuss the identified referendum items and Academic and Safety Referendum Subcommittees were formed. The Academic Referendum Subcommittees were broken down between elementary and high school levels. The elementary level subcommittee met on August 23 and the high school level met on August 20. The Safety Referendum Subcommittee met on August 23 to further discuss the referendum items identified. The Referendum

Committee gathered again on August 30 to discuss the costing of the identified referendum items.

At the September 24, 2024, regular school board meeting, the list and approximate costs for the referendum items will be shared along with information pertaining to the community referendum survey.

The community referendum survey went live on September 25, 2024, and closed on October 10, 2024. Postcards encouraging residents to partake in the survey were mailed to community residents along with similar information being posted on social media, in the district's Bulletin, and the district's Torch.

At the October 22, 2024, regular school board meeting the Board reviewed the results of the community referendum survey and authorized administration to engage with Quarles & Brady to formulate sample resolutions for initial review at the November 12, 2024, committee meetings, followed by discussion and possible action at the November 19, 2024, regular board meeting.

At the November 12, 2024, standing committee of a whole committee, members were provided with information on recurring vs. non-recurring referendum options along with the planned use of the funds. Committee members provided feedback to the information provided.

The next step is for the board to take formal action and approve two required resolutions which would place the 2025-26 operational referendum on the February 18, 2025 ballot.

Administrative Recommendation

Administration recommends that the Board review and approve (via two motions) the resolutions corresponding with either "Option I - 5 Year Non-Recurring" or "Option II - Recurring" referendum as prepared by Quarles & Brady. Below are the options.

Option I - Non-Recurring

Motion 1 - Resolution Authorizing the School District Budget to Exceed Revenue Limit by \$23,000,000 Per Year for Five Years for Non-Recurring Purposes

Motion 2 - Resolution Providing for a Referendum Election on the Question of the Approval of a Resolution Authorizing the School District Budget to Exceed Revenue Limit by \$23,000,000 Per Year for Five Years for Non-Recurring Purposes

OR

Option II - Recurring

Motion 1 - Resolution Authorizing the School District Budget to Exceed Revenue Limit by \$23,000,000 for Recurring Purposes

Motion 2 - Resolution Providing for a Referendum Election on the Question of the Approval of a Resolution Authorizing the School District Budget to Exceed Revenue Limit by \$23,000,000 for Recurring Purposes

Dr. Jeffrey Weiss
Superintendent of Schools

Mr. Tarik Hamdan
Chief Financial Officer

Mrs. Tanya Ruder
Chief Communications Officer

This page intentionally left blank

KENOSHA UNIFIED SCHOOL DISTRICT

November 19, 2024

**Update on Policy and Rule 1240 Access to Public Records
(Records Management and Retention)**

Policy and Rule 1240 Access to Public Records was last updated in 2013. In 2023, the state of Wisconsin completed a major overhaul of the various records management expectations, including revised retention schedules. The majority of these revisions align to the Wisconsin Association of School Board's recommendations and the Department of Public Instruction. The recent records schedules greatly expanded the applicability and access to information for the entire organization, as well as inclusion of modern technology for records management, retrieval, and publication for the general public.

Supplemental policy items Rule 1240A and Rule 1240B will be combined, along with a new artifact that will present the approved record retention schedules as authorized by the Wisconsin Public Records Board. Collectively presented into the full rule for this policy. Also, the conditional formatting and presentation of the policy and rule will be made consistent prior to final publication.

Administrative Recommendation:

Administration recommends that the Board of Education review and approve the listed revisions for KUSD Policy and Rule 1240 Access to Public Records as a first reading at the November 19, 2024, regular School Board meeting and a second reading at the December 10, 2024, regular School Board meeting.

Dr. Jeffrey Weiss
Superintendent of Schools

Kris Keckler
Chief Information Officer

POLICY 1240
ACCESS TO PUBLIC RECORDS

The School Board of the Kenosha Unified School District shall allow persons to have access to District records in accordance with this policy and accompanying rule and in accordance with state law.

The Superintendent of Schools is designated as the legal custodian of records for any school District authority. The legal custodian shall safely keep and preserve records of the District and shall have full legal power to render decisions and carry out duties related to those public records maintained by any District authority. The legal custodian may deny access to records only in accordance with state and federal laws.

Public records may be inspected, copied and/or excerpted during established District office hours. The legal custodian shall establish fees in accordance with state and federal law. A list of such fees shall be made available at the District office and updated as needed.

District records shall be retained for the periods of time specified in the Wisconsin Records Retention Schedule For School Districts provided by the Wisconsin Department of Public Instruction. A public records notice shall be displayed in designated locations in the District.

LEGAL REF.: Wisconsin Statutes

_____	Chapter 19, Subchapter II	[Public records and property]
_____	Chapter 19, Subchapter IV	[Personal information practices]
_____	Sections	103.13 [Records open to employees]
_____	103.15	[Restrictions on use of test for HIV or antibodies to HIV]
	118.125	[Student records]
	118.126	[Privileged communication]
	120.13(28)	[Board power to designate custodian(s) of records]
_____	146.81-146.83	[Access to and confidentiality of patient health care records]
	252.15	[Restrictions on use of HIV test]
	938.396	[Interagency sharing of juvenile records]
_____	ADM 12 of the Wisconsin Administrative Code	[electronic records management]
_____	Americans with Disabilities Act of 199	[Maintenance of employee medical examinations]
_____	Family Educational Rights and Privacy Act	[Confidentiality of student records]
_____	Health Insurance Portability and Accountability Act [HIPPA]	[privacy of patient health/insurance records]

**POLICY 1240
Records Management and Retention
Page 2**

I. General Responsibilities of Officers, Officials, Employees, and Agents of the District

The District has a responsibility to maintain records in compliance with relevant state and federal laws. All officers, officials, employees, and other agents of the District are expected to adhere to applicable laws and District policies relating to records management. In carrying out those responsibilities, no such person may:

1. Unlawfully or without having authority to do so access District records, alter District records, or dispose of District records.
2. Unlawfully or inappropriately damage, remove, or conceal District records.
3. Facilitate any person's unlawful or unauthorized access to, or unlawful or unauthorized disclosure of, District records (including the content of such records).
4. Direct or permit another person to unlawfully or inappropriately access, modify, disclose, damage, remove, conceal, or dispose of District records.

II. Administrative Responsibility for a District Records Management Program

The Superintendent, or designee, has the primary administrative responsibility for defining and implementing a program of records management that complies with applicable law and District policies relating to records management. Those responsibilities include, but are not limited to, the following:

1. Overseeing the creation and implementation of any additional rules and operating procedures that may be needed to further govern records management in the District throughout the record life cycle, including protocols for storing District records, appropriately limiting access to records, protecting the personal privacy of record subjects, and maintaining the District's capacity to appropriately retrieve records and respond to requests for access to records.
2. Ensuring that the District utilizes appropriate information systems in connection with records maintained in an electronic format and defines appropriate rules and procedures related to the creation, modification, authority to access, and general management of electronic records.
3. Establishing appropriate protocols (e.g., rules and training) for informing employees who are involved in collecting, maintaining, using, providing access to, sharing, or archiving personally-identifiable information of their duties and responsibilities relating to protecting the personal privacy of record subjects.

**POLICY 1240
Records Management and Retention
Page 3**

- 4. Working with other staff and with the School Board President to bring issues and recommendations related to records management to the attention of the School Board, as deemed necessary or appropriate, on a timely basis.**
- 5. Maintaining an accurate summary of the current records disposition authority that the District has obtained from the Wisconsin Public Records Board (PRB). Such summary shall be maintained as an Exhibit (Rule 1240C) to this policy and shall include at least an up-to-date listing of the General Records Schedules that the District has formally adopted (in whole or in part) as well as any additional, unexpired District-specific records disposition authority that may have been approved by the PRB.**

III. Adoption of General Records Schedules and other State-Level Approval for District Records Disposition Authority

The following apply to the District's adoption and implementation of records disposition authority that is granted by the Wisconsin Public Records Board (PRB):

- 1. The administration shall obtain advance approval from the School Board prior to submitting any of the following to the PRB on behalf of the District:**
 - a. A notice of adoption of a General Records Schedule (in whole or in part).**
 - b. A notification of intent to opt-out of the adoption of a General Records Schedule (in whole or in part).**
 - c. A request for the PRB's approval, renewal, or modification of any District-specific records disposition authority.**
- 2. To the extent permitted or required by the rules, policies, and procedures of the PRB and unless the District takes additional steps to formally opt-out of the District's previous adoption of a General Records Schedule, adoption of a General Records Schedule shall be understood to mean adoption of the applicable schedule (or applicable portion of the schedule) as such schedule may be amended from time to time by the Public Records Board.**

IV. Records Retention and Disposition

Subject to the exceptions identified below in this Section:

As to any District records that are covered by a District-adopted General Records Schedule or by any other District-specific disposition authority that has been approved by the PRB, the District will implement the schedule or other disposition authority, including (1) by retaining the records for at least the minimum²⁴ period of time defined in the PRB-approved

**POLICY 1240
Records Management and Retention
Page 4**

schedule or other PRB-approved records disposition authority, and (2) if required by law and not waived by the Society, by providing advance notice of the intended destruction of particular records to the Wisconsin Historical Society.

Student records (referred to in state law as “pupil records” and in federal law as “education records”) shall be maintained as required by applicable state and federal laws and as further detailed in any applicable District-adopted General Records Schedule, in any other applicable District-specific disposition authority that has been approved by the PRB, and in any District policy or procedure that further governs student records.

In the event that a District record covered by section 19.21(6) (i.e., nearly all District records other than student records) has no other applicable retention period established by, or pursuant to, a District-adopted General Records Schedule or any other District-specific retention and disposition authority that has been approved by the PRB, the District will retain the record as required under section 19.21(6) for not less than 7 years and follow any applicable mandatory notice procedures (e.g., notice to the State Historical Society) prior to destruction. In some cases, a specific state or federal law or a District policy or rule that has not necessarily been approved by the PRB may require or direct the retention of a particular type/series of District records for a minimum period that is longer than 7 years, up to and including permanent retention.

To the extent permitted by and consistent with applicable law, and separate from the authority addressed in Section III of this policy (above), the District may establish further local policies, rules, and procedures that govern records retention and records disposition. Such policies, rules, and procedures shall be approved by either the School Board or, to the extent not in conflict with any School Board decision, by the District Administrator or any Board-designated legal custodian(s) of District records.

The following are important exceptions to the District’s standard records retention and destruction schedules, policies, and practices:

1. **Litigation Holds, Including for Subpoenas:** When appropriate (e.g., due to imminent litigation, the receipt of a subpoena, the receipt of a formal notice of claim, pending litigation and related appeals, notice of an investigation by or formal proceedings in a state or federal agency, etc.), the District will initiate a litigation-related hold for the purpose of identifying, retaining, and preserving potentially relevant records (including electronically stored information) and other evidence. The District shall maintain records that become subject to a litigation hold for the longer of (1) the normal retention period for the record; or (2) the date on which the litigation hold is released.
2. **Pending, Unresolved, and Litigated Requests for Access to District Records:** Upon the receipt of a request for access to District records under the Public Records Law or similar legal authority, the District’s legal custodian of records shall take steps intended to prevent the destruction of potentially responsive records (including responsive

POLICY 1240
Records Management and Retention
Page 5

3. records that the custodian may determine should not be released). The District shall maintain such potentially responsive records for the longer of (1) the normal retention period for the record; or (2) at least 30 additional calendar days beyond” the expiration of any applicable special minimum retention period specified in section 19.35(5) of the state statutes. The statutory special retention periods apply to public records requests that have been denied and/or over which a court action has been commenced. This process also supports the District’s compliance with a federal regulation governing students’ personally identifiable education records that states that school districts shall not destroy any such education records if there is an outstanding request of a parent/guardian (or adult student) to inspect and review those records.
4. **School District Audits**: Records necessary for any audit conducted at the direction of the Board or with notice from a state or federal authority shall be maintained until the later of (1) the date the records are no longer needed for audit purposes; or (2) the end of the normal retention period.

The District Administrator and any School Board-designated legal custodian(s) of District records”, acting in cooperation with and pursuant to the direction of District legal counsel where applicable, shall have the primary responsibility for initiating and ending a litigation hold, the preservation of records due to an audit or a pending public records matter, or the special preservation of District records under other unique circumstances. Under any of these circumstances, the District Administrator or legal custodian, as applicable, or such person’s designee shall initiate prompt communication to the Board, relevant District staff, and any relevant third parties (e.g., contractors holding certain records) regarding the scope of the matter and the procedures that are to be followed. The School Board President, acting in consultation with District legal counsel, may also initiate a litigation hold or other special directives regarding the preservation of records.

No officer, official, employee, or agent of the District may, directly or indirectly, modify, inhibit appropriate access to, or dispose of District records that the person knows or has reasonable cause to believe may be subject to any of the exceptions to the District’s standard records retention and destruction schedules, policies, and practices. Indirect conduct includes, for example, conduct that facilitates or causes the unlawful, unauthorized, or untimely modification or disposition of such records.

V. Converting District Records into Different Formats

From time to time, it may be necessary or desirable for the District to convert certain District records from one format to another. Typically, this will involve converting non-digital/electronic records into a digital/electronic format. It may also include, for example, converting records from one digital/electronic format to another digital/electronic format. Provided the process is carried out in a manner consistent with applicable laws and regulatory standards, the Board authorizes such records conversions.

POLICY 1240
Records Management and Retention
Page 6

To the extent a records conversion program, process, or procedure includes the intent, after successful conversion, to dispose of any original input record prior to the end of the minimum retention period that is applicable to the record, then the following also apply:

1. The program, process, or procedure must be authorized in advance by the District Administrator or any School Board-designated legal custodian of District records”;
2. The authorizing administrator must give notice of the intended conversion of records to the Superintendent and ensure that the District complies with any mandatory procedures for giving notice of intent to convert records to the Public Records Board; and
3. The original input records shall not be disposed of until the Public Records Board has acknowledged any related District submission related to the conversion of the records and the District has verified that the records have been successfully converted and stored in the new format.

Legal References:

Wisconsin Statutes

<u>Section 16.61(3)(e)</u>	[authority of the Public Records Board to establish the minimum period of time for retention before destruction of any school district record]
<u>Section 16.61(7)</u>	[standards for reproduction and conversion of records; executing and recording statements of intent]
<u>Section 16.612</u>	[optical disc and electronic storage standards to be set by a state-level rules; see Chapter Adm 12]
<u>Section 19.21</u>	[custody and delivery of official property and records]
<u>Section 19.21(6)</u>	[school district records retention; destruction of obsolete records]
<u>Section 19.33</u>	[legal custodian(s) of records; designation, duties, and duty to identify to district employees]
<u>Section 19.345</u>	[time computations under the public records law]
<u>Section 19.35(5)</u>	[holding records related to a pending public records request]
<u>Section 19.65</u>	[rules of conduct and employee training]
<u>Section 118.125</u>	[student records, generally]
<u>Section 118.125(3)</u>	[retention rules for student records, including a requirement that any such local rules adopted by a school district must be published as a class 1 legal notice]
<u>Section 120.13(28)</u>	[school board power to designate legal custodian(s) of records]
<u>Section 137.20</u>	[retention of electronic records; originals]
<u>Section 146.81 to 146.84</u>	[patient health care records]
<u>Chapters 801 thru 809</u>	[Wisconsin civil procedure]
<u>Section 889.08 to 889.10</u>	[certification of copies of records and related statutes]
<u>Section 946.72</u>	[criminal statute prohibiting tampering with public records]

**POLICY 1240
Records Management and Retention
Page 7**

Wisconsin Administrative Code

Ch. Adm 12 [electronic records management; standards and requirements]

Federal Laws and Rules

20 U.S.C. §1232(g) [Family Educational Rights and Privacy Act (FERPA); the federal student records law]

34 C.F.R. part 99 [U.S. Department of Education FERPA regulations]

34 C.F.R. §300.624 [retention and disposition of personally identifiable information in the education records of students with disabilities who receive services pursuant to the IDEA]

F.R.C.P. [Federal Rules of Civil Procedure]

CROSS REF.: 1200, Public Information Program
4232.1, Employee HIV Infection
4260, Personnel Records
5533, Communicable Disease
5533.1, Human Immunodeficiency Virus
6470, Student Records
7360, Facilities Project Records and Reports
8840, School Board Minutes

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: December 28, 1990

REVISED: May 11, 1999
February 25, 2003
December 19, 2006
February 28, 2013
December 10, 2024

RULE 1240

Records Management and Retention
ACCESS TO PUBLIC RECORDS

A. Definition

“Record” means any material on which written, drawn, printed, spoken, visual or electromagnetic information is recorded or preserved, regardless of physical form or characteristics, which has been created or is being kept by an authority. “Record” includes, but is not limited to, handwritten, typed or printed pages, maps, charts, photographs, films, recordings, tapes (including computer tapes), and computer printouts and optical disks. “Record” does not include drafts, notes, preliminary computations and like materials prepared for the originator’s personal use or prepared by the originator in the name of a person for whom the originator is working; materials which are purely the personal property of the custodian and have no relation to his or her office; materials to which access is limited by copyright, patent or bequest; and published materials in the possession of an authority other than a public library which are available for sale, or which are available for inspection at a public library.

B. Legal Custodian(s) of Records

The Superintendent of Schools/designee is the legal custodian of all School District records. Persons in the following positions are designated as deputies to act as legal custodians of particular records:

1. The School Board Secretary for all official Board records and minutes.
2. The Chief Financial Officer for all records relating to financial documents.
3. The Executive Director of Business Services for all records relating to business.
4. The Director of Human Resources for all records relating to personnel services
5. The Assistant Superintendent of Teaching and Learning for all records pertaining to curriculum and instruction.
6. The Director of Special Education and Student Support for all records relating to special education and student services.
7. The office of Student Support maintains records of former students.
8. The principal of each school under the direction of the Assistant Superintendent of School Leadership Director of Special Education and Student Support for all student records and other records located in individual school buildings or centers of operation.

Upon request the Superintendent will provide information concerning the location of any District records not in the custody of any of the above named deputies.

C. Records Requests

1. Any person has a right to inspect a District record and to make or receive a copy of any record as provided in state law. Records specifically exempted from disclosure by state or federal law or authorized to be exempted from disclosure by state law are exempted from disclosure under these procedures. These records include, but are not necessarily limited to, student records, certain types of records of District employees and individuals holding local public office in the District, computer programs and data, contractor’s records, identities of certain applicants for public positions, and records or any portion of a record qualifying as a common law trade secret.

If a record contains information that may be made public and information that may not be made public, the authority having custody of the record shall provide the information that

RULE 1240
Records Management and Retention
Page 2

may be made public and delete or redact the information that may not be made public from the record before release.

2. A request to inspect or copy a record shall be made to the legal custodian of the records. The request shall be deemed sufficient if it reasonably describes the requested record or the information requested.
However, a request for a record without a reasonable limitation as to subject matter or length of time represented by the record does not constitute a sufficient request. No request may be refused because the person making the request is unwilling to be identified or to state the purpose of the request. However, if security reasons or federal law so dictate, identification may be required. Mail requests, if approved, may require a fee prepayment.
3. Each legal custodian, upon request for any record, shall, as soon as practicable and without delay, either fill the request or notify the requester of the denial of the request.
4. A request for a record may be denied as described in these procedures. A legal custodian may deny access to a record, in whole or in part, only if he/she determines that the harm to the public through disclosure of the record outweighs the public benefit of access to the record. The legal custodian is authorized and encouraged to consult with the District's legal counsel in making such determination.
 - a. Oral requests may be denied orally unless a demand for a written statement of the reasons denying the request is made by the requester within five business days of the oral denial.
 - b. If a written request is denied in whole or in part, the requester shall receive a written statement of the reasons for the denials. Written denials must include a statement informing the requester that the denial may be reviewed by a court by mandamus under state law, or upon application to the Attorney General or a District attorney.
 - c. Any custodian who denies access to a record shall report such denial to the Superintendent as soon as possible.
5. Records will be available for inspection and copying during all regular office hours.
6. A requester shall be permitted to use facilities comparable to those available to District employees to inspect, copy or abstract a record.
7. The legal custodian may require supervision of the requester during inspection or may impose other reasonable restrictions on the manner of access to an original record if the record is irreplaceable or easily damaged.
8. A requester shall be charged a fee for the cost of copying and locating records as follows:
 - a. The fee for photocopying shall be set from time to time by the Superintendent.
 - b. If the form of a written record does not permit copying, the actual and necessary cost of photographing and photographic processing shall be charged.
 - c. The actual full cost of providing a copy of other records not on printed form on paper, such as films, computer printouts and audio or videotapes shall be charged.
 - d. If mailing or shipping is necessary, the actual cost thereof shall also be charged.
 - e. There shall be no charge for locating a record unless the actual cost therefore exceeds \$50.00 in which case the actual cost shall be determined by the legal custodian and billed to the requester.
 - f. The legal custodian shall estimate the cost of all applicable fees and may require a cash

RULE 1240
Records Management and Retention
Page 3

- deposit adequate to assure payment, if such estimate exceeds \$5.00.
- g. Elected officials and employees of the District shall not be required to pay for public records they may reasonably require for the proper performance of their official duties.
 - h. The legal custodian may provide copies of a record without charge or at a reduced charge where he/she determines that waiver or reduction of the fee is in the public interest.

D. Records Retention

1. District records shall be kept for the period of time specified in the records retention schedule adopted by the Board. Records not covered in the District's records retention schedule shall be kept for a period of not less than seven years, unless a shorter period is fixed by the state public records board or otherwise provided.
 - a. Student records shall be retained as outlined in District procedures relating to the maintenance and confidentiality of student records.
 - b. Any taped recording of a meeting of a governmental body (i.e., School Board) may be destroyed no sooner than 90 days after the minutes have been approved and published if the purpose of the recording was to make minutes of the meeting.
2. Records that no longer serve a useful, business, educational or historical purpose shall be destroyed subject to limitations of applicable laws and the record retention schedule adopted by the Board. Prior to destruction of any records, the Kenosha County Historical Society/District Archives shall be notified at least 60 days in advance to determine if historical interest justifies preservation of such records. The Kenosha County Historical Society/District Archives may, upon application, waive this notice.
3. No record may be destroyed at any time after the receipt of a request for inspection or copying of the record until after the request is granted or until at least 60 days after the date that the request is denied.
4. The District may provide for the keeping and preservation of public records through the use of microfilm or another reproductive device, optical imaging or electronic formatting. Any photographic reproduction that meets applicable state law standards shall be deemed an original record for all purposes.

RULE 1240A

Records Management and Retention
~~ACCESS TO PUBLIC RECORDS~~

NOTICE TO PUBLIC CONCERNING ACCESS TO PUBLIC RECORDS

The Kenosha Unified School District has designated the Superintendent of Schools as the legal custodian of the public records and property of Kenosha Unified School District. The term “public records” as used here includes all records of the School Board, Board officers, the Superintendent, committees and the divisions and departments of the District. The public may obtain information and access to records, make requests for records, or obtain copies of records in the custody of the Kenosha Unified School District at the following place and times at the local public offices: Administrative Offices of Kenosha Unified School District at 3600 52nd Street, Kenosha, Wisconsin 53144-2697 or ~~Post Office Box 340, Kenosha, Wisconsin 53141-0340, and in particular,~~ the Office of the Superintendent of Schools. The regular office hours are 7:30 a.m. to 11:50 a.m. and 12:45 p.m. to 4:30 p.m. during the regular school term, and 7:30 a.m. to 11:50 a.m. and 12:30 p.m. to 4:00 p.m. for the balance of the year.

District records are located in various offices in various locations in the District. Information concerning the location of particular records may be obtained by contacting the Office of the Superintendent. In applying the provisions of the public records law, the positions identified as local public offices within the Kenosha Unified School District include: local public offices, Superintendent of Schools, building principals, ~~Executive Directors~~ **Chiefs** and Directors.

The District is authorized by law to impose a fee on the requester that does not exceed the actual, necessary and direct cost of reproducing, locating, transcribing, mailing or shipping the record, unless a fee is otherwise specifically established by law. Information concerning the specific fees charged by the District may be obtained by contacting the Office of the Superintendent.

RULE 1240B

Records Management and Retention
~~ACCESS TO PUBLIC RECORDS~~

NOTICE TO EMPLOYEES
(Legal Custodians of Records)

The Superintendent of Schools has been designated as the legal custodian of records for the Kenosha Unified School District. Persons in the following positions are designated as deputies to act as legal custodians of particular records:

1. The School Board Secretary for all official Board records and minutes.
2. The ~~Director of Finance~~ **Chief Finance Officer** for all records relating to business services.
3. The ~~Executive Director~~ **Chief** of Human Resources for all records relating to personnel services.
4. The ~~Executive Director of Curriculum and Instructional Services~~ **Chief Academic Officer** for all records pertaining to curriculum and instruction.
5. The Director of Special Education for all records relating to special education and student services.
6. The principal of each school, under the direction of the ~~Executive Director~~ **Chief** of School Leadership II/Coordinator of Student Support, for all student records and other records located in individual school buildings or centers of operation.
7. The office of Student Support maintains records of former students.
- 8. The Chief Information Officer for all student related records, student accountability and Information Technology.**
- 9. The Facilities Director for all buildings, grounds and transportation records.**

The legal custodian is vested by the Board with full legal power to render decisions and carry out the duties of the District under the public records and property law. Questions concerning requests for access to records shall be referred to the Superintendent/designee. The Superintendent/designee will determine whether a record of the District must be made available for inspection and/or copying by a requestor, or whether the request is denied.

**RULE 1240
Records Management and Retention**

Current State-Approved Disposition Authority

Kenosha Unified school district has adopted, either in whole or in part, one or more of the General Records Schedules that have been approved and issued by the Wisconsin Public Records Board (PRB). The purpose of this exhibit is to track all current authority that the school district has obtained from the Public Records Board in a single location, including both in regard to general schedules and in regard to any additional district-specific authority that the district has sought and obtained. In filling out the tables that comprise the exhibit, the district is likely to reference some of the following General Records Schedules:

- Wisconsin Public School District and Related Records
- Wisconsin Municipal and Related Records
- Administrative and Related Records
- Budget and Related Records
- Fiscal and Accounting and Related Records
- Purchasing & Procurement and Related Records
- Risk Management and Related Records
- Human Resources and Related Records
- Payroll and Benefits and Related Records
- Facilities Management and Related Records
- Information Technology and Related Records

I. General Records Schedules (GRS) Adopted by the District in Whole

Name of PRB General Records Schedule	Date on which District Received PRB Approval for Implementation
Wisconsin Public School District and Related Records	
Wisconsin Municipal and Related Records	
Administrative and Related Records	
Budget and Related Records	
Fiscal and Accounting and Related Records	
Purchasing & Procurement & Related Records	
Risk Management and Related Records	
Human Resources and Related Records	
Payroll and Benefits and Related Records	
Facilities Management and Related Records	
Information Technology and Related Records	

II. General Records Schedules Adopted by the District in Part

Name of PRB General Records Schedule	Date on which District Received PRB Approval for Implementation	Description of District Exclusions/Exceptions as Approved by the Public Records Board (or a cross-reference to such a description)
NA		

III. Other District-Specific Approvals Obtained from the Public Records Board

Local Records Disposition Authority (RDA) Number	PRB-approved local RDA Title/Description	Date on which District Received PRB Approval for Implementation	Expiration (Sunset) Date of PRB Approval
NA			

IV. Additional Notes Related to Records Schedules, Records Management, and District Interactions with the Public Records Board

Date of Note	Note	Approved By
NA		

Adoption Date: December 10, 2024

This page intentionally left blank

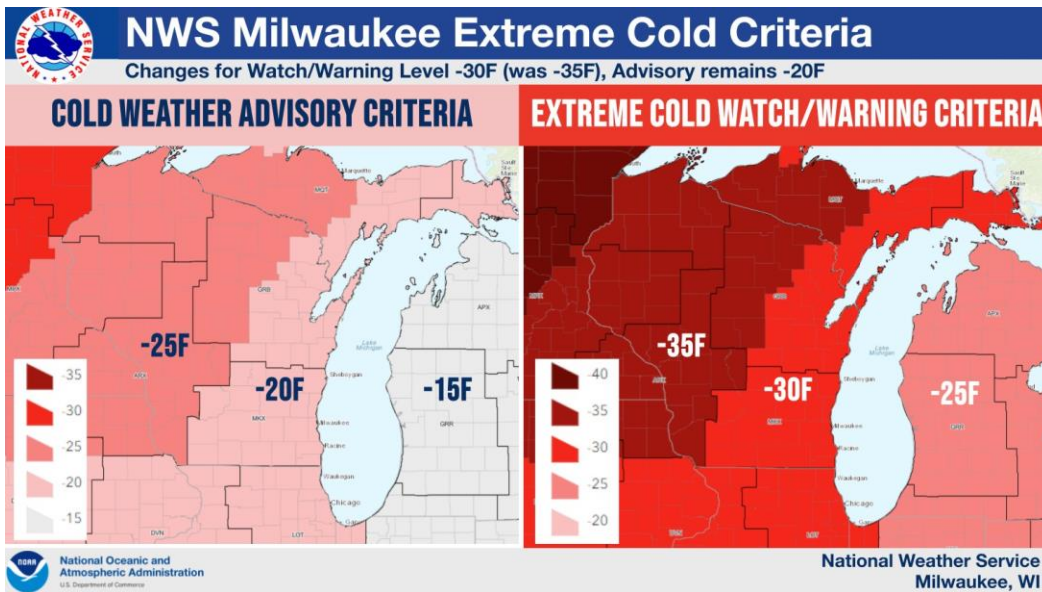
Kenosha Unified School District
Kenosha, Wisconsin

November 19, 2024
Board of Education Meeting

**POLICY AND RULE 3643 – EMERGENCY SCHOOL CLOSINGS
AND/OR LEARNING ADJUSTMENTS**

Background:

Policy 3643 gives the Superintendent and/or their designee guidance when determining whether or not to close schools due to inclement weather or emergencies. The policy has been updated to align with the updated National Oceanic and Atmospheric Administration’s wind chill warning threshold followed by the National Weather Service for our area. The district follows these two organizations closely when inclement weather is likely in our area. This change moves the threshold to -30 from the previous -35 degrees. Please see the attached flyer for more information on their entire gamut of changes.



In addition to the changes above, additional formatting updates and the removal of the SNOW line are proposed for consideration. A review of the usage of the phone line last year showed no usage, so eliminating this line and the resources needed to update it is recommended.

Administration Recommendation:

Administration recommends that the board approve revised Policy and Rule 3643 – Emergency School Closings and/or Learning Adjustments as a first reading on Nov. 19, 2024, and a second reading on Dec. 10, 2024.

Dr. Jeffrey Weiss
Superintendent of Schools

Tanya Ruder
Chief Communications Officer

HAZARD SIMPLIFICATION



What Does NWS Consolidation Mean For the Extreme Cold, Freeze, and Wind Chill Product Suites?



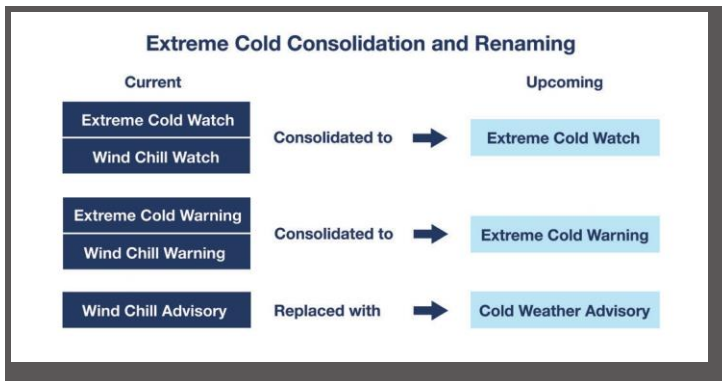
NWS is simplifying its suite of cold weather products to improve messaging of these hazards and provide better decision-making services.



What are we doing?

Wind Chill Watch/Warning/Advisory will be consolidated into the Extreme Cold Watch/Warning and Cold Weather Advisory. Hard Freeze Watch and Warning will be consolidated into the Freeze Watch/Warning.

Nationwide Implementation in Fall 2024 - On or about October 1, 2024



What Do You Need To Know?

- As part of the ongoing National Weather Service (NWS) Hazard Simplification Project, the NWS is acting upon data collected during public and partner engagements, surveys, and social science research leading to consolidation of Wind Chill and Extreme Cold products and Freeze and Hard Freeze Products.
- The new NWS Cold Product Suite will allow NWS to communicate that cold is dangerous with or without wind. Wind chill will not go away although emphasis will be placed on “cold is cold” for public safety.
- Consolidation of NWS Freeze and Hard Freeze products into one streamlined Freeze Watch/Warning with enhanced language for hard freeze conditions as needed will simplify and improve messaging and service delivery.
- The scope of the NWS Frost/Freeze services is focused on vegetation and agriculture taking into account growing season, impacts, and precautionary/preparedness actions.

What would this look like?

Changes highlighted in yellow

New Freeze Warning with Hard Freeze Wording

URGENT - WEATHER MESSAGE
National Weather Service New Orleans LA
359 AM CST Fri Jan 19 2024

LAZ059-065>067-191800
/O.NEW.KLIX.FZ.W.0003.240120T0600Z-240120T1500Z/
Upper Lafourche-Upper Terrebonne-Lower Terrebonne-Lower Lafourche-
Including the cities of Thibodaux, Raceland, Larose, Houma,
Bayou Cane, Chauvin, Cocodrie, Dulac, Montegut, Galliano,
Cut off, Golden Meadow, and Leeville
359 AM CST Fri Jan 19 2024

...FREEZE WARNING IN EFFECT FROM MIDNIGHT TONIGHT TO 9 AM
CST SATURDAY...

* WHAT...Hard freeze with temperatures as low as 21 expected.

* WHERE...Upper Lafourche, Upper Terrebonne, Lower Terrebonne
and Lower Lafourche Parishes.

* WHEN...From Midnight tonight to 9 AM CST Saturday.

* IMPACTS...Frost and freeze conditions will kill crops, other
sensitive vegetation and possibly damage unprotected outdoor
plumbing.

New Cold Weather Advisory

URGENT - WEATHER MESSAGE
National Weather Service Denver CO
200 PM MST Thu Feb 23 2024

COZ050-051-241300-
/O.NEW.KBOU.CW.Y.0004.240224T0000Z-240224T1600Z/
Sedgwick County-Phillips County-
Including the cities of Holyoke, Sedgwick, Julesburg, Amherst,
Haxtun, and Ovid
200 PM MST Thu Feb 23 2024

...COLD WEATHER ADVISORY IN EFFECT FROM 5 PM THIS AFTERNOON TO
9 AM MST FRIDAY...

* WHAT...Very cold wind chills expected. Wind chills as low as
20 below zero.

* WHERE...Julesburg and Holyoke.

* WHEN...From 5 PM this afternoon to 9 AM MST Friday.

* IMPACTS...The cold wind chills will cause frostbite in as
little as 30 minutes on exposed skin.

New Extreme Cold Warning

URGENT - WEATHER MESSAGE
National Weather Service Duluth MN
147 PM CST Wed Feb 12 2024

MNZ010>012-019>021-020800-
/O.NEW.KDLH.EC.W.0001.240203T0000Z-240203T1800Z/
Koochiching-North St. Louis-Northern Cook and Lake-
Central St. Louis-Southern Lake-Southern Cook-
Including the cities of International Falls, Ely, Isabella,
Hibbing, Two Harbors, Silver Bay, and Grand Marais
147 PM CST Wed Feb 12 2024

...EXTREME COLD WARNING IN EFFECT FROM 6 PM THURSDAY TO NOON CST
FRIDAY...

* WHAT...Dangerously cold wind chills expected. Wind chills as
low as 45 to 50 degrees below zero.

* WHERE...Koochiching, North St. Louis, Northern Cook and Lake,
Central St. Louis, Southern Lake and Southern Cook Counties.
This includes the Tribal Lands of the Grand Portage
Reservation and the Bois Forte Band, Lake Vermilion and, Nett
Lake areas.

* WHEN...From 6 PM Thursday to noon CST Friday.

* IMPACTS...The dangerously cold wind chills could cause frostbite
on exposed skin in as little as 5 minutes.



What are the benefits?

- Streamline forecast process
- Unify terms across the United States
- Simplified messaging by using a single product type for Extreme Cold and Wind Chill
- Simplified messaging by using a single product for Freeze and Hard Freeze
- Ability to message that cold is dangerous with or without wind
- Ability to offer clearer Watch/Warning/Advisory maps

Learn More!

NWS partners should watch for partner webinars coming this summer, and reach out to your local NWS office with questions or to learn more.

POLICY 3643

EMERGENCY SCHOOL CLOSINGS AND/OR LEARNING ADJUSTMENTS

Only the superintendent of schools and/or their designee is authorized to close school buildings due to inclement weather ~~or~~ **and/or emergencies** ~~intermittent emergency/~~ crisis situations. If the decision to close buildings is made, a public announcement will be made via various platforms no later than 5 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 unless mandated by the state or federal government.

If a public announcement is not made by 5 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.

LEGAL REF.: Wisconsin Statutes Sections

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

CROSS REF.: Policy 3511 - Transportation

- Policy 5310 - Student Attendance
- Policy 6210 - School Year Calendar
- Employee Handbook
- Emergency Operations Plan*

AFFIRMED: Sept. 24, 1991

REVISED: Jan. 29, 2002

- Oct. 28, 2003
- Dec. 18, 2007
- Sept. 23, 2014
- Oct. 28, 2014
- Sept. 22, 2015
- March 28, 2017
- July 25, 2017
- June 26, 2018
- Sept. 24, 2019
- Dec. 8, 2020
- July 26, 2022
- Dec. 12, 2023
- Dec. 10, 2024**

RULE 3643

EMERGENCY SCHOOL CLOSINGS AND/OR LEARNING ADJUSTMENTS

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

- ~~Whether~~ **If** a weather warning has been issued and remains in effect at or after 5 a.m. ~~on~~ of the day in question
 - Warnings issued in advance are often canceled due to a change in storm systems, and the district does not want to make decisions based on inaccurate data/information
- ~~If~~ **If** there is a sustained wind chill of ~~-30-34~~ degrees or lower
- ~~If~~ **If** there is a sustained temperature of -20 degrees or lower
- ~~If~~ **If** there is or will be a heavy accumulation of snow, especially during typical travel times to and from school
 - Are streets and sidewalks clear?
 - Are buses unable to run due to extreme cold or unplowed streets?
 - Are driving conditions hazardous?
 - Are there power or phone outages?

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

In the event schools are closed or the arrival time is changed due to inclement weather and/or **emergencies** emergency/crisis situations, an announcement will be made:

- Via email and/or text message to all families and staff who have updated and accurate contact information listed in student and staff databases.
- On KUSD and school websites, KUSD Channel 20, **and** social media platforms, ~~and 262-359-SNOW (7669).~~
- Via the appropriate avenues to be shared on local and extended news station platforms. =

Announcements will be made by 5 a.m. unless emergency circumstances require otherwise. If schools are closed, all after-school activities, including sports, fine arts and evening events, also will be canceled. When KUSD schools are closed, no transportation will be provided to private and parochial schools.

THREE PROCEDURES TO LOOK/LISTEN FOR

Unless notified otherwise, Procedure 1 is in effect. 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 staff are expected to attend.
- **Procedure 2:** All schools in KUSD will open two hours late, and buses that transport students

EMERGENCY SCHOOL CLOSINGS AND/OR LEARNING ADJUSTMENTS - Page 2

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 closed; no students are expected to report. The Kenosha Senior Center also will be closed. KUSD employees - see below for attendance guidelines.

STAFF REPORTING REQUIREMENTS:

Two (2) days are built into the academic calendar for school closings.

- **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**, 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**his/her supervisor.

Beyond the first two days:

- Teachers, educational support professionals and interpreters should not report to work when school is closed due to weather or emergency purposes, but must make up state mandated student contact time at a future date(s) to be determined by administration.
- Administrative, supervisory, technical personnel; administrative support professionals; community and support; facilities; and food service must report to work or take a vacation or personal day.

Timesheet employees ~~are~~will not be required to work when schools are closed and will not be compensated unless their direct supervisor requests otherwise, in which case a timesheet for hours worked must be submitted.

INDOOR/OUTDOOR GUIDELINES

1. General guidelines: 10 degrees or below, wind chill factor of 0 degrees or below and rain/drizzle/blizzard = indoor recess, ~~indoor noon recess~~ and early entrance to **buildings**door areas/hallways.
2. Administrator's responsibilities: **Principals are responsible for implementing these guidelines, supervising students, and informing families of the weather policy annually.** ~~Principals are responsible for the timely implementation of the guidelines, reasonable supervision of students under all circumstances, and informing parents each year of the district's expectations regarding indoor periods due to weather conditions.~~

KENOSHA UNIFIED SCHOOL DISTRICT

November 19, 2024

Update on Policy 5120 Student Enrollment Reporting

With recent student membership audits from the Department of Public Instruction, there are some proposed changes to the clarification of wording regarding full time student membership processes. Primarily in the area of high school scheduling options to ensure accurate course schedules and planning across high school grade spans.

Administrative Recommendation:

Administration recommends that the Board of Education review and approve the listed revisions for KUSD Policy 5120 Student Enrollment Reporting as a first reading at the November 19, 2024, regular School Board meeting and a second reading at the December 10, 2024 regular School Board meeting.

Dr. Jeffrey Weiss
Superintendent of Schools

Wendy Tindall
Chief Academic Officer

Kris Keckler
Chief Information Officer

William Haithcock
Chief of School Leadership

POLICY 5120
STUDENT ENROLLMENT REPORTING

The principal or designee of each school shall verify to the Office of Educational Accountability the number of students enrolled and such other information as may be required by Wisconsin Statutes for student enrollment purposes and for membership audit purposes.

Every student meeting the age requirements set forth in the state law, who is enrolled as a full-time student and not over the age of twenty (20) on the count date, shall be included in the annual third Friday of September and second Friday in January membership count. A student shall be considered full time according to the following:

1. An elementary or middle school student shall be considered full time if enrolled for a majority of the entire time specified for each school as recorded in the annual KUSD "Hours of the School Day" file.
2. A high school student in grades 9 ~~and 10~~ **through 12** shall be considered full time if scheduled for at least 6.0 credits during the regular school year, **outside of summer school enrollment**. High School students in grades 11 and 12, **in good academic standing on pace to graduate within four years** shall be considered full time if scheduled for at least 5.0 credits during the regular school year. This is not a cap on the number of credits a student might take, but it ~~should~~ **will** allow for a greater benefit to ~~upper class~~ students **who wish** to take advantage of the growing number of dual credit/early college credit/Youth Apprenticeship opportunities.
3. Enrollment in dual-credit arrangements with identified and approved institutions shall be accepted on an equivalent-hour basis.
4. In the case of alternative **educational** programs, a student shall be considered full time if enrolled in any adopted and authorized program meeting his/her educational needs and the graduation requirements adopted by the Board, **with administrative approval and parent and student consent**.

LEGAL REF.: Wisconsin Statutes - Section
118.33 (1) [~~High School Graduation Standards Requirements~~]
121.004 (7) [~~Definition Pupil Enrolled~~][Pupils Enrolled]

CROSS REF.: 6456 Graduation Requirements
Special Education Policy and Procedure Handbooks

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: August 13, 1991

REVISED: May 27, 1997
July 28, 2015
May 24, 2022
December 10, 2024

**Kenosha Unified School District
Kenosha, Wisconsin**

November 19, 2024

Policy and Rule 5230 - Out-of-Home-Care

Background

School Board Policy and Rule 5230 is a new policy. In reviewing KUSD policies, a need for an Out-of-Home-Care Policy was recognized. This new Out-of-Home-Care Policy aligns with current recommendations from the Wisconsin Department of Public Instruction and meets obligation under Every Student Succeeds Act (ESSA) of 2015, the Fostering Connections Act of 2008 and the Uninterrupted Scholars Act of 2013. These entities, along with the Wisconsin Association of School Boards (WASB) have provided guidelines and recommendations for Policy 5230 - Out-of-Home-Care.

Recommendation

Administration recommends that the Board of Education approve Policy and Rule 5230 - Out-of-Home-Care as a first reading at their November 19, 2024 Regular School Board Meeting.

Dr. Jeffery Weiss
Superintendent of Schools

William Haithcock
Chief of School Leadership

Yolanda Jackson-Lewis
Coord. of Diversity/Student & Family Engagement

Kaylee Cutler
Homeless Liaison

Policy 5230
Out-of-Home Care

Kenosha Unified School District is committed to its responsibility to provide a high-quality education to all students and committed to using all available resources, including local and federal funds, to support district schools that serve students in out-of-home care. In doing so, the Board is committed to meeting its obligations under Every Student Succeeds Act (ESSA) of 2015 in connection with the Fostering Connections Act of 2008 and the Uninterrupted Scholars Act of 2013 requiring Local Educational Agencies and county and tribal welfare agencies to collaborate in implementing the educational stability provisions contained within ESSA.

1. Maintaining Educational Stability

Students placed in out-of-home care face numerous barriers to achieve educational success. They often experience unscheduled school changes and can lose several months of academic progress with each school change. The educational instability is further associated with reduced attendance rates, decreased graduation rates, and increased rates of out of school suspension and expulsion. The District and the Department of Children and Family Services (DCFS) will agree to establish a point of contact and enter an agreement to facilitate consultation regarding best-interest determination, transportation, funding and enrollment. Therefore, The District and DCFS will continuously collaborate to ensure that children placed in out-of-home care experience continuity and stability in their educational placement.

2. Maintaining Enrollment in School of Origin-Best Interest Determination

The District will maintain each student in their school of origin for the duration of the out-of-home care placement, unless it is determined by the DCFS after collaboration with the District that remaining in the school of origin is not in the student’s best interest. “School of origin” is defined as the school in which the student is enrolled at the time out-of-home placement is made.

The following is a non-exhaustive list of factors for consideration of “best interest” determination:

- Preferences of the student, the parent/legal guardian, and any education decision-maker.
- Safety of the student.
- Educational needs and strengths (specialized language services, individual education plans (IEP), talented and gifted programming).
- Anticipated length of placement and the student’s permanency plan.
- Number of schools the student has attended over the past few years and how transfers have impacted the student.
- Continuity in the student’s ethnic, cultural, and linguistic background.
- Student’s attachment to the school, including meaningful relationships with staff and peers.
- Whether the timing of the transfer would coincide with a logical juncture, such as the end of the school semester or school year.

- The school(s) the student's sibling(s) attend.
- The length of the commute would impact the student.
- Student's performance in school of origin.

The cost of transportation may not be a factor in determining best interest.

3. Immediate Enrollment

Upon the decision that a student in an out-of-home placement be enrolled in a KUSD school, The District will immediately enroll the student even if the student is unable to produce records typically required for enrollment. The District will also immediately contact the prior school to obtain relevant pupil records.

4. Transportation

The District and DCFS will collaborate to ensure transportation from out-of-home placement to the school of origin or new school based on the student's best interest is provided, arranged and funded.

LEGAL REF.: WI State Statute Sections

- 48.38(4) Contents of the Permanency Plan
- 48.383 Reasonable and Prudent Parent Standard
- 48.64(1r) Notification of School District
- 48.78 Confidentiality of Records
- 115.298(1)(b) Disclosure of Pupil Records
- 118.125(2)(g) Confidentiality and Disclosure of Pupil Records
- 938.78 Confidentiality of Records

Title I, Part A of the Elementary and Secondary Education Act
[20 U.S.C. §§ 6311(g)(1)(E) and 6312(c)(5)]

Title IV of the Social Security Act
[42 U.S.C. §§ 671(a)(10) and 675(1)(G)]

CROSS REF.: 4110, Equal Educational Opportunities
5200, School Admissions
3511, Transportation

This page intentionally left blank

KENOSHA UNIFIED SCHOOL DISTRICT

November 19, 2024

Update on Policy and Rule 6422 Homebound Instruction

Kenosha Unified Policy and Rule 6422 Homebound Instruction was last updated in 2002, and the ability to support Homebound students and their case by case needs has changed greatly over the past twenty plus years. Historically, once a student was identified to receive homebound services, the district would assign a dedicated certified teacher to handle the case, but the staff member would have to address any and all students across all grade levels and schools, primarily with dedicated home visits. In the last several years, students who have been identified to receive homebound services are able to utilize a variety of educational resources and support. Remote monitoring with the student information system provides the parents and school staff with daily monitoring, online course material and virtual interactions with certified staff also provide a great benefit.

Suggested revisions to Policy and Rule 6422 pertain to identification of homebound instructional services and how each school and the district will support these students for their identified needs. Formatting will be consistent in the final approved policy prior to publication.

Administrative Recommendation:

Administration recommends that the Board of Education review and approve the listed revisions for KUSD Policy and Rule 6422 Homebound Instruction as a first reading at the November 19, 2024, regular School Board meeting and a second reading at the December 10, 2024 regular School Board meeting.

Dr. Jeffrey Weiss
Superintendent of Schools

Wendy Tindall
Chief Academic Officer

Kris Keckler
Chief Information Officer

William Haithcock
Chief of School Leadership

Stacy Guckenberger
Director of Special Education
and Student Support

POLICY 6422
HOMEBOUND INSTRUCTION

In keeping with the District philosophy that views education as a process of continual growth, homebound instructional ~~opportunities~~ **services** shall be provided to students who are absent from school for ~~extended periods of time~~ **at least 10 school days** due to **confirmed** physical injury, medical situation or a severe emotional problem ~~reasons~~. **These homebound services may include but not limited to, virtual interactions and support, remote monitoring, and/or in-person visits.**

LEGAL REF.: **Wisconsin Statutes**
Section 115.79 (1) (d) [Special classes, separate schooling or other removal of a student with a disability from the regular educational environment]

CROSS REF.: **5110.1 Student Equal Opportunity, Non-Discrimination, and Anti-Harassment in Education**
5310 Student Attendance
6421 Services for Students with Disabilities
6426 Student Program or Curriculum Modifications
6427 Individual and Remedial Services
Special Education Program and Procedure Manual

~~**Wisconsin Statutes**~~
~~**Sections 115.79(4) — [Special classes, separate schooling or other removal of a student with a disability from the regular educational environment]**~~
~~**118.16(4)(d) [Program or curriculum modifications; home-bound study]**~~

~~CROSS REF.:~~ ~~**5110.1, Student Equal Educational Opportunityies, Non-Discrimination, and Anti-Harassment in Education**~~
~~5310, Student Attendance~~
~~6421, Programs **Services** for Students with Disabilities~~
~~6426, **Student** Program or Curriculum Modifications~~
~~6427, Individual and Remedial Services~~
~~*Special Education Program and Procedure Manual*~~

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: March 11, 1997

REVISED: January 29, 2002
December 10, 2024

RULE 6422
HOMEBOUND INSTRUCTION GUIDELINES

Homebound instructional **services** may be provided to **any** students who ~~is~~**are** unable to attend classes for at least ~~five~~**ten** consecutive school days due to a **confirmed** physical ~~injury~~, ~~medical situation or~~**medical or** a severe emotional ~~reason~~**problem**. The instruction is designed to provide support for the basic academic courses so that when students return to school they will not be at a disadvantage because of the ~~illness or the hospitalization~~**identified reason(s)**.

To qualify for homebound instructional **services**, the ~~student~~**parent/guardian** needs to submit ~~a~~**a** ~~the Wisconsin Department of Public Instruction~~**PHYSICIAN'S STATEMENT- HOMEBOUND INSTRUCTION** form ~~physician's statement~~ requesting the homebound instructional **services** to the ~~Executive Director of K-8 Instruction~~**Chief Academic Officer** or designee. ~~The physician's statement must include the reasons that homebound instructional services are needed and estimate the time the student will be out of school.~~ **The student's physician must fill out this form in its entirety.**

Homebound ~~instruction~~**instructional services may be** offered in ~~basic~~**elementary core** subjects and in secondary subjects that do not require laboratories and special equipment and is subject in all cases to the availability of qualified teachers. **Any pre-existing IEP and/or 504 plan for any homebound student would be reviewed for appropriate services and accommodations. The IEP or 504 team, which includes the parent/guardian and relevant school personnel, will convene within five (5) school days of the request to review the student's needs and determine if homebound instruction is the most appropriate placement. The team will modify the IEP or 504 Plan, as necessary, to reflect the provision of homebound instructional services. A plan will be developed to provide the student with academic instruction consistent with their IEP or 504 Plan, ensuring continuity of education during the homebound period. The amount and frequency of instruction will be based on the student's health and ability to engage with the curriculum, with a minimum of three (3) hours per week of instruction unless otherwise determined by the IEP team. Certified teachers are assigned to homebound instruction by the Executive Director of K-8 Instruction, with the approval of the Superintendent of Schools or designee. Each building principal will collaborate with the Chief Academic Officer or designee to ensure compliance with homebound instructional services based on each situation.**



GENERAL INFORMATION

Student Name <i>Last, First, Middle Initial</i>	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Birthdate <i>Month/Day/Year</i>
---	--	---------------------------------

Parent(s)/Guardian(s) Name _____

Address *Street, City, County, State, ZIP* _____

PHYSICIAN'S STATEMENT

1. Diagnosis _____

2. Description of Physical or Emotional Condition _____

3. Is the student able to attend her/his school program?
 Yes No Part-time *Explain* _____

4. Is the student able to tolerate an instructional program?
 Yes No *If no, list medical restrictions which may interfere with the educational program.* _____

5. Will the student be: <input type="checkbox"/> Homebound—Anticipated No. of Days _____ <input type="checkbox"/> Indefinitely <input type="checkbox"/> Hospitalized—Anticipated No. of Days _____ <input type="checkbox"/> Indefinitely	6. Where will the student be residing during this time? <input type="checkbox"/> Home <input type="checkbox"/> Nursing Home <input type="checkbox"/> Hospital <input type="checkbox"/> Other, <i>Specify</i> _____
--	--

Physician's Name <i>Print or Type</i>	Clinic Name/Office
---------------------------------------	--------------------

Address <i>Street, City, State, ZIP</i>	Telephone <i>Area/No.</i>
---	---------------------------

Physician's Signature	Date Signed
-----------------------	-------------

Kenosha Unified School District
Kenosha, Wisconsin

November 19, 2024

Policy 8712 - School Board Meeting Agenda Preparation and Dissemination

A revision to Policy 8712 - School Board Meeting Agenda Preparation and Dissemination was requested by board member, Mr. Robert Tierney. The change involves reducing the number of board members required to add an agenda item to a regular board meeting from four to three board members.

Mary Modder
School Board President

Dr. Jeffrey Weiss
Superintendent of Schools

POLICY 8712
SCHOOL BOARD MEETING AGENDA PREPARATION AND DISSEMINATION

The agenda shall be prepared by the Superintendent of Schools under the direction of the Board President. Except as otherwise specifically provided by Board policy or rule, the Board President may require a majority written request from three of seven board members or vote of the Board prior to granting agenda requests by individual Board members.

Insofar as possible, advance information and recommendations on matters requiring action shall be supplied to all Board members for study 48 hours before the meeting.

Complete agenda packets for regular Board meetings shall be distributed to each Board member, emailed to local media contacts, and posted on the District's website. A copy of the complete meeting agenda shall be available for public inspection prior to the meeting in the Superintendent of School's office at the Educational Support Center (ESC) and each school's main office.. Individuals may request a copy of the full agenda packet from the Superintendent's Office up to 48 hours prior to the meeting to be picked up from the Board Secretary at the ESC.

LEGAL REF.: Wisconsin Statutes
Section 19.83 [Meetings of governmental bodies]
Section 19.84 [Public notice of subject matter of board meeting]

CROSS REF.: 8710, Regular School Board Meetings
8720, Special School Board Meetings

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: May 25, 1993 and June 8, 1993

REVISED: November 11, 1999
March 28, 2000
July 10, 2001
November 13, 2001
June 25, 2002
June 24, 2003
December 14, 2010
February 24, 2014
February 24, 2015
August 27, 2019
January 26, 2021
October 26, 2021
January 24, 2023
June 25, 2024

RULE 8712

SCHOOL BOARD MEETING AGENDA PREPARATION AND DISSEMINATION

The regular School Board meeting agenda shall normally provide for the following order of business:

- Pledge of Allegiance
- Roll Call of Members
- Awards
- Introduction, Welcome, and Comments by Student Ambassador
- Superintendent's Report
- Legislative Report
- Views and Comments by the Public
- Remarks by the President
- Administrative and Supervisory Appointments
- Consent Agenda
- Approval of Minutes of Previous Meeting(s)
- Approval of Lists of Bills
- Old Business
- New Business
- Announcements/Updates by Board members (2-minute limit per member)
 - Per Policy 8710, comments in response to public comments are allowable only if the topic was included in the original notice of the meeting.
- Other Business as Permitted by Law
- Tentative Schedule of Reports and Legal Deadlines for Board
- Predetermined Time and Date of Adjourned Meeting, If Necessary
- Adjournment

This page intentionally left blank

Kenosha Unified School District
Kenosha, Wisconsin

November 19, 2024

Preliminary 2025-2026 Budget Discussion

Now that the 2024-25 budget has been officially adopted by the Board of Education, the administration can refine the data used to project the next budget for the 2025-2026 fiscal year. This continues to be a preliminary projection as many variables remain unknown, primarily contained in the upcoming 2025-2027 State of Wisconsin Biennial Budget.

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

Projected Expenses		
Ref	Description	Amount
1	Structural Deficit Carried from FY24-25 (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 Time	\$3,417,000
14	EL Prep Time	\$909,500
	Total Expenses	\$23,433,500
	Net Budget Position	\$19,909,844

Based on the data currently available with updated assumptions, projections suggest a potential deficit budget position of \$19.9 MM with some allowance for possible changes in the inherited 2025-26 structural deficit from the prior year.

This item is informational only at this time and requires no formal Board action.

Dr. Jeffrey Weiss
Superintendent of Schools

Tarik Hamdan
Chief Financial Officer

Kenosha Unified School District
Kenosha, Wisconsin

November 19, 2024

School Board Norms

On October 3, 2024, a Special Board meeting was facilitated by George Steffen from the Wisconsin Association of School Boards (WASB). During the meeting, school board members reviewed norms for meetings. Norms are agreements on behaviors that create efficient and successful meetings. The following norms were created in 2014 but have been reviewed or updated since. Suggestions from the October 3 meeting are reflected below:

1. Open and honest communication
 - a) Respect other opinions
 - b) Question for understanding
 - c) Disagree professionally
 - d) Pay full attention and listen to understand
 - e) Everyone contributes; no one dominates conversations
 - f) Share relevant information

2. Commitment
 - a) Commit to the district mission and vision
 - b) Commit to data-based decisions
 - c) **Become familiar and** follow the policies of the Board
 - d) Commit to **individual as well as** shared responsibility**ies**

3. Leadership
 - a) Focus on “best-interest” of district – service to students
 - b) Practice team concepts; team work, e.g., support Board decisions
 - c) Abide by integrity and ethical behavior
 - d) Abide by shared responsibility
 - e) Take the job seriously, but not yourself - Have some fun
 - f) **Be tough on the system, but compassionate with the people**

Administrative Recommendation:

Administration recommends approval of the School Board Norms for the 2024-2025 school year with an annual review moving forward.

Jeffrey Weiss
Superintendent of Schools

This page intentionally left blank



November 19, 2024

DONATION TO THE DISTRICT

The district has received the following donation:

1. Elaine Waite, in memory of Michael DeVoe Waite, donated \$1,000 to the Bradford Band student activity account.

Administrative Recommendation

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

Dr. Jeffrey Weiss
Superintendent of Schools

This page intentionally left blank

KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, Wisconsin

November 19, 2024

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

(December-January)

December

- 12/10 - Regular School Board Meeting
- 12/13 - Staff Professional Learning Day, *no students report*
- 12/23 - 1/5 - Winter Recess, *no students report*
- 1/20 - Dr. Martin Luther King, Jr. Day, *district closed*
- 1/24 - Staff workday, *no students report*

January

- 1/20 - Dr. Martin Luther King, Jr. Day, *district closed*
- 1/24 - Staff workday, *no students report*

This page intentionally left blank