

**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

December 10, 2024 at 7 p.m.

John J. Hosmanek Educational Support Center

Board Meeting Room 3600 52<sup>nd</sup> St., Kenosha WI, 53144 This page intentionally left blank



Regular School Board Meeting December 10, 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  | 5  |
| Recommendations Concerning Appointments, Leaves of Absence, Retirements,    |    |
| Resignations and Separations  |    |
| B. Consent/Approve  | 6  |
| Minutes of 11/12/24 Special Meeting and Executive Session, 11/12/24 Special |    |
| Meeting, 11/19/24 Special Meeting and Executive Session, 11/19/24 Regular   |    |
| Meeting, and 12/2/24 Special Meeting  |    |
| C. Consent/Approve  | 15 |
| Summary of Receipts, Wire Transfers and Check Registers                     |    |
| D. Consent/Approve  | 24 |
| Policy 1240 - Access to Public Records (Second Reading)                     |    |
| E. Consent/Approve  | 39 |
| Policy 3643 - Emergency School Closing and/or Learning Adjustments (Second  |    |
| Reading)  |    |
| F. Consent/Approve  | 45 |
| Policy 5120 - Student Enrollment Reporting (Second Reading)                 |    |
| G. Consent/Approve  | 47 |
| Policy 5230 - Out-of-Home Care (Second Reading)                             |    |
| H. Consent/Approve  | 50 |
|   |    |

| Policy 6422 - Homebound Instruction (Second Reading)  |          |
|---|----------|
| I. Consent/Approve  | 54       |
| Policy 8712 - School Board Meeting Agenda Preparation and Dissemination   |          |
| (Second Reading)  |          |
| XI. Old Business  |          |
| XII. New Business   |          |
| A. Discussion   |          |
| Annual Financial Report and Audit   |          |
| B. Discussion/Action  | 57       |
| Policy 5200 - School Admissions and Discontinuance of Policy 5250 - Emancipated   |          |
| Minors (First Reading)  |          |
| C. Discussion/Action  | 64       |
| Policy 5475 - Students With Disabilities (First Reading)  |          |
| D. Discussion/Action  | 68       |
| Policy 5570 - Crisis Management/Suicide (First Reading)   |          |
| E. Discussion/Action  | 72       |
| Policy 6421 - Services for Students with Disabilities (First Reading)   |          |
| F. Discussion/Action  | 77       |
| Policy 6700 - Extracurricular Activities and Programs (First Reading)   |          |
| G. Discussion/Action  | 81       |
| Policy 6770 - Interscholastic Athletics (First Reading)   |          |
| H. Discussion/Action  | 84       |
| Approval of Reading Plan Lead Position and Job Description  |          |
| I. Discussion/Action  | 89       |
| 2025 WASB Proposed Resolutions  |          |
| J. Discussion/Action  | 98       |
| Date Change for April, November and Decmeber 2025 Regular School Board  |          |
| Meetings  |          |
| K. Discussion/Action  | 99       |
| Resolution Declaring Official Intent to Reimburse Expenditures from Proceeds of   |          |
| Borrowoing  |          |
| L. Discussion/Action  | 102      |
| Resolution in Recognition of National Mentoring Month   |          |
| M. Discussion/Action  |          |
| Donations to the District   |          |
| XIII. Announcements/Updates by Board members (2-minute limit per member)  |          |
| <ul> <li>Per Policy 8710, comments in response to public comments are allowable only if the</li> </ul>  | ne tonic |
| 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  | 103      |
| (December - January)  | 100      |
| XVI. Predetermined Time and Date of Adjourned Meeting, if Necessary   |          |
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| 3   |          |

XVII. Adjournment

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# Kenosha Unified School District Kenosha, WI December 10, 2024

# The Office of Human Resources recommends the following actions:

| ACTION      | LAST NAME   | FIRST NAME | SCHOOL/DEPT                                    | POSITION                            | STAFF         | DATE       | FTE |
|-------------|-------------|------------|--|-------------------------------------|---------------|------------|-----|
| Appointment | Bogdala     | Emily      | Grewenow Elementary School                     | Special Education                   | ESP           | 12/02/2024 | 1   |
| Appointment | Brandies    | Rudy       | KSOL   | 2nd Shift Night Custodian           | Facilities    | 11/11/2024 | 1   |
| Appointment | Cetnarowski | Cheri      | Mahone Middle School                           | Science                             | Instructional | 11/25/2024 | 1   |
| Appointment | Cicerale    | Anthony    | Food Service                                   | Food Service Worker                 | Facilities    | 11/13/2024 | 1   |
| Appointment | Freeman     | Tony       | Information Services                           | System Support Specialist           | AST           | 11/18/2024 | 1   |
| Appointment | Jenkins     | Jaylyn     | Grewenow Elementary School                     | Special Education                   | ESP           | 11/18/2024 | 1   |
| Appointment | Latham      | Stephen    | Indian Trail HS & Academy                      | Security                            | ESP           | 11/19/2024 | 1   |
| Appointment | Lochowitz   | Shirley    | Somers Elementary School                       | Special Education                   | ESP           | 12/02/2024 | 1   |
| Appointment | Lusha       | Fiona      | Hillcrest School                               | Special Education                   | ESP           | 12/02/2024 | 1   |
| Appointment | Price       | Terry      | Grewenow Elementary/Southport Elementary Split | 2nd Shift Night Custodian           | Facilities    | 11/25/2024 | 1   |
| Resignation | Byars       | Wasan      | Bose Elementary School                         | Head Start                          | ESP           | 12/13/2024 | 1   |
| Resignation | Coleman     | Sheila     | Grant Elementary School                        | Special Education                   | Instructional | 11/22/2024 | 1   |
| Resignation | Kutzler     | Keith      | Teaching and Learning                          | Administrative Specialist (12 MO)   | ASP           | 01/06/2025 | 1   |
| Resignation | Pfleger     | Gayle      | Bradford High School                           | Clerical                            | ESP           | 01/08/2025 | 1   |
| Resignation | Roberson    | Kamille    | Tremper High School                            | Special Education                   | ESP           | 11/15/2024 | 1   |
| Resignation | Santana     | Cynthia    | Nash Elementary School                         | Special Education                   | ESP           | 11/15/2024 | 1   |
| Resignation | Zeihen      | Sydney     | Bullen Middle School                           | Special Education                   | ESP           | 11/29/2024 | 1   |
| Retirement  | Gosse       | Dawn       | Lance Middle School                            | Math                                | Instructional | 06/13/2025 | 1   |
| Retirement  | Krantz      | Susan      | Reuther Central High School                    | Adult Graduation Test Teacher       | Instructional | 01/24/2025 | 1   |
| Retirement  | Powers      | Leila      | Bradford High School                           | Security                            | ESP           | 01/06/2025 | 1   |
| Retirement  | Santelli    | Anna       | Forest Park Elementary School                  | Speech Therapist                    | Instructional | 01/24/2025 | 1   |
| Retirement  | Tenuta      | Deborah    | Curtis Strange Elementary School               | Head Start                          | ESP           | 12/20/2024 | 1   |
| Retirement  | Walentowski | Ramona     | Tremper High School                            | Day Custodian                       | Facilities    | 01/07/2025 | 1   |
| Separation  | Garcia      | Antonio    | Indian Trail HS & Academy                      | Bilingual Community/Student Support | ASP           | 11/22/2024 | 1   |
| Separation  | Toney       | MeKaella   | Head Start                                     | Head Start                          | ESP           | 11/21/2024 | 1   |

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# SPECIAL MEETING & EXECUTIVE SESSION OF THE KENOSHA UNIFIED SCHOOL BOARD HELD NOVEMBER 12, 2024

A special meeting of the Kenosha Unified School Board was held on Tuesday, November 12, 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 4:00 p.m. with the following members present: Mrs. Schmaling, Ms. Adams, Mr. Price, Mr. Tierney, Mrs. Landry, Ms. Stevens and Mrs. Modder. Dr. Weiss, Mrs. Ruder, Mr. Hamdan, Mr. Keckler, and Attorney Chrissy Hamiel, Attolles Law, 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/Order by Independent Hearing Officer, Items Relating to Students Requiring Confidentiality by Law, and Litigation.

Ms. Adams moved that the executive session be held. Second by Mrs. Landry. Motion carried unanimously. Moved into closed session at 4:01 p.m.

#### 1. Litigation:

Dr. Weiss, Mr. Hamdan, and Mr. Keckler presented information regarding a potential legal situation. Attorney Hamiel added details and provided insight about the situation.

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

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

Meeting adjourned at 5:01 p.m.

Denise Ewing School Board Secretary

# A SPECIAL MEETING OF THE KENOSHA UNIFIED SCHOOL BOARD HELD NOVEMBER 12, 2024

A special meeting of the Kenosha Unified School Board was held on Thursday, November 12, 2024, at 7:00 p.m. in the Board Room at the John J. Hosmanek Educational Support Center. The purpose of this meeting was for an Agenda Review for the November 19, 2024 Regular Board Meeting and Views and Comments by the Public.

The meeting was called to order at 7:28 p.m. with the following 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 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.

Administration presented the following items and questions were asked along the .

way:

- a. Discussion Operational Referendum
- b. Discussion Policy 1240 Access to Public Records
- c. Discussion Policy 3643 Emergency School Closing and/or Learning Adjustments (First Reading)
- d. Discussion Policy 5120 Student Enrollment Reporting (First Reading)
- e. Discussion Policy 5230 Out of Home Care (First Reading)
- f. Discussion Policy 6422 Homebound Instruction (First Reading)
- g. Discussion Policy 8712 School Board Meeting Agenda Preparation and Dissemination (First Reading)
- h. Discussion 2024-2025 Adopted Budget Book
- i. Discussion Preliminary 2025-2026 Budget Discussion
- j. Discussion Approval of Board Norms

Time was given for questions throughout the discussion topics.

Views and comments were made by the public.

Motion to Adjourn made by Mr. Price. Second by Ms. Stevens. Motion carried unanimously.

Meeting adjourned at 8:31 p.m.

Denise Ewing School Board Secretary

# SPECIAL MEETING & EXECUTIVE SESSION OF THE KENOSHA UNIFIED SCHOOL BOARD HELD NOVEMBER 19, 2024

A special meeting of the Kenosha Unified School Board was held on Tuesday, November 19, 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 6:00 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 Mr. Casper 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, Personnel: Employment Relationship, and Personnel: Problems.

Mr. Price moved that the executive session be held. Second by Ms. Adams. Motion carried unanimously. Moved into closed session at 6:01 p.m.

1. <u>Review of Findings/Orders by Independent Hearing Officer</u>

Mr. Anthony Casper, Administrative Review Chair, presented information pertaining to four student expulsions to the board.

Mr. Casper and Dr. Weiss departed the meeting at 6:28 p.m.

Mr. Price made a motion to approve the hearing officer's expulsion order as written in regards to the first student expulsion. Second by Ms. Adams. Motion carried unanimously.

Ms. Stevens made a motion to approve the hearing officer's expulsion order as written in regards to the second student expulsion. Second by Mr. Tierney. Motion carried unanimously.

Ms. Stevens made a motion to approve the hearing officer's expulsion order as written in regards to the third student expulsion. Second by Mr. Tierney. Motion carried unanimously.

Mrs. Schmaling made a motion to approve the hearing officer's expulsion order as written in regards to the fourth student expulsion. Second by Mr. Tierney. Motion carried unanimously.

Dr. Weiss returned to the meeting at 6:31 p.m.

# 2. Personnel: Employment Relationship and Personnel: Problems

Mr. Kevin Neir, Chief Human Resources Officer, joined the meeting at 6:32 p.m. and presented board members with information pertaining to several employment matters.

Mrs. Landry moved to adjourn the meeting. Second by Ms. Stevens. Motion carried unanimously.

Meeting adjourned at 6:48 p.m.

Stacy Schroeder Executive Assistant

# REGULAR MEETING OF THE KENOSHA UNIFIED SCHOOL BOARD HELD NOVEMBER 19, 2024

A regular meeting of the Kenosha Unified School Board was held on Tuesday, November 19, 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.

Mrs. Landry introduced the Student Ambassador, Riena Haapanen from Tremper High School, and she made her 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 (agenda items XI A-C) . Second by Ms. Adams. Motion carried unanimously.

Dr. Weiss and Mr. Tarik Hamdan, Chief Financial Officer, gave a PowerPoint presentation pertaining to the 2025 Operational Referendum which covered the following topics: What is the future issue we are facing?, How did we get here?, What has been done to address this?, KUSD FY 2025-26 projected revenues, KUSD FY 2025, 2026 projected expenses, safety incident November 7, 2024, safety and security items, 2025-2026 projected expenses, cont. , option I – non recurring referendum, and option II – recurring referendum.

Mr. Price moved to approve the Resolution Authorizing the School District Budget to Exceed Revenue Limit by \$23,000,000 Per Year for Five Years for Non-Recurring Purposes. Second by Ms. Adams. Motion carried. Mrs. Schmaling and Mr. Tierney dissenting. Ms. Adams moved to approve the Resolution Providing for a Referendum Election on the Question of the Approval of a Resolution Authorizing the School Board Budget to Exceed Revenue Limit by \$23,000,000 Per Year for Five Years for Non-Recurring Purposes. Second by Mr. Price. Motion carried. Mrs. Schmaling and Tierney dissenting.

Mr. Kristopher Keckler, Chief Information Officer, presented Policy 1240 – Access to Public Records submitted by himself and Dr. Weiss.

Ms. Adams moved to approve Policy 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. Second by Ms. Stevens. Motion carried unanimously.

Mrs. Tanya Ruder, Chief Communication Officer, presented Policy and Rule 3643 – Emergency School Closings and/or Learning Adjustments submitted by herself and Dr. Weiss.

Mrs. Schmaling moved to revise Policy and Rule 3643 – Emergency School Closings and/or Learning Adjustments 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. Second by Ms. Stevens. Motion carried unanimously.

Mr. Keckler presented Policy 5120 – Student Enrollment Reporting submitted by himself, Mr. William Haithcock, Chief of School Leadership; Mrs. Wendy Tindall, Chief Academic Officer; and Dr. Weiss.

Ms. Adams moved to approve 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.

Mr. Haithcock presented Policy and Rule 5230 – Out-of-Home Care submitted by himself, Ms. Kayle Cutler, Homeless Liaison; Mrs. Yolanda Jackson-Lewis, Coordinator of Diversity/Student and Family Engagement; and Dr. Weiss.

Ms. Adams moved to approve Policy and Rule 5230 – Out-of-Home Care as a first reading at the November 19, 2024, regular school board meeting. Second by Ms. Stevens. Unanimously approved.

Mrs. Tindall and Mr. Keckler presented Policy and Rule 6422 – Homebound Instruction submitted by Ms. Stacy Guckenberger, Director of Special Education and Student Support, Mr. Haithcock, Mr. Keckler, Mrs. Tindall, and Dr. Weiss.

Mr. Price moved to approve 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. Second by Ms. Stevens. Unanimously approved.

Dr. Weiss presented Policy 8712 – School Board Meeting Agenda Preparation and Dissemination submitted by himself and Mrs. Modder.

Mrs. Schmaling moved to revise Policy 8712 from a "majority" to "three of seven" board members when granting an item to be added to a board agenda. Second by Mrs. Landry. Motion passed. Ms. Adams, Ms. Stevens and Mrs. Modder dissenting.

Mr. Hamdan presented the 2024-2025 Adopted Budget Book. There was no action on this item as it was an informational item.

Mr. Hamdan presented the Preliminary 2025-2026 Budget Discussion submitted by himself and Dr. Weiss. There was no action on this item as it was an informational item.

Dr. Weiss presented the School Board Norms submitted by himself.

Mrs. Landry moved to approve the School Board Norms from the 2024-2025 school year with an annual review moving forward. Second by Mr. Price. Unanimously approved.

Mrs. Schmaling moved to approve the donation 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. Stevens. Unanimously approved.

Board members made announcements.

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

Meeting adjourned at 8:21 p.m.

Stacy Schroeder Executive Assistant

# A SPECIAL MEETING OF THE KENOSHA UNIFIED SCHOOL BOARD HELD DECEMBER 2, 2024

A special meeting of the Kenosha Unified School Board was held on Monday, December 2, 2024, at 7:00 p.m. in the Board Room at the John J. Hosmanek Educational Support Center. The purpose of this meeting was for an Agenda Review for the December 10, 2024 Regular Board Meeting, Verbal Updates, and Views and Comments by the Public.

The meeting was called to order at 5:00 p.m. with the following members present: Mrs. Schmaling, Mr. Tierney, Mrs. Landry, Ms. Stevens and Mrs. Modder. Dr. Weiss, Mr. Hamdan, Mr. Keckler, Mr. Neir, and Mrs. Tindall were also present. Ms. Adams was excused. Mr. Price arrived later.

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.

Mr. Price arrived at 5:12 p.m.

Administration presented the following items and board members asked questions throughout the meeting:

- Policy 1240 Access to Public Records (Second Reading/Consent Agenda)
- Policy 3643 Emergency School Closing and/or Learning Adjustments (Second Reading/Consent Agenda)
- Policy 5120 Student Enrollment Reporting (Second Reading/Consent Agenda)
- Policy 5230 Out of Home Care (Second Reading/Consent Agenda)
- Policy 6422 Homebound Instruction (Second Reading/Consent Agenda)
- Policy 8712 School Board Meeting Agenda Preparation and Dissemination (Second Reading/Consent)
- Annual Financial Report & Audit
- Policy 5200 School Admissions and Discontinuance of Policy 5250 Emancipated Minors (First Reading)
- Policy 5475 Students with Disabilities (First Reading)
- Policy 5570 Crisis Management/Suicide (First Reading)
- Policy 6421 Services for Students with Disabilities (First Reading)
- Policy 6700 Extracurricular Activities and Programs (First Reading)
- Policy 6770 Interscholastic Athletics (First Reading)
- Approval of Reading Plan Lead Position and Job Description
- WASB Proposed Resolutions
- Date Change for April, November, and December, 2025 Regular School Board Meetings
- Resolution Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing

- Resolution in Recognition of National Mentoring Month
- Verbal Updates
  - Board Self-Assessment WASB/School Perspectives

Dr. Weiss presented the following verbal updates:

- Discussion Board Self-Assessment (WASB/School Perspectives)
- Discussion Act 20 Legislator Discussion at Upcoming Agenda Review/Special Meeting

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

Motion to Adjourn made by Mrs. Landry. Second by Mr. Tierney. Motion carried unanimously.

Meeting adjourned at 6:02 p.m.

Stacy Schroeder Executive Assistant This page intentionally left blank

# Kenosha Unified School District Kenosha, Wisconsin Summary of Cash Receipts and Disbursements December 10, 2024

| CASH RECEIPTS  | reference   | total            |
|--|---|------------------|
| November 2024 Wire Transfers-In, to Johnson Ba   | ank from:   |                  |
| WI Department of Public Instruction  | state aids register receipts                        | \$ 3,214,092.37  |
| Bankcard Services (MyLunchMoney.com)   | food services credit card receipts<br>(net of fees) | 43,660.61        |
| Bankcard Services (Purplepass)   | fine arts ticket sales receipts<br>(net of fees)    | 19,392.13        |
| Bank (Infinite Campus)   | district web store receipts<br>(net of fees)        | 69,105.79        |
| Retired & Active Leave Benefit Participants  | premium reimbursements                              | 46,262.46        |
| HHS  | head start grant                                    | 335,353.67       |
| Various Sources  | small miscellaneous grants / refunds / rebates      | 141,670.56       |
| Total Incoming Wire Transfers  | Ū   | 3,869,537.59     |
| November 2024 Deposits to Johnson Bank - All F<br>General operating and food services receipts | unds:<br>(excluding credit cards)                   | 136,345.30       |
| TOTAL NOVEMBER CASH RECEIPTS   |   | \$ 4,005,882.89  |
| CASH DISBURSEMENTS   | reference   | total            |
| November 2024 Wire Transfers-Out, from Johnso  |   |                  |
| Payroll & Benefit wires  | not nourclin by EET                                 |                  |
| Individual Employee Bank Accounts  | net payrolls by EFT<br>(net of reversals)           | \$ 7,937,939.04  |
| WI Department of Revenue   | state payroll taxes                                 | 462,032.29       |
| WI Department of Revenue   | state wage attachments                              | 4,184.90         |
| IL Department of Revenue   | IL state payroll taxes                              | 10,433.28        |
| IRS  | federal payroll taxes                               | 2,679,215.99     |
| Delta Dental   | dental insurance premiums                           | 207,525.08       |
| Diversified Benefits Services  | flexible spending account claims                    | 14,127.02        |
| Employee Trust Funds   | wisconsin retirement system                         | 2,494,565.58     |
| NVA  | vision insurance premiums                           | 18,060.61        |
| Aflac  | insurance premiums                                  | 42,584.97        |
| Optum  | HSA   | 302,754.35       |
| Various  | TSA payments  | 295,723.30       |
| Subtotal   |   | 14,469,146.41    |
| General Operating Wires  |   |                  |
| US Bank  | purchasing card payment-individuals                 | 221,963.86       |
| Kenosha Area Business Alliance   | LakeView lease payment                              | 18,371.22        |
| United Healthcare  | health insurance premiums                           | 4,299,397.58     |
| Various  | returned checks                                     | 104.45           |
| Subtotal   |   | 4,539,837.11     |
| Total Outgoing Wire Transfers  |   | \$ 19,008,983.52 |
| November 2024 Check Registers - All Funds:   |   |                  |
| Net payrolls by paper check  | Register# 01023DP, 01024DP                          | \$ 2,359.16      |
| -  | Check# 639163 thru Check# 639810                    |                  |
|  | (net of void batches)                               | 2,412,112.34     |
| General operating and food services  |   | , , , -          |
| General operating and food services<br>Total Check Registers                                   | (   | \$ 2,414,471.50  |

\*See attached supplemental report for purchasing card transaction information 15  $\,$ 

| Merchant Name             | Total    |           |
|---------------------------|----------|-----------|
| RESTAURANTS & CATERING    | <u> </u> | 13,921.41 |
| HOTEL                     | \$       | 10,825.99 |
| RAYNER AND RINN SCOTT     | \$       | 10,191.25 |
| (PC) 3654 INTERSTATE      | \$       | 6,701.28  |
| IN *GROHS ELECTRIC LLC    | \$       | 6,535.00  |
| L & S ELECTRIC, INC.      | \$       | 6,401.45  |
| IC* INSTACART             | \$       | 6,077.12  |
| MENARDS KENOSHA WI        | \$       | 5,743.51  |
| VEHICLE MAINT. & FUEL     | \$       | 5,504.39  |
| APPLE HOLLER              | \$       | 5,412.00  |
| SAMSCLUB.COM              | \$       | 3,834.12  |
| AIRBRUSH IMAGES INC       | \$       | 3,693.29  |
| HYDRO-FLO PRODUCTS INC    | \$       | 3,354.45  |
| FERGUSON ENT #1020        | \$       | 3,185.48  |
| ULINE *SHIP SUPPLIES      | \$       | 3,166.00  |
| APPLIED IND TECH 2306     | \$       | 2,986.62  |
| KIMMER'S DISTRIBUTING     | \$       | 2,927.38  |
| SP SPHERO                 | \$       | 2,818.70  |
| JMB & ASSOCIATES          | \$       | 2,785.62  |
| BUILDING CONTROLS & SOLUT | \$       | 2,775.89  |
| IN *COLORGARB LLC         | \$       | 2,689.00  |
| TRUGREEN *LOCKBOX         | \$       | 2,504.92  |
| HAJOCA KENOSHA PC354      | \$       | 2,471.69  |
| O & H DANISH BAKERY- W    | \$       | 2,406.90  |
| MARKS PLUMBING PARTS      | \$       | 2,384.21  |
| GREEN MEADOWS FARM        | \$       | 2,376.00  |
| INTERSTATE SAWING CO      | \$       | 2,250.00  |
| SEESAW FOR SCHOOLS        | \$       | 2,225.75  |
| MILWAUKEE ADMIRALS        | \$       | 2,184.00  |
| HIGHWAY C SERVICE INC     | \$       | 1,947.36  |
| ZOHO CORPORATION          | \$       | 1,795.00  |
| MAXON EQUIPMENT INC.      | \$       | 1,756.75  |
| PDF SUPPLY COMPANY LLC    | \$       | 1,662.44  |
| ALARM GRID PRODUCT        | \$       | 1,657.95  |
| HALLMAN LINDSAY PAINTS -  | \$       | 1,642.89  |
| CDW GOVT #AB1QM9U         | \$       | 1,635.41  |
| MUSEUM OF SCIENCE AND     | \$       | 1,624.00  |
| AMAZON MARK* 8X40T75P3    | \$       | 1,589.99  |
| D W DAVIES & CO INC       | \$       | 1,532.77  |
| STERICYCLE INC/SHRED-IT   | \$       | 1,474.74  |
| STANDSANDMOUNTS.COM TV S  | \$       | 1,447.80  |
| TAILORED LABEL PRODUCTS   | \$       | 1,439.48  |
| BERL'S COMMERCIAL SUPPLY  | \$       | 1,342.15  |
| CHESTER ELECTRONIC SUPPLY | \$       | 1,330.06  |
| GRAINGER                  | \$       | 1,302.85  |
| MILW PUBLIC MUSEUM        | \$       | 1,276.00  |
| BLUE ROBOTICS             | \$       | 1,237.90  |
|                           | Ψ        | 1,207.00  |

| Merchant Name             | Total    |                  |
|---------------------------|----------|------------------|
| FIRST SUPPLY KENOSHA      | \$       | 1,160.06         |
| WICPA                     | \$       | 1,153.00         |
| WASC                      | \$       | 1,150.00         |
| SHEDD AQUARIUM            | \$       | 1,108.30         |
| TUNSTALL CORPORATION      | \$       | 1,099.02         |
| FLAG CENTER               | \$       | 1,096.00         |
| MENARDS RACINE WI         | \$       | 1,095.61         |
| RICHARDSON FARM           | \$       | 1,068.00         |
| DSPS EPAY ISE             | \$       | 1,000.00         |
| CNK*CINEMARK HQ 001       | \$       | 998.35           |
| TOWN & COUNTRY GLASS CO., | \$       | 958.52           |
| WISCONSIN EDUCATIONAL     | \$       | 953.00           |
| ZORO TOOLS INC            | \$       | 944.02           |
| SAMS CLUB #6331           | \$       | 940.91           |
| SQ *KROLL'S FALL HARVEST  | \$       | 940.00           |
| DISCOVERY WORLD           | \$       | 938.00           |
| WOODWORKERS HARDWARE I    | \$       | 864.00           |
| KIMBALL MIDWEST PAYEEZY   | \$       | 848.27           |
| MCMASTER-CARR             | \$       | 844.35           |
| AMZN MKTP US*WK1PB5BM3    | \$       | 825.00           |
| AMAZON MKTPL*W03AB5I43    | \$       | 823.98           |
| 269PIN* MICROBRIC PTY LTD | \$       | 821.70           |
| USPS.COM POSTAL STORE     | \$       | 813.20           |
| MARCUS GURNEE CINE ECOM   | \$       | 809.55           |
| I W M CORPORATION         | \$       | 809.55           |
| WOODPECKERSCRAFTS         | \$       | 800.00           |
| BROOKS TRACTOR MOUNT PLEA | \$       | 745.02           |
| TIMBER-LEE MINISTRIES I   | \$       | 745.02           |
| WEISSMAN'S THEATRICAL SU  | \$       | 710.81           |
| SP MUSICFOLDER.COM USD    | \$       | 710.81           |
| IN *FILTRATION CONCEPTS,  | \$       | 685.00           |
| JOHNSON CONTROLS NORTH AM | \$       | 654.00           |
| ROCKLER WOODWORKING AND H | \$       | 649.00           |
| WISCONSIN FOUNDATION F    | \$       | 632.00           |
| HOMEDEPOT.COM             | \$       | 620.04           |
| COSTCO WHSE #1198         | \$       | 613.13           |
| WM SUPERCENTER #1167      | \$       | 598.63           |
| COLUMN PUBLIC NOTICE      | \$       | 586.28           |
| AMAZON MKTPL*CB9LI2VG3    | \$       | 565.88           |
| OTC BRANDS *800-875-8480  | \$       | 547.08           |
| AMZN MKTP US*BX3TN4RR3    |          |                  |
| SQ *CITY 13               | \$<br>\$ | 528.10<br>513.00 |
| IN *SNO SITES             |          | 513.00           |
| SP DAXWELL                | \$<br>\$ | 500.00           |
| AMAZON MKTPL*JE71L9AB3    |          | 496.42           |
|                           | \$       | 492.95           |
|                           | \$       | 461.02           |
| AMAZON MKTPL*979MC20H3    | \$       | 456.97           |

| Merchant Name             | Total |        |
|---------------------------|-------|--------|
| DEMCO INC                 | \$    | 452.82 |
| ACMETOOLS.COM             | \$    | 451.93 |
| MATH LEARNING CENTER      | \$    | 450.00 |
| BRODER BROS., CO          | \$    | 447.82 |
| BLAIN'S FARM & FLEET      | \$    | 444.92 |
| JOHNSTONE SUPPLY - RACINE | \$    | 443.44 |
| WWW.CODEWORK.COM          | \$    | 434.00 |
| WONDERLAND CAMP & CONFE   | \$    | 433.50 |
| HOMEGOODS #1176           | \$    | 380.82 |
| AMZN MKTP US*FA7WG5F83    | \$    | 375.02 |
| 123SECURITYPRODUCTS.COM   | \$    | 372.07 |
| KENOSHA HEATING AND COOLI | \$    | 366.00 |
| AWSA                      | \$    | 366.00 |
| CYT CHICAGO               | \$    | 360.00 |
| MICHAELS #9490            | \$    | 359.73 |
| GFS STORE #1919           | \$    | 357.80 |
| AMZN MKTP US*MG4YP0IP3    | \$    | 355.80 |
| IN *ECONO HOLDING COMPANY | \$    | 355.35 |
| MAILCHIMP *MISC           | \$    | 340.00 |
| SHERWIN-WILLIAMS703481    | \$    | 331.23 |
| MIM*MIMEO.COM             | \$    | 330.98 |
| HOBBY LOBBY ECOMM         | \$    | 325.40 |
| ACCO BRANDS DIRECT        | \$    | 324.95 |
| GEMINI BUILDS IT          | \$    | 315.95 |
| 4IMPRINT, INC             | \$    | 304.73 |
| AMAZON MKTPL*8M71V8JC3    | \$    | 304.00 |
| ISTE                      | \$    | 302.75 |
| HOSA, INC.                | \$    | 300.56 |
| PY *CESA #1               | \$    | 300.00 |
| SP OVERTURE CENTER        | \$    | 300.00 |
| SP TFD SUPPLIES           | \$    | 298.50 |
| VISTAPRINT                | \$    | 295.39 |
| TOOLS 4 FLOORING          | \$    | 292.64 |
| AMAZON MKTPL*485ZT36F3    | \$    | 292.12 |
| AIRLINE                   | \$    | 277.96 |
| BATTERIES PLUS #0561      | \$    | 273.80 |
| SP CUTECH TOOL LLC        | \$    | 269.97 |
| HOLLAND SUPPLY INC        | \$    | 265.48 |
| NORDRACKCOM8889666283     | \$    | 257.28 |
| LOWES #02560*             | \$    | 253.74 |
| AAA SSP FL0994            | \$    | 252.20 |
| EASYKEYSCOM INC           | \$    | 240.97 |
| AMAZON RETA* 1Q02M0GY3    | \$    | 237.94 |
| VENTRIS LEARNING          | \$    | 230.00 |
| ALLSTICKERPRINTING        | \$    | 200.00 |
| AMAZON MKTPL*AQ3UB36F3    | \$    | 220.48 |
| FARM & FLEET STURTEVANT   | \$    | 219.97 |
|                           | φ     | 219.97 |

| SAN.A.CARE         S         216.94           WASBO FOUNDATION         \$         216.00           IN 'NORTHSTAR FLAG & FLAG         \$         210.23           ARO LOCK & DOOR SOUTH         \$         210.00           USPS PO 5666100158         \$         207.60           PRAIRE SIDE ACE HARDWARE         \$         204.98           BEST BUY         00011916         \$         199.99           AMAZON MKTPL'HHOTY76A3         \$         196.97           SAMS CLUB#6331         \$         196.97           GOVERNMENT FINANCE OFFIC         \$         195.00           AMAZON MKTPL'R132L9TJ3         \$         186.40           AMAZON MKTPL'R132L9TJ3         \$         180.00           PLANBOOK.COM         \$         180.00           PLAYTHERAPYSUPPLY.COM         \$         167.88           ZOOM.US 888-799-9666         \$         159.90           NATL CCL TEACHERS OF MAT         \$         157.00           THE WEBSTAURANT STORE INC         \$         155.31           SPEEDY METALS         \$         155.31           COLUMBIA PIPE & SUP 3540         \$         147.50           ETSY, INC.         \$         147.50           USPS PO 5642800260 <th>Merchant Name</th> <th>Total</th> <th></th>   | Merchant Name           | Total |        |
|---|-------------------------|-------|--------|
| WASBO FOUNDATION         \$         216.00           IN "NORTHSTAR FLAG & FLAG         \$         210.23           ARO LOCK & DOOR SOUTH         \$         210.20           USPS PO 5666100158         \$         207.60           PRAIRIE SIDE ACE HARDWARE         \$         204.98           BEST BUY 00011916         \$         199.99           AMAZON MKTPL'HHOTY76A3         \$         196.97           SAMS CLUB#6331         \$         196.29           GOVERNMENT FINANCE OFFIC         \$         195.00           AMAZON MKTPL'TSIDA9ZU3         \$         188.97           AMAZON MKTPL'TSIDA9ZU3         \$         180.00           AMAZON MKTPL'TSIDA9ZU3         \$         180.00           AMAZON MKTPL'TSIDA9ZU3         \$         180.00           ADOBE *ADOBE         \$         177.68           PLANBOOK.COM         \$         167.88           ZOOM.US 888-799-9666         \$         159.90           NATL CCL FEACHERS OF MAT         \$         157.00           THE WEBSTAURANT STORE INC         \$         151.47           SAMSCLUB #6331         \$         147.58           AMAZON MKTPL'FA7263LO3         \$         147.50           ETSY, INC.   |                         |       | 216 94 |
| IN *NORTHSTAR FLAG & FLAG \$ 210.23<br>ARO LOCK & DOOR SOUTH \$ 210.00<br>USPS PO 5666100158 \$ 207.60<br>PRAIRIE SIDE ACE HARDWARE \$ 204.98<br>BEST BUY 00011916 \$ 199.99<br>AMAZON MKTPL*HOT76A3 \$ 196.97<br>SAMS CLUB#6331 \$ 196.29<br>GOVERNMENT FINANCE OFFIC \$ 195.00<br>AMAZON MKTPL*TGLA9ZUJ3 \$ 189.97<br>AMAZON RETA* GY10B1TS3 \$ 186.40<br>AMAZON MKTPL*TGLA9ZUJ3 \$ 188.97<br>AMAZON RETA* GY10B1TS3 \$ 186.00<br>ADOBE *ADOBE \$ 178.65<br>AMZN MKTP US*45SQ22MS3 \$ 178.65<br>AMZN MKTP US*45SQ22MS3 \$ 178.65<br>AMZN MKTP US*45SQ22MS3 \$ 177.08<br>PLAYTHERAPYSUPPLY.COM \$ 167.88<br>ZOOM.US 888-799-9666 \$ 177.08<br>PLAYTHERAPYSUPPLY.COM \$ 167.88<br>ZOOM.US 888-799-9666 \$ 155.31<br>SPEEDY METALS \$ 152.28<br>COLUMBIA PIPE & SUP 3540 \$ 155.31<br>SPEEDY METALS \$ 152.28<br>COLUMBIA PIPE & SUP 3540 \$ 156.31<br>SPEEDY METALS \$ 147.50<br>ETSY, INC. \$ 147.50<br>ETSY, INC. \$ 147.51<br>AMAZON MKTPL*FA7263L03 \$ 147.50<br>ETSY, INC. \$ 147.70<br>SP BREAKOUT EDU \$ 133.00<br>MEIJER # 284 \$ 141.75<br>AMAZON MKTPL*FA7263L03 \$ 147.50<br>ETSY, INC. \$ 133.00<br>MEIJER # 284 \$ 141.75<br>AMAZON MKTPL*FA7263L03 \$ 147.50<br>ETSY, INC. \$ 133.00<br>MEIJER # 284 \$ 141.75<br>AMAZON MKTPL*FA7263L03 \$ 147.50<br>ETSY, INC. \$ 133.07<br>DAY-OFF APP \$ 133.00<br>MEIJER # 284 \$ 141.75<br>AMAZON MKTPL*T260J4FZ3 \$ 122.52<br>ICOLUMBIA PIIME*C73CW8083 \$ 133.07<br>DAY-OFF APP \$ 133.00<br>MAZON MKTPL*T260J4FZ3 \$ 125.53<br>TARGET 00022517 \$ 125.52<br>MAZDN MKTPUS*KO7800FL3 \$ 116.06<br>REINDERS BRISTOL \$ 116.00<br>AMZN MKTP US*KO7800FL3 \$ 114.90 |                         |       |        |
| ARO LOCK & DOOR SOUTH         \$         210.00           USPS PO 5666100158         \$         207.60           PRAIRIE SIDE ACE HARDWARE         \$         204.98           BEST BUY         00011916         \$         199.99           AMAZON MKTPL"HHOTY76A3         \$         196.97           SAMS CLUB#6331         \$         196.27           GOVERNMENT FINANCE OFFIC         \$         195.00           AMAZON MKTPL"T312U9133         \$         180.07           AMAZON MKTPL"T32U9133         \$         180.00           PLANBOOK.COM         \$         180.00           ADDE         \$         178.65           AMZN MKTP US*4550Z2MS3         \$         178.65           VWW.STRAWBRIDGE.NET         \$         177.08           PLANTHERAPYSUPPLY.COM         \$         167.88           ZOOM.US 88-799-9666         \$         155.31           SPEEDY METALS         \$         152.28           COLUMBIA PIPE & SUP 3540         \$         151.47           SAMASCLUB #6331         \$         147.58           AMAZON MKTPL"FA7263LO3         \$         147.70           SPEEDY METALS         \$         133.00           SPEAKOUT EDU         \$   |                         |       |        |
| USPS PO 5666100158         \$         207.60           PRAIRIE SIDE ACE HARDWARE         \$         204.98           BEST BUY 00011916         \$         199.99           AMAZON MKTPL'HHOTY76A3         \$         196.29           GOVERNMENT FINANCE OFFIC         \$         195.00           AMAZON MKTPL'Z15UA9ZU3         \$         189.97           AMAZON MKTPL'T3LSUA9ZU3         \$         189.97           AMAZON MKTPL'TSUA9ZU3         \$         180.00           AMAZON MKTPL'X15UA9ZU3         \$         180.00           AMAZON MKTPL'X15UA9ZU3         \$         180.00           ADOBE 'ADOBE         \$         178.65           AMAX MKTP US'45SQZ2MS3         \$         177.08           WWW.STRAWBRIDGE.NET         \$         167.88           ZOOM.US 888-799-9666         \$         155.31           SPEEDY METALS         \$         155.31           SPEEDY METALS         \$         155.31           SPEEDY METALS         \$         152.28           COLUMBIA PIPE & SUP 3540         \$         147.50           ETSY, INC.         \$         147.50           MAZON MKTPL'FA7263LO3         \$         147.50           SMASCLUB #6331         \$  |                         |       |        |
| PRAIRIE SIDE ACE HARDWARE         \$         204.98           BEST BUY         00011916         \$         199.99           AMAZON MKTPL'HHOTY76A3         \$         196.97           SAMS CLUB#6331         \$         196.29           GOVERNMENT FINANCE OFFIC         \$         195.00           AMAZON MKTPL'215UA9ZU3         \$         189.97           AMAZON MKTPL'T312L9TJ3         \$         180.00           PLANBOOK.COM         \$         180.00           PLANBOOK.COM         \$         177.08           ADOBE 'ADOBE         \$         177.08           PLAYTHERAPYSUPPLY.COM         \$         167.88           ZOOM.US 888-799-9666         \$         159.90           NATL CCL TEACHERS OF MAT         \$         157.00           THE WEBSTAURANT STORE INC         \$         155.31           SPEEDY METALS         \$         152.28           COLUMBIA PIPE & SUP 3540         \$         151.47           SAMAZON NKTPL'FA7263LO3         \$         147.50           ETSY, INC.         \$         147.50           MAZON MKTPL'FA7263LO3         \$         147.50           PLAYTHERAPSURGE         \$         133.00           SPECTRUM         \$<  |                         |       |        |
| BEST BUY         00011916         \$         199.99           AMAZON MKTPL'HHOTY76A3         \$         196.97           SAMS CLUB#6331         \$         196.29           GOVERNMENT FINANCE OFFIC         \$         195.00           AMAZON MKTPL'215UA9ZU3         \$         189.97           AMAZON MKTPL'R132L9TJ3         \$         180.00           PLANBOOK.COM         \$         180.00           ADOBE         *ADOBE         \$         178.65           AMZN MKTP US*45QZ2MS3         \$         178.65           AMZN MKTP US*45QZ2MS3         \$         177.08           PLAYTHERAPYSUPPLY.COM         \$         167.88           ZOOM.US 888-799-9666         \$         159.90           NATL CCL TEACHERS OF MAT         \$         157.00           THE WEBSTAURANT STORE INC         \$         155.31           SPEEDY METALS         \$         151.47           SAMZON MKTPL'FA7263LO3         \$         147.50           ETSY, INC.         \$         147.50           UBPS PO 5642800260         \$         146.00           MEJDER 284         \$         141.75           AMAZON MKTPL'FA7263LO3         \$         138.00           SPECTRUM  |                         |       |        |
| AMAZON MKTPL*HH0TY76A3       \$       196.97         SAMS CLUB#6331       \$       196.29         GOVERNMENT FINANCE OFFIC       \$       195.00         AMAZON MKTPL*Z15UA92U3       \$       188.97         AMAZON MKTPL*Z15UA92U3       \$       188.97         AMAZON MKTPL*T132LSTJ3       \$       186.40         AMAZON MKTPL*R132LSTJ3       \$       180.00         PLANBOOK.COM       \$       180.00         ADOBE *ADOBE       \$       178.65         AMZN MKTP US*455Q22MS3       \$       178.65         PLAYTHERAPYSUPPLY.COM       \$       167.88         ZOOM.US 888-799-9666       \$       159.90         NATL CCL TEACHERS OF MAT       \$       157.00         THE WEBSTAURANT STORE INC       \$       152.28         COLUMBIA PIPE & SUP 3540       \$       151.47         SAMSCLUB #6331       \$       147.50         AMAZON MKTPL*FA7263LO3       \$       147.05         ETSY, INC.       \$       147.17         USP PO 5642800260       \$       136.10         SPECTRUM       \$       133.37         DAY-OFF.APP       \$       133.30         PRO-ED, INC       \$       131.88      <   |                         |       |        |
| SAMS CLUB#6331         \$         196.29           GOVERNMENT FINANCE OFFIC         \$         195.00           AMAZON MKTPL*Z15UA92U3         \$         189.97           AMAZON RETA* GY10B1TS3         \$         186.40           AMAZON MKTPL*R132L9TJ3         \$         180.00           PLANBOOK.COM         \$         180.00           ADOBE *ADOBE         \$         178.65           AMZN MKTP US*455QZ2MS3         \$         177.08           PLAYTHERAPYSUPLY.COM         \$         167.08           ZOOM.US 888-799.9666         \$         159.90           NATL CCL TEACHERS OF MAT         \$         157.00           THE WEBSTAURANT STORE INC         \$         152.28           COLUMBIA PIPE & SUP 3540         \$         151.47           SAMSCLUB #6331         \$         147.50           ETSY, INC.         \$         147.50           USP SP 0 5642800260         \$         133.00           PRECTRUM         \$         133.01           SPECTRUM         \$         133.37           DAY-OFF.APP         \$         133.00           SPECTRUM         \$         133.37           DAY-OFF.APP         \$         133.37  |                         |       |        |
| GOVERNMENT FINANCE OFFIC         \$         195.00           AMAZON MKTPL*Z15UA9ZU3         \$         188.97           AMAZON MKTPL*T3USAJU3         \$         186.40           AMAZON MKTPL*R132L9TJ3         \$         180.00           PLANBOOK.COM         \$         180.00           ADOBE         *ADOBE         \$         178.20           WWW.STRAWBRIDGE.NET         \$         177.08           PLAYTHERAPYSUPPLY.COM         \$         167.88           ZOOM.US 888-799.9666         \$         159.90           NATL CCL TEACHERS OF MAT         \$         157.00           THE WEBSTAURANT STORE INC         \$         151.47           SAMSCLUB #6331         \$         147.58           AMAZON MKTPL*FA7263LO3         \$         147.58           AMAZON MKTPL*FA7263LO3         \$         147.58           AMAZON MKTPL*FA7263LO3         \$         147.58           AMAZON PRIME*CF3CWB083         \$         133.00           SPEEDY NETL*FA7263LO3         \$         147.50           MAZON MKTPL*FA7263LO3         \$         147.58           AMAZON MKTPL*FA7263LO3         \$         133.00           SPEEAWANNETPL*FA7263LO3         \$         147.50  |                         |       |        |
| AMAZON MKTPL*Z15UA92U3       \$       189.97         AMAZON RETA* GY10B1TS3       \$       186.40         AMAZON RETA* GY10B1TS3       \$       180.00         AMAZON MKTPL*R132L9TJ3       \$       180.00         ADOBE *ADOBE       \$       178.65         AMZN MKTP US*455QZ2MS3       \$       178.20         WWW.STRAWBRIDGE.NET       \$       177.08         PLAYTHERAPYSUPPLY.COM       \$       167.88         ZOOM.US 888-799-9666       \$       159.90         NATL CCL TEACHERS OF MAT       \$       157.00         THE WEBSTAURANT STORE INC       \$       152.28         COLUMBIA PIPE & SUP 3540       \$       151.47         SAMSCLUB #6331       \$       147.58         AMAZON MKTPL*FA7263LO3       \$       147.50         ETSY, INC.       \$       147.50         USPS PO 5642800260       \$       146.00         MELJER # 284       \$       141.75         AMAZON PRIME*CF3CW8083       \$       139.00         SPECTRUM       \$       133.37         DAY-OFF.APP       \$       133.30         PRO-ED, INC       \$       131.88         B2B PRIME*1/YGB0FT3       \$       125.53   |                         |       |        |
| AMAZON RETA* GY10B1TS3       \$       186.40         AMAZON MKTPL*R132L9TJ3       \$       180.00         PLANBOOK.COM       \$       180.00         PLANBOOK.COM       \$       178.65         AMZN MKTP US*455QZ2MS3       \$       178.65         AMZN MKTP US*455QZ2MS3       \$       178.20         WWW.STRAWBRIDGE.NET       \$       177.08         PLAYTHERAPYSUPPLY.COM       \$       167.88         ZOOM.US 888-799-9666       \$       159.90         NATL CCL TEACHERS OF MAT       \$       157.00         THE WEBSTAURANT STORE INC       \$       155.31         SPEEDY METALS       \$       155.31         SPEEDY METALS       \$       154.77         SAMSCLUB #8331       \$       147.58         AMAZON MKTPL*FA7263LO3       \$       147.50         ETSY, INC.       \$       147.17         USPS PO 5642800260       \$       146.00         MELUER # 284       \$       141.75         AMAZON PRIME*CF3CW3083       \$       139.00         SP ECTRUM       \$       133.00         SPECTRUM       \$       133.00         SPECTRUM       \$       133.00         PRO-ED, INC   |                         |       |        |
| AMAZON MKTPL*R132L9TJ3       \$       180.00         PLANBOOK.COM       \$       180.00         ADOBE *ADOBE       \$       178.65         AMZN MKTP US*455QZ2MS3       \$       178.20         WWW.STRAWBRIDGE.NET       \$       177.08         PLAYTHERAPYSUPPLY.COM       \$       167.88         ZOOM.US 888-799-9666       \$       159.90         NATL CCL TEACHERS OF MAT       \$       155.31         SPEEDY METALS       \$       155.31         SPEEDY METALS       \$       152.28         COLUMBIA PIPE & SUP 3540       \$       151.47         SAMSCLUB #6331       \$       147.58         AMAZON MKTPL*FA7263LO3       \$       147.58         COLUMBIA PIPE & SUP 3540       \$       147.58         AMAZON MKTPL*FA7263LO3       \$       147.58         AMAZON MKTPL*FA7263LO3       \$       147.50         CUBPE & SUP 3540       \$       147.58         AMAZON MKTPL*FA7263LO3       \$       147.58         AMAZON NKTPL*FA7263LO3       \$       147.58         AMAZON NKTPL*FA7263LO3       \$       147.59         AMAZON NKTPL*FA7263LO3       \$       133.37         DAY-OFF.APP       \$       133.00<   |                         |       |        |
| PLANBOOK.COM         \$         180.00           ADOBE *ADOBE         \$         178.65           AMZN MKTP US*455QZ2MS3         \$         178.65           AMZN MKTP US*455QZ2MS3         \$         177.08           PLAYTHERAPYSUPPLY.COM         \$         167.88           ZOOM.US 888-799-9666         \$         159.90           NATL CCL TEACHERS OF MAT         \$         157.00           THE WEBSTAURANT STORE INC         \$         155.31           SPEEDY METALS         \$         152.28           COLUMBIA PIPE & SUP 3540         \$         151.47           SAMSCLUB #6331         \$         147.58           AMAZON MKTPL*FA7263LO3         \$         147.77           SPE SPO 5642800260         \$         146.00           MEIJER # 284         \$         147.17           USPS PO 5642800260         \$         146.00           MEIJER # 284         \$         147.17           DAY-OFF.APP         \$         133.00           PRO-ED, INC         \$         133.37           DAY-OFF.APP         \$         133.00           PRO-ED, INC         \$         133.37           DAMAZON MKTPL*TGOJ4FZ3         \$         128.94 <tr< td=""><td></td><td></td><td></td></tr<>  |                         |       |        |
| ADOBE *ADOBE       \$       178.65         AMXN MKTP US*455Q22MS3       \$       178.20         WWW.STRAWBRIDGE.NET       \$       177.08         PLAYTHERAPYSUPPLY.COM       \$       167.88         ZOOM.US 888-799-9666       \$       159.90         NATL CCL TEACHERS OF MAT       \$       157.00         THE WEBSTAURANT STORE INC       \$       155.31         SPEEDY METALS       \$       152.28         COLUMBIA PIPE & SUP 3540       \$       151.47         SAMSCUB #6331       \$       147.58         AMAZON MKTPL*FA7263LO3       \$       147.50         ETSY, INC.       \$       147.50         ETSY, INC.       \$       147.17         USPS PO 5642800260       \$       146.00         MEIJER # 284       \$       141.75         AMAZON PRIME*CF3CW8083       \$       139.00         SP BREAKOUT EDU       \$       136.10         SPECTRUM       \$       133.37         DAY-OFF.APP       \$       133.37         DAY-OFF.APP       \$       133.30         PRO-ED, INC       \$       138.8         B2B PRIME*1V7GB0FT3       \$       125.52         JOHNSON PLASTICS PLUS  |                         |       |        |
| AMZN MKTP US*455QZ2MS3       \$       178.20         WWW.STRAWBRIDGE.NET       \$       177.08         PLAYTHERAPYSUPPLY.COM       \$       167.88         ZOOM.US 888-799-9666       \$       159.90         NATL CCL TEACHERS OF MAT       \$       157.00         THE WEBSTAURANT STORE INC       \$       155.31         SPEEDY METALS       \$       152.28         COLUMBIA PIPE & SUP 3540       \$       151.47         SAMSCLUB #6331       \$       147.58         AMAZON MKTPL*FA7263LO3       \$       147.50         ETSY, INC.       \$       147.17         USPS PO 5642800260       \$       146.00         MEIJER # 284       \$       141.75         AMAZON PRIME*CF3CW8083       \$       139.00         SP EECTRUM       \$       133.37         DAY-OFF.APP       \$       133.30         PRO-ED, INC       \$       131.88         B2B PRIME*1V7GB0FT3       \$       129.00         AMAZON MKTPL*T260J4FZ3       \$       125.53         TARGET       00022517       \$       125.52         LIQUIDFILES       \$       125.00       JOHNSON PLASTICS PLUS       \$       126.52         UIQUI   |                         |       |        |
| WWW.STRAWBRIDGE.NET       \$       177.08         PLAYTHERAPYSUPPLY.COM       \$       167.88         ZOOM.US 888-799-9666       \$       159.90         NATL CCL TEACHERS OF MAT       \$       157.00         THE WEBSTAURANT STORE INC       \$       155.31         SPEEDY METALS       \$       152.28         COLUMBIA PIPE & SUP 3540       \$       151.47         SAMSCLUB #6331       \$       147.58         AMAZON MKTPL*FA7263LO3       \$       147.50         ETSY, INC.       \$       147.17         USPS PO 5642800260       \$       146.00         MEIJER # 284       \$       141.75         AMAZON PRIME*CF3CW8083       \$       139.00         SP BREAKOUT EDU       \$       136.10         SPECTRUM       \$       133.30         PRO-ED, INC       \$       131.88         B2B PRIME*1V7GB0FT3       \$       129.00         AMAZON MKTPL*TZ60J4FZ3       \$       125.52         LIQUIDFILES       \$       125.53         TARGET       00022517       \$       125.50         LIQUIDFILES       \$       125.50         JOHNSON PLASTICS PLUS       \$       124.33  |                         |       |        |
| PLAYTHERAPYSUPPLY.COM       \$       167.88         ZOOM.US 888-799-9666       \$       159.90         NATL CCL TEACHERS OF MAT       \$       157.00         THE WEBSTAURANT STORE INC       \$       155.31         SPEEDY METALS       \$       152.28         COLUMBIA PIPE & SUP 3540       \$       151.47         SAMSCLUB #6331       \$       147.58         AMAZON MKTPL*FA7263LO3       \$       147.50         ETSY, INC.       \$       147.17         USPS PO 5642800260       \$       146.00         MEIJER # 284       \$       141.75         AMAZON PRIME*CF3CW8083       \$       139.00         SP BERAKOUT EDU       \$       136.10         SPECTRUM       \$       133.37         DAY-OFF.APP       \$       133.00         PRO-ED, INC       \$       131.88         BZB PRIME*1V7GB0FT3       \$       129.00         AMAZON MKTPL*TZ60J4FZ3       \$       127.77         IKEA 465383917       \$       125.52         LIQUIDFILES       \$       125.52         LIQUIDFILES       \$       125.52         LIQUIDFILES       \$       125.52         LIQUIDFILES       \$<   |                         |       |        |
| ZOOM.US 888-799-9666       \$       159.90         NATL CCL TEACHERS OF MAT       \$       157.00         THE WEBSTAURANT STORE INC       \$       155.31         SPEEDY METALS       \$       152.28         COLUMBIA PIPE & SUP 3540       \$       151.47         SAMSCLUB #6331       \$       147.58         AMAZON MKTPL*FA7263LO3       \$       147.58         AMAZON MKTPL*FA7263LO3       \$       147.17         USPS PO 5642800260       \$       146.00         MEIJER # 284       \$       141.75         AMAZON PRIME*CF3CW8083       \$       139.00         SP BREAKOUT EDU       \$       136.10         SPECTRUM       \$       133.37         DAY-OFF.APP       \$       133.00         PRO-ED, INC       \$       131.88         B2B PRIME*1V7GB0FT3       \$       129.00         AMAZON MKTPL*TZ60J4FZ3       \$       127.77         IKEA 465383917       \$       125.53         TARGET       00022517       \$       125.52         LIQUIDFILES       \$       125.00         JOHNSON PLASTICS PLUS       \$       126.00         JOHNSON PLASTICS PLUS       \$       126.00 <tr< td=""><td>-</td><td></td><td></td></tr<>   | -                       |       |        |
| NATL CCL TEACHERS OF MAT       \$       157.00         THE WEBSTAURANT STORE INC       \$       155.31         SPEEDY METALS       \$       152.28         COLUMBIA PIPE & SUP 3540       \$       147.58         SAMSCLUB #6331       \$       147.58         AMAZON MKTPL*FA7263LO3       \$       147.50         ETSY, INC.       \$       147.17         USPS PO 5642800260       \$       146.00         MEIJER # 284       \$       141.75         AMAZON PRIME*CF3CW8083       \$       139.00         SP BREAKOUT EDU       \$       136.10         SPECTRUM       \$       133.37         DAY-OFF.APP       \$       133.00         PRO-ED, INC       \$       131.88         B2B PRIME*1V7GB0FT3       \$       129.00         AMAZON MKTPL*T260.J4FZ3       \$       127.77         IKEA 465383917       \$       125.53         TARGET       00022517       \$       125.53         TARGET       00022517       \$       125.00         JOHNSON PLASTICS PLUS       \$       126.00         AMZON MKTP US*J86DL5HF3       \$       127.77         AMAZON MKTPL*3000W9AM3       \$       116.06     <  |                         |       |        |
| THE WEBSTAURANT STORE INC       \$       155.31         SPEEDY METALS       \$       152.28         COLUMBIA PIPE & SUP 3540       \$       151.47         SAMSCLUB #6331       \$       147.58         AMAZON MKTPL*FA7263LO3       \$       147.50         ETSY, INC.       \$       147.17         USPS PO 5642800260       \$       146.00         MEIJER # 284       \$       141.75         AMAZON PRIME*CF3CW8083       \$       139.00         SP BREAKOUT EDU       \$       136.10         SPECTRUM       \$       133.37         DAY-OFF.APP       \$       133.00         PRO-ED, INC       \$       131.88         B2B PRIME*1V7GB0FT3       \$       128.94         OFFICEMAX/DEPOT 6358       \$       127.77         IKEA 465383917       \$       125.53         TARGET       00022517       \$       125.52         LIQUIDFILES       \$       125.00         JOHNSON PLASTICS PLUS       \$       124.33         WIAIMH       \$       120.00         AMZON MKTPL*300DW9AM3       \$       116.06         REINDERS BRISTOL       \$       116.00         AMZON MKTPL*300DW9AM3 <td></td> <td></td> <td></td>   |                         |       |        |
| SPEEDY METALS       \$       152.28         COLUMBIA PIPE & SUP 3540       \$       151.47         SAMSCLUB #6331       \$       147.58         AMAZON MKTPL*FA7263LO3       \$       147.50         ETSY, INC.       \$       147.17         USPS PO 5642800260       \$       146.00         MEIJER # 284       \$       141.75         AMAZON PRIME*CF3CW8083       \$       139.00         SP BREAKOUT EDU       \$       136.10         SPECTRUM       \$       133.37         DAY-OFF.APP       \$       133.00         PRO-ED, INC       \$       131.88         B2B PRIME*1V7GB0FT3       \$       129.00         AMAZON MKTPL*TZ60J4FZ3       \$       128.94         OFFICEMAX/DEPOT 6358       \$       127.77         IKEA 465383917       \$       125.53         TARGET       00022517       \$       125.52         LIQUIDFILES       \$       120.00         JOHNSON PLASTICS PLUS       \$       126.00         JOHNSON PLASTICS PLUS       \$       120.00         AMZON MKTPL*300DW9AM3       \$       116.06         REINDERS BRISTOL       \$       116.00         AMZN MKTP US  |                         |       |        |
| COLUMBIA PIPE & SUP 3540       \$       151.47         SAMSCLUB #6331       \$       147.58         AMAZON MKTPL*FA7263LO3       \$       147.50         ETSY, INC.       \$       147.17         USPS PO 5642800260       \$       146.00         MEIJER # 284       \$       141.75         AMAZON PRIME*CF3CW8083       \$       139.00         SP BREAKOUT EDU       \$       136.10         SPECTRUM       \$       133.37         DAY-OFF.APP       \$       133.00         PRO-ED, INC       \$       131.88         B2B PRIME*1V7GB0FT3       \$       129.00         AMAZON MKTPL*TZ60J4FZ3       \$       127.77         IKEA 465383917       \$       125.53         TARGET       00022517       \$       125.52         LIQUIDFILES       \$       125.00         JOHNSON PLASTICS PLUS       \$       126.00         AMZN MKTP US*J86DL5HF3       \$       116.00         AMZON MKTPL*300DW9AM3       \$       116.00         AMZON MKTPL*300DW9AM3       \$       116.00         PICK N SAVE #874       \$       109.37   |                         |       |        |
| SAMSCLUB #6331       \$       147.58         AMAZON MKTPL*FA7263LO3       \$       147.50         ETSY, INC.       \$       147.17         USPS PO 5642800260       \$       146.00         MEIJER # 284       \$       141.75         AMAZON PRIME*CF3CW8083       \$       139.00         SP BREAKOUT EDU       \$       136.10         SPECTRUM       \$       133.37         DAY-OFF.APP       \$       133.00         PRO-ED, INC       \$       131.88         B2B PRIME*1V7GB0FT3       \$       129.00         AMAZON MKTPL*TZ60J4FZ3       \$       128.94         OFFICEMAX/DEPOT 6358       \$       127.77         IKEA 465383917       \$       125.53         TARGET       00022517       \$       125.52         LIQUIDFILES       \$       125.00         JOHNSON PLASTICS PLUS       \$       126.00         AMAZON MKTP US*J86DL5HF3       \$       117.91         AMAZON MKTPL*300DW9AM3       \$       116.06         REINDERS BRISTOL       \$       116.00         AMZ/ON MKTP US*KO78Q0FL3       \$       114.90         PICK N SAVE #874       \$       109.37  |                         |       |        |
| AMAZON MKTPL*FA7263LO3       \$       147.50         ETSY, INC.       \$       147.17         USPS PO 5642800260       \$       146.00         MEIJER # 284       \$       141.75         AMAZON PRIME*CF3CW8083       \$       139.00         SP BREAKOUT EDU       \$       136.10         SPECTRUM       \$       133.37         DAY-OFF.APP       \$       133.00         PRO-ED, INC       \$       131.88         B2B PRIME*1V7GB0FT3       \$       129.00         AMAZON MKTPL*TZ60J4FZ3       \$       129.00         AMAZON MKTPL*TZ60J4FZ3       \$       125.53         TARGET       00022517       \$       125.53         TARGET       00022517       \$       125.52         LIQUIDFILES       \$       125.00         JOHNSON PLASTICS PLUS       \$       124.33         WIAIMH       \$       120.00         AMZN MKTP US*J86DL5HF3       \$       116.06         REINDERS BRISTOL       \$       116.00         AMZN MKTP US*KO78Q0FL3       \$       114.90         PICK N SAVE #874       \$       109.37  |                         |       |        |
| ETSY, INC.       \$       147.17         USPS PO 5642800260       \$       146.00         MEIJER # 284       \$       141.75         AMAZON PRIME*CF3CW8083       \$       139.00         SP BREAKOUT EDU       \$       136.10         SPECTRUM       \$       133.37         DAY-OFF.APP       \$       133.00         PRO-ED, INC       \$       131.88         B2B PRIME*1V7GB0FT3       \$       129.00         AMAZON MKTPL*TZ60J4FZ3       \$       128.94         OFFICEMAX/DEPOT 6358       \$       127.77         IKEA 465383917       \$       125.53         TARGET       00022517       \$       125.52         LIQUIDFILES       \$       125.00         JOHNSON PLASTICS PLUS       \$       120.00         AMZN MKTP US*J86DL5HF3       \$       117.91         AMAZON MKTPL*300DW9AM3       \$       116.06         REINDERS BRISTOL       \$       116.00         AMZN MKTP US*KO78Q0FL3       \$       114.90         PICK N SAVE #874       \$       109.37  |                         |       |        |
| USPS P0 5642800260       \$       146.00         MEIJER # 284       \$       141.75         AMAZON PRIME*CF3CW8083       \$       139.00         SP BREAKOUT EDU       \$       136.10         SPECTRUM       \$       133.37         DAY-OFF.APP       \$       133.00         PRO-ED, INC       \$       131.88         B2B PRIME*1V7GB0FT3       \$       129.00         AMAZON MKTPL*TZ60J4FZ3       \$       128.94         OFFICEMAX/DEPOT 6358       \$       127.77         IKEA 465383917       \$       125.53         TARGET       00022517       \$       125.52         LIQUIDFILES       \$       125.00         JOHNSON PLASTICS PLUS       \$       124.33         WIAIMH       \$       120.00         AMZN MKTP US*J86DL5HF3       \$       117.91         AMAZON MKTPL*300DW9AM3       \$       116.06         REINDERS BRISTOL       \$       116.00         AMZN MKTP US*KO78Q0FL3       \$       114.90         PICK N SAVE #874       \$       109.37  |                         |       |        |
| MEIJER # 284       \$       141.75         AMAZON PRIME*CF3CW8083       \$       139.00         SP BREAKOUT EDU       \$       136.10         SPECTRUM       \$       133.37         DAY-OFF.APP       \$       133.00         PRO-ED, INC       \$       131.88         B2B PRIME*1V7GB0FT3       \$       129.00         AMAZON MKTPL*T260J4FZ3       \$       128.94         OFFICEMAX/DEPOT 6358       \$       127.77         IKEA 465383917       \$       125.53         TARGET       00022517       \$       125.52         LIQUIDFILES       \$       125.00         JOHNSON PLASTICS PLUS       \$       122.00         AMZN MKTP US*J86DL5HF3       \$       117.91         AMAZON MKTPL*300DW9AM3       \$       116.06         REINDERS BRISTOL       \$       116.00         AMZN MKTP US*KO78Q0FL3       \$       114.90         PICK N SAVE #874       \$       109.37  |                         |       |        |
| AMAZON PRIME*CF3CW8083       \$ 139.00         SP BREAKOUT EDU       \$ 136.10         SPECTRUM       \$ 133.37         DAY-OFF.APP       \$ 133.00         PRO-ED, INC       \$ 131.88         B2B PRIME*1V7GB0FT3       \$ 129.00         AMAZON MKTPL*TZ60J4FZ3       \$ 128.94         OFFICEMAX/DEPOT 6358       \$ 127.77         IKEA 465383917       \$ 125.53         TARGET       00022517       \$ 125.52         LIQUIDFILES       \$ 125.00         JOHNSON PLASTICS PLUS       \$ 124.33         WIAIMH       \$ 120.00         AMZON MKTPL US*J86DL5HF3       \$ 117.91         AMAZON MKTPL*300DW9AM3       \$ 116.06         REINDERS BRISTOL       \$ 116.00         AMZN MKTP US*KO78Q0FL3       \$ 114.90         PICK N SAVE #874       \$ 109.37  |                         |       |        |
| SP BREAKOUT EDU       \$       136.10         SPECTRUM       \$       133.37         DAY-OFF.APP       \$       133.00         PRO-ED, INC       \$       131.88         B2B PRIME*1V7GB0FT3       \$       129.00         AMAZON MKTPL*TZ60J4FZ3       \$       128.94         OFFICEMAX/DEPOT 6358       \$       127.77         IKEA 465383917       \$       125.53         TARGET       00022517       \$       125.52         LIQUIDFILES       \$       125.00         JOHNSON PLASTICS PLUS       \$       124.33         WIAIMH       \$       120.00         AMZN MKTP US*J86DL5HF3       \$       117.91         AMAZON MKTPL*300DW9AM3       \$       116.06         REINDERS BRISTOL       \$       116.00         AMZN MKTP US*KO78Q0FL3       \$       114.90         PICK N SAVE #874       \$       109.37   |                         |       |        |
| SPECTRUM       \$       133.37         DAY-OFF.APP       \$       133.00         PRO-ED, INC       \$       131.88         B2B PRIME*1V7GB0FT3       \$       129.00         AMAZON MKTPL*TZ60J4FZ3       \$       128.94         OFFICEMAX/DEPOT 6358       \$       127.77         IKEA 465383917       \$       125.53         TARGET       00022517       \$       125.52         LIQUIDFILES       \$       125.00         JOHNSON PLASTICS PLUS       \$       124.33         WIAIMH       \$       120.00         AMZN MKTP US*J86DL5HF3       \$       117.91         AMAZON MKTPL*300DW9AM3       \$       116.06         REINDERS BRISTOL       \$       116.00         AMZN MKTP US*KO78Q0FL3       \$       114.90         PICK N SAVE #874       \$       109.37   |                         |       |        |
| DAY-OFF.APP       \$       133.00         PRO-ED, INC       \$       131.88         B2B PRIME*1V7GB0FT3       \$       129.00         AMAZON MKTPL*TZ60J4FZ3       \$       128.94         OFFICEMAX/DEPOT 6358       \$       127.77         IKEA 465383917       \$       125.53         TARGET       00022517       \$       125.52         LIQUIDFILES       \$       125.00         JOHNSON PLASTICS PLUS       \$       124.33         WIAIMH       \$       120.00         AMZN MKTP US*J86DL5HF3       \$       117.91         AMAZON MKTPL*300DW9AM3       \$       116.06         REINDERS BRISTOL       \$       116.00         AMZN MKTP US*KO78Q0FL3       \$       114.90         PICK N SAVE #874       \$       109.37  |                         |       |        |
| PRO-ED, INC       \$       131.88         B2B PRIME*1V7GB0FT3       \$       129.00         AMAZON MKTPL*TZ60J4FZ3       \$       128.94         OFFICEMAX/DEPOT 6358       \$       127.77         IKEA 465383917       \$       125.53         TARGET       00022517       \$       125.52         LIQUIDFILES       \$       125.00         JOHNSON PLASTICS PLUS       \$       124.33         WIAIMH       \$       120.00         AMZN MKTP US*J86DL5HF3       \$       117.91         AMAZON MKTPL*300DW9AM3       \$       116.06         REINDERS BRISTOL       \$       116.00         AMZN MKTP US*KO78Q0FL3       \$       114.90         PICK N SAVE #874       \$       109.37  |                         |       |        |
| B2B PRIME*1V7GB0FT3       \$       129.00         AMAZON MKTPL*TZ60J4FZ3       \$       128.94         OFFICEMAX/DEPOT 6358       \$       127.77         IKEA 465383917       \$       125.53         TARGET       00022517       \$       125.52         LIQUIDFILES       \$       125.00         JOHNSON PLASTICS PLUS       \$       126.00         MAZON MKTP US*J86DL5HF3       \$       120.00         AMZN MKTP US*J86DL5HF3       \$       117.91         AMAZON MKTPL*300DW9AM3       \$       116.06         REINDERS BRISTOL       \$       116.00         AMZN MKTP US*KO78Q0FL3       \$       114.90         PICK N SAVE #874       \$       109.37   |                         |       |        |
| AMAZON MKTPL*TZ60J4FZ3       \$       128.94         OFFICEMAX/DEPOT 6358       \$       127.77         IKEA 465383917       \$       125.53         TARGET       00022517       \$       125.52         LIQUIDFILES       \$       125.00         JOHNSON PLASTICS PLUS       \$       124.33         WIAIMH       \$       120.00         AMZN MKTP US*J86DL5HF3       \$       117.91         AMAZON MKTPL*300DW9AM3       \$       116.06         REINDERS BRISTOL       \$       116.00         AMZN MKTP US*KO78Q0FL3       \$       114.90         PICK N SAVE #874       \$       109.37  |                         |       |        |
| OFFICEMAX/DEPOT 6358       \$       127.77         IKEA 465383917       \$       125.53         TARGET       00022517       \$       125.52         LIQUIDFILES       \$       125.00         JOHNSON PLASTICS PLUS       \$       124.33         WIAIMH       \$       120.00         AMZN MKTP US*J86DL5HF3       \$       117.91         AMAZON MKTPL*300DW9AM3       \$       116.06         REINDERS BRISTOL       \$       116.00         AMZN MKTP US*KO78Q0FL3       \$       114.90         PICK N SAVE #874       \$       109.37   |                         |       |        |
| IKEA 465383917       \$       125.53         TARGET       00022517       \$       125.52         LIQUIDFILES       \$       125.00         JOHNSON PLASTICS PLUS       \$       124.33         WIAIMH       \$       120.00         AMZN MKTP US*J86DL5HF3       \$       117.91         AMAZON MKTPL*300DW9AM3       \$       116.06         REINDERS BRISTOL       \$       116.00         AMZN MKTP US*KO78Q0FL3       \$       114.90         PICK N SAVE #874       \$       109.37  |                         |       |        |
| TARGET       00022517       \$       125.52         LIQUIDFILES       \$       125.00         JOHNSON PLASTICS PLUS       \$       124.33         WIAIMH       \$       120.00         AMZN MKTP US*J86DL5HF3       \$       117.91         AMAZON MKTPL*300DW9AM3       \$       116.06         REINDERS BRISTOL       \$       116.00         AMZN MKTP US*KO78Q0FL3       \$       114.90         PICK N SAVE #874       \$       109.37   |                         |       |        |
| LIQUIDFILES       \$       125.00         JOHNSON PLASTICS PLUS       \$       124.33         WIAIMH       \$       120.00         AMZN MKTP US*J86DL5HF3       \$       117.91         AMAZON MKTPL*300DW9AM3       \$       116.06         REINDERS BRISTOL       \$       116.00         AMZN MKTP US*KO78Q0FL3       \$       114.90         PICK N SAVE #874       \$       109.37   |                         |       |        |
| JOHNSON PLASTICS PLUS       \$       124.33         WIAIMH       \$       120.00         AMZN MKTP US*J86DL5HF3       \$       117.91         AMAZON MKTPL*300DW9AM3       \$       116.06         REINDERS BRISTOL       \$       116.00         AMZN MKTP US*KO78Q0FL3       \$       114.90         PICK N SAVE #874       \$       109.37   | TARGET 00022517         |       | 125.52 |
| WIAIMH       \$       120.00         AMZN MKTP US*J86DL5HF3       \$       117.91         AMAZON MKTPL*300DW9AM3       \$       116.06         REINDERS BRISTOL       \$       116.00         AMZN MKTP US*KO78Q0FL3       \$       114.90         PICK N SAVE #874       \$       109.37   |                         |       | 125.00 |
| AMZN MKTP US*J86DL5HF3       \$       117.91         AMAZON MKTPL*300DW9AM3       \$       116.06         REINDERS BRISTOL       \$       116.00         AMZN MKTP US*KO78Q0FL3       \$       114.90         PICK N SAVE #874       \$       109.37  | JOHNSON PLASTICS PLUS   |       | 124.33 |
| AMAZON MKTPL*300DW9AM3       \$       116.06         REINDERS BRISTOL       \$       116.00         AMZN MKTP US*KO78Q0FL3       \$       114.90         PICK N SAVE #874       \$       109.37   | WIAIMH                  |       | 120.00 |
| REINDERS BRISTOL         \$         116.00           AMZN MKTP US*KO78Q0FL3         \$         114.90           PICK N SAVE #874         \$         109.37  | AMZN MKTP US*J86DL5HF3  |       | 117.91 |
| AMZN MKTP US*K078Q0FL3         \$         114.90           PICK N SAVE #874         \$         109.37   | AMAZON MKTPL*300DW9AM3  |       | 116.06 |
| PICK N SAVE #874 \$ 109.37  | REINDERS BRISTOL        | \$    | 116.00 |
| PICK N SAVE #874 \$ 109.37  | AMZN MKTP US*KO78Q0FL3  | \$    | 114.90 |
|   | PICK N SAVE #874        |       | 109.37 |
|   | TEACHERSPAYTEACHERS.COM |       | 106.24 |

| Merchant Name             | Total |        |
|---------------------------|-------|--------|
| FESTIVAL FOODS            | \$    | 105.82 |
| AMAZON MKTPL*7A5KZ9793    | \$    | 102.93 |
| MID-STATE - 10303 - SALEM | \$    | 102.60 |
| ZPS STORE                 | \$    | 101.67 |
| GOOSECHASE.COM            | \$    | 99.00  |
| J.W. PEPPER               | \$    | 97.98  |
| PADLET* AZZDK6SMCXJVI7    | \$    | 96.00  |
| FASTENAL COMPANY 01WIKEN  | \$    | 92.53  |
| AMAZON MKTPL*J66TH6XV3    | \$    | 90.77  |
| WALMART.COM 8009256278    | \$    | 85.57  |
| HOMAK AND HOMAK MFG       | \$    | 83.45  |
| AMAZON MKTPL*TQ7XD8PS3    | \$    | 81.07  |
| ASSOCIATION FOR CAREER    | \$    | 80.00  |
| AMAZON RETA* UH3E66YN3    | \$    | 79.96  |
| AMAZON MARK* I275B1AN3    | \$    | 76.58  |
| ASOPE                     | \$    | 76.00  |
| AMAZON MKTPL*LJ5K56JF3    | \$    | 75.78  |
| EVACUUMSTORE.COM          | \$    | 75.68  |
| ANTHROPOLOGIE.COM         | \$    | 74.67  |
| AMAZON MKTPL*M017U3T03    | \$    | 73.60  |
| SP THREE NAILS            | \$    | 70.94  |
| FIVE BELOW 7070           | \$    | 68.00  |
| AMAZON MKTPL*KD2O38S63    | \$    | 65.15  |
| AIELLO MIDTOWN FLORIST IN | \$    | 65.00  |
| GFS ECOMM #1949           | \$    | 64.95  |
| AMAZON MKTPL*G03FR3AU3    | \$    | 64.51  |
| ARCHITECTURAL BUILDERS SU | \$    | 64.49  |
| WAL-MART #1167            | \$    | 63.13  |
| GIH*GLOBALINDUSTRIALEQ    | \$    | 62.39  |
| NATIONAL SCIENCE TEACHER  | \$    | 60.00  |
| OPENAI *CHATGPT SUBSCR    | \$    | 60.00  |
| GIMKIT PRO - 1 YEAR       | \$    | 59.88  |
| SP BPI LLC                | \$    | 57.50  |
| MICHAELS STORES 1395      | \$    | 55.56  |
| THE HOME DEPOT #4926      | \$    | 54.81  |
| FIRST STAGE MILWAUKEE     | \$    | 50.00  |
| FACEBK *HSP7NC8DL2        | \$    | 50.00  |
| PIONEER VALLEY EDU        | \$    | 50.00  |
| TIM*TIME FOR KIDS MAG     | \$    | 49.50  |
| AMZN MKTP US*VI2TT9QS3    | \$    | 49.24  |
| SQ *BETTY BRINN CHILDREN' | \$    | 48.00  |
| AMZN MKTP US*0J5T65J03    | \$    | 46.99  |
| AMAZON MKTPL*DL9TW2YL3    | \$    | 45.98  |
| GFS STORE #1923           | \$    | 45.82  |
| AMZN MKTP US*H841218Y3    | \$    | 45.62  |
| MEIJER STORE #284         | \$    | 44.46  |
| AMAZON MKTPL*OM3EK9033    | \$    | 44.06  |
|                           |       |        |

| Merchant Name                                | Total    |                |
|--|----------|----------------|
| SHERWIN-WILLIAMS703180                       | \$       | 42.12          |
| AMAZON MKTPL*2B0GF2LP3                       | \$       | 41.88          |
| SHUTTERFLY, INC.                             | \$       | 39.68          |
| WALGREENS #12413                             | \$       | 39.43          |
| FIELDPRINT, INC.                             | \$       | 39.00          |
| PAYPAL *FIELDPRINT                           | \$       | 39.00          |
| SMK*WUFOO.COM CHARGE                         | \$       | 39.00          |
| NATIONAL FEDERATION OF ST                    | \$       | 38.76          |
| PAYPAL *ASOPE                                | \$       | 38.00          |
| SMARTSIGN                                    | \$       | 37.65          |
| HOERNEL LOCK & KEY INC-KE                    | \$       | 37.20          |
| DKC*DIGI KEY CORP                            | \$       | 34.59          |
| AMAZON RETA* U71EI9MZ3                       | \$       | 33.55          |
| AMZN MKTP US*L83O57WE3                       | \$       | 33.03          |
| AMAZON RETA* GR8B65PU3                       | \$       | 32.28          |
| ADOBE INC.                                   | \$       | 31.64          |
| ADAFRUIT ELECTRONICS                         | \$       | 31.06          |
| SOUTHPAW ENTERPRISES INC                     | \$       | 31.00          |
| AMZN MKTP US*VM05N1U63                       | \$       | 30.75          |
| AMAZON MKTPL*5J8NU0LA3                       | \$       | 30.06          |
| JOHN POWLESS TENNIS CENTE                    | \$       | 30.00          |
| A&A MANUFACTURING                            | \$       | 25.85          |
| AMAZON MARK* XB8TR7UT3                       | \$       | 25.27          |
| AMERICAN RED CROSS                           | \$       | 25.00          |
| AMAZON MKTPL*1P7TB6E13                       | \$       | 24.97          |
| FACEBK *N669ME8GP2                           | \$       | 24.00          |
| SCREENPAL (FORMERLY SCREE                    | \$       | 24.00          |
| DSPS E SERVICE FEE COM                       | \$       | 22.51          |
| APPLE.COM/BILL                               | \$       | 22.13          |
| MUSIC THEATRE INTERNATIO                     | \$       | 21.98          |
| AMAZON MKTPL*GS2U19OR3                       | \$       | 21.96          |
|  | \$       | 21.21          |
| AMAZON MKTPL*5U7I04SW3                       | \$       | 21.08          |
|  | \$       | 21.00          |
| GOFANTIX* WIAA (WISCON                       | \$       | 20.90          |
| FACEBK *2R2V4E4GP2                           | \$       | 19.00          |
| AMAZON MARK* F69DD3MC3<br>FACEBK *3PKBGEQFP2 | \$       | 18.89          |
| FACEBK 'SPREGEQFP2<br>FACEBK *CNYF5EGFP2     | \$<br>\$ | 17.00          |
| AMAZON PRIME*3G9J85NH3                       | ъ<br>\$  | 15.00          |
|  |          | 14.99          |
| GOOGLE *YOUTUBEPREMIUM<br>SKILLSUSA ORG      | \$<br>\$ | 14.76<br>13.00 |
| FACEBK *WE2JAE8GP2                           | \$       | 13.00          |
| FACEBK *QQDUVD4GP2                           | ծ<br>\$  | 13.00          |
| FACEBK 'QQDUVD4GP2<br>FACEBK *3GVF7E8GP2     | \$       | 10.00          |
| PAYPAL *EVERESTWEBD                          | ъ<br>\$  | 10.00          |
| AMAZON MKTPL*8N3L469L3                       | ծ<br>\$  |                |
| AIVIAZUN IVINTEL ONJE409EJ                   | Φ        | 9.98           |

| Merchant Name                                 | Total |            |
|---|-------|------------|
|   | Total | 0.05       |
| ELDRIDGE PUBLISHING CO                        | \$    | 9.95       |
| FACEBK *GHFDWDGFP2                            | \$    | 9.00       |
| FACEBK *K25V9ELFP2                            | \$    | 8.00       |
| FACEBK *UNSWPFYFP2                            | \$    | 7.08       |
| FACEBK *BW6LQFYFP2                            | \$    | 7.00       |
| FACEBK *PQSWUFUFP2                            | \$    | 7.00       |
| FACEBK *94WWMD4GP2                            | \$    | 5.00       |
| FACEBK *JK732EQFP2                            | \$    | 5.00       |
| LINCOLN CONTRACTORS SUPPL                     | \$    | 4.85       |
| FACEBK *DTLAHDCFP2                            | \$    | 3.00       |
| FACEBK *HL5TYDQFP2                            | \$    | 3.00       |
| FACEBK *KT9FFDCGP2                            | \$    | 3.00       |
| FACEBK *M3XHSFUFP2                            | \$    | 3.00       |
| FACEBK *4DE3QFUFP2                            | \$    | 2.00       |
| FACEBK *4NDLPFUFP2                            | \$    | 2.00       |
| FACEBK *8LR8VD8GP2                            | \$    | 2.00       |
| FACEBK *977CXDQFP2                            | \$    | 2.00       |
| FACEBK *K8YNTD8GP2                            | \$    | 2.00       |
| FACEBK *M9GRPFUFP2                            | \$    | 2.00       |
| FACEBK *QVS9HFYFP2                            | \$    | 2.00       |
| FACEBK *W88UGFYFP2                            | \$    | 2.00       |
| SMALLENGINESPRODEALER                         | \$    | (184.57)   |
| HALOGEN SUPPLY COMPANY IN                     | \$    | (236.16)   |
| AMAZON MKTPLACE PMTS                          | \$    | (326.98)   |
| US Bank Purchasing Card Payment - Individuals | \$    | 221,963.86 |

# KENOSHA UNIFIED SCHOOL DISTRICT Kenosha, Wisconsin

# December 10, 2024

# Administrative Recommendation

It is recommended that the November 2024 cash receipt deposits totaling \$136,345.30, and cash receipt wire transfers-in totaling \$3,869,537.59, be approved.

Check numbers 639163 through 639810 (net of voided batches) totaling \$2,412,112.34, and general operating wire transfers-out totaling \$4,539,837.11, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the November 2024 net payroll and benefit EFT batches totaling \$14,469,146.41, and net payroll check batches totaling \$2,359.16, be approved.

Dr. Jeffrey Weiss Superintendent of Schools

Tarik Hamdan Chief Financial Officer

Lisa M. Salo, CPA Accounting Manager This page intentionally left blank

# KENOSHA UNIFIED SCHOOL DISTRICT

# December 10, 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 second reading at the December 10, 2024, regular School Board meeting.

| Dr. Jeffrey Weiss         | Kris Keckler              |
|---------------------------|---------------------------|
| Superintendent of Schools | 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 <del>law.</del>

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 1   | I [Public records and property]                         |  |
| Chapter 19, Subchapter I   | V [Personal information practices]                      |  |
| Sections   | 103.13 [Records open to employees]                      |  |
|  | [Restrictions on use of test for HIV or antibodies to   |  |
| HIV]   |   |  |
| <del>118.125</del>   | -{Student records}                                      |  |
| <del>118.126</del>   | - [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]                       |  |
| <del>938.396</del>   | - [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]  |   |  |

# 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.

- 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 minimum<sup>2</sup>/period of time defined in the PRB-approved

| Kenosha  | Unified School District |
|----------|-------------------------|
| Kenosha, | Wisconsin               |

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. <u>Litigation Holds. Including for Subpoenas</u>: 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. <u>Pending, Unresolved, and Litigated Requests for Access to District Records</u>: 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

| Kenosha Unified School District | School Board Policies        |
|---------------------------------|------------------------------|
| Kenosha, Wisconsin              | <b>Rules and Regulations</b> |

- 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. <u>School District Audits</u>: 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 nondigital/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.

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                                       |  |  |
|--|--|--|
| Section 16.61(3)(e)                                      | [authority of the Public Records Board to establish the minimum                                      |  |
|  | period of time for retention before destruction of any school district                               |  |
|  | record]  |  |
| Section 16.61(7)   | [standards for reproduction and conversion of records; executing and recording statements of intent] |  |
| Section 16.612   | [optical disc and electronic storage standards to be set by a state-                                 |  |
|  | level rules; see Chapter Adm 12]   |  |
| Section 19.21  | [custody and delivery of official property and records]  |  |
| Section 19.21(6)   | [school district records retention; destruction of obsolete records]                                 |  |
| Section 19.33  | [legal custodian(s) of records; designation, duties, and duty to                                     |  |
|  | identify to district employees]  |  |
| Section 19.345   | [time computations under the public records law]   |  |
| Section 19.35(5)   | [holding records related to a pending public records request]  |  |
| Section 19.65  | [rules of conduct and employee training]   |  |
| Section 118.125  | [student records, generally]   |  |
| Section 118.125(3)                                       | [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]   |  |
| Section 120.13(28)                                       | [school board power to designate legal custodian(s) of records]                                      |  |
| Section 137.20   | [retention of electronic records; originals]   |  |
| Section 146.81 to 146.84 [patient health care records]   |  |  |
| <u>Chapters 801 thru 809</u> [Wisconsin civil procedure] |  |  |
| Section 889.08 to 889                                    | <b>.10</b> [certification of copies of records and related statutes]                                 |  |
| Section 946.72   | [criminal statute prohibiting tampering with public records]   |  |
|  |  |  |

Kenosha Unified School District Kenosha, Wisconsin School Board Policies Rules and Regulations

# POLICY 1240 Records Management and Retention Page 7

# Wisconsin Administrative CodeCh. 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]                                       |
| <u>F.R.C.P.</u>    | [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<sub>3</sub>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. 33
  - 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.

Kenosha Unified School District<del>-No. 1</del> Kenosha, Wisconsin

#### 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 52<sup>nd</sup> 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. 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. Kenosha Unified School District Kenosha, Wisconsin

#### RULE 1240<del>B</del> 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 DirectorChief 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 DirectorChief 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. <u>General Records Schedules (GRS) Adopted b</u> | ov the District in Whole |
|---|--------------------------|
|---|--------------------------|

| Name of PRB General Records Schedule                 | Date on which District Received PRB<br>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           |  |

| Kenosha Unified School District | School Board Policies |
|---------------------------------|-----------------------|
| Kenosha, Wisconsin              | Rules and Regulations |

| Π | <b>General Records Schedules Adopted by the District in Part</b> |  |   |
|---|--|--|---|
|   | Name of PRB General<br>Records Schedule                          | Date on which<br>District Received<br>PRB Approval for<br>Implementation | Description of District<br>Exclusions/Exceptions as Approved by the<br>Public Records Board (or a cross-reference<br>to such a description) |
|   | NA   |  |   |

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

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

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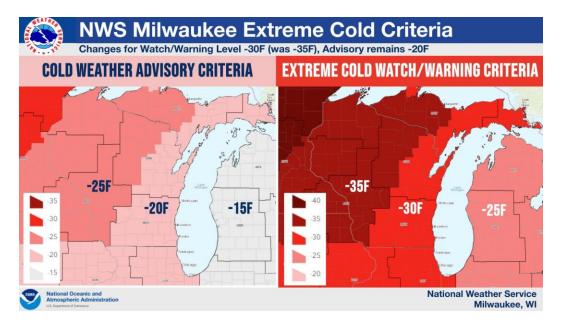
## Kenosha Unified School District Kenosha, Wisconsin

#### December 10, 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 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 pretent pretent preparedness actions.

# National Weather Service

# weather.gov/hazsimp

# 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 192024

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 192024

...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 Extreme Cold Warning**

URGENT - WEATHER MESSAGE National Weather Service Duluth MN 147 PM CST Wed Feb 12024

MNZ010>012-019>021-020800-/0.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 GrandMarais 147 PM CST Wed Feb 12024

... 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.

# 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.

#### **New Cold Weather Advisory**

URGENT - WEATHER MESSAGE National Weather Service Denver CO 200 PM MST Thu Feb 232024

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 232024

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

- $^{\ast}$  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 exposedskin.



# 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

# National Weather Service

# weather.gov/hazsimp

#### 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 **orand/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 emergenciesy/crisis situations, such as:

- Whether If a weather warning has been issued and remains in effect at or after 5 a.m. onf 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 Whether there is a sustained wind chill of -30-34 degrees or lower
- If Whether there is a sustained temperature of -20 degrees or lower
- If Whether 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 <del>and/</del>or **emergenciesemergency/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

#### RULE 3643

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 <u>1</u> is enacted, staff will be expected to report to work at their assigned buildings as normally scheduled.
- If Procedure <u>2</u> is enacted, staff will be expected to report to work at their assigned buildings as normally scheduled.
- If Procedure <u>3</u> 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 **arewill** 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.**<del>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.</del>

#### KENOSHA UNIFIED SCHOOL DISTRICT

#### December 10, 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 second reading at the December 10, 2024 regular School Board meeting.

| Dr. Jeffrey Weiss         | Wendy Tindall              |
|---------------------------|----------------------------|
| Superintendent of Schools | Chief Academic Officer     |
| Kris Keckler              | William Haithcock          |
| Chief Information Officer | 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 10through 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 Apprentice 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 <u>Standards</u> Requirements] 121.004 (7) <u>Definition - Pupil Enrolled</u>[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

#### December 10, 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 second reading at their December 10, 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

| Kenosha Unified School District | School Board Policies        |
|---------------------------------|------------------------------|
| Kenosha, Wisconsin              | <b>Rules and Regulations</b> |

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 bestinterest 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-ofhome 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.

Policy 5230 Out-Of-Home-Care Page 2

- 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

#### December 10, 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 second reading at the December 10, 2024 regular School Board meeting.

Dr. Jeffrey Weiss Superintendent of Schools

Kris Keckler Chief Information Officer

Stacy Guckenberger Director of Special Education and Student Support Wendy Tindall Chief Academic Officer

William Haithcock Chief of School Leadership

| Kenosha  | Unified School District- <del>No. 1</del> |
|----------|---|
| Kenosha, | Wisconsin                                 |

School Board Policies Rules and Regulations

#### 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 timeat least 10 consecutive 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 Statu             |  |
|                             | Sections 115.79(4) [Special classes, separate schooling or other                 |
| <del>removal of a stu</del> |  |
| •                           | from the regular educational environment]  |
| <del>118.16(4)(d)</del> [Pr | ogram or curriculum modifications; home-bound study]                             |
| CROSS REF.: 51              | 10.1, Student Equal Educational Opportunityies, Non-Discrimination, and          |
| A                           | nti-Harassment in Education  |
| 5310, Student At            |  |
|                             | Services for Students with Disabilities  |
|                             | ogram or Curriculum Modifications  |
| •                           | and Remedial Services  |
| Special Education           | n Program and Procedure Manual   |
| ADMINISTRAT                 | IVE REGULATIONS: None  |

AFFIRMED: March 11, 1997

REVISED: January 29, 2002 December 10, 2024

| Kenosha  | Unified School District No. 1 |
|----------|-------------------------------|
| Kenosha, | Wisconsin                     |

#### RULE 6422 HOMEBOUND INSTRUCTION GUIDELINES

Homebound instructional services may be provided to any students who isare unable to attend classes for at least five-ten consecutive school days due to a confirmed physical-injury, medical situation ormedical or a severe emotional reasonproblem. 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 hospitalizationidentified 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 InstructionChief Academic Officer or designee. The physician's statement must include the reasons that homebound instructional services are is 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 is 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.



Wisconsin Department of Public Instruction PHYSICIAN'S STATEMENT — HOMEBOUND INSTRUCTION PI-2217 (Rev. 10-04) INSTRUCTIONS: Physicians—Complete this form and mail it to the student's school district. The district processes this STATEMENT as a referral for suspected exceptional educational needs and retains this STATEMENT in the appropriate file.

|   | GENERAL INFO   | ORMATION          |          |        |            |                          |
|---|----------------|-------------------|----------|--------|------------|--------------------------|
| Student Name Last, First, Middle Initial  |                | Sex               |          |        |            | Birthdate Month/Day/Year |
|   |                |                   | Male     |        | Female     |                          |
| Parent(s)/Guardian(s) Name  |                | <u>I</u>          |          |        |            |                          |
|   |                |                   |          |        |            |                          |
| Address Street, City, County, State, ZIP  |                |                   |          |        |            |                          |
|   |                |                   |          |        |            |                          |
|   | PHYSICIAN'S S  | TATEMENT          |          |        |            |                          |
| 1. Diagnosis  |                |                   |          |        |            |                          |
|   |                |                   |          |        |            |                          |
|   |                |                   |          |        |            |                          |
|   |                |                   |          |        |            |                          |
| 2. Description of Physical or Emotional Cor   | dition         |                   |          |        |            |                          |
|   |                |                   |          |        |            |                          |
|   |                |                   |          |        |            |                          |
| 3. Is the student able to attend her/his school program?                                      |                |                   |          |        |            |                          |
| □ Yes □ No □ Part-time <i>Expla</i>   | IN             |                   |          |        |            |                          |
|   |                |                   |          |        |            |                          |
| 4. Is the student able to tolerate an instruction   | ional program? |                   |          |        |            |                          |
| □ Yes □ No If no, list medical restrictions which may interfere with the educational program. |                |                   |          |        |            |                          |
|   |                |                   |          |        |            |                          |
|   |                |                   |          |        |            |                          |
| 5. Will the student be:   |                | 6. Where will the | he stuc  | dent b | e residi   | ng during this time?     |
| Homebound-Anticipated No. of Days   | Indefinitely   | Home              |          | Nursi  | ng Hom     | e                        |
| Hospitalized-Anticipated No. of Days  | Indefinitely   | Hospital          |          | Othe   | r, Specify | /                        |
| Physician's Name Print or Type  |                | Clinic Nam        | ne/Offic | e      |            |                          |
|   |                |                   |          |        |            |                          |
| Address Street, City, State, ZIP  |                |                   |          |        |            | Telephone Area/No.       |
|   |                |                   |          |        |            |                          |
| Physician's Signature   |                |                   |          |        |            | Date Signed              |
|   |                |                   |          |        |            |                          |

#### Kenosha Unified School District Kenosha, Wisconsin

#### December 10, 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 December 10, 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

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#### KENOSHA UNIFIED SCHOOL DISTRICT

#### December 10, 2024

#### <u>Update on Policy 5200 School Admissions and</u> <u>Discontinuance of Policy 5250 Emancipated Minors</u>

Last updated in 1997, Policy 5200 School Admissions and its related legislative practices have gone relatively unchanged for over 25 years. However, a review from the Wisconsin Association of School Boards (WASB) policy audit services has recommended adding some recommended language and a "Rule" section to help prospective parents/guardians understand the Kenosha Unified enrollment guidelines and their respective rights.

Based on a recommendation from WASB, both of these policies can be merged for increased implementation and understanding, thus the removal recommendation of Policy 5250 as the single passage and references would be integrated with Policy 5200 School Admissions. Formatting will be made consistent prior to final posting.

#### Administrative Recommendation:

Administration recommends that the Board of Education review and approve the listed revisions for KUSD Policy 5200 School Admissions and the discontinuance of 5250 Emancipated Minors as a first reading at the December 10, 2024, regular School Board meeting and a second reading at the January 28, 2025 regular School Board meeting.

| Dr. Jeffrey Weiss         | Wendy Tindall              |
|---------------------------|----------------------------|
| Superintendent of Schools | Chief Academic Officer     |
| Kris Keckler              | William Haithcock          |
| Chief Information Officer | Chief of School Leadership |

| Kenosha Unified School District <del>No. 1</del> | School Board Policies        |
|--|------------------------------|
| Kenosha, Wisconsin                               | <b>Rules and Regulations</b> |

POLICY 5200 SCHOOL ADMISSIONS

Any student seeking school admission in the District must reside within the established boundaries of the District, except as otherwise provided by law and/or Board policy. Each resident location within the district boundary has an assigned boundary elementary school, middle school and high school. Parents have enrollment rights for those associated boundary schools respective of the confirmed resident address. Nothing prevents a parent from applying for enrollment to a non-boundary KUSD school, in accordance with posted timelines and procedures.

Individuals enrolling a student are expected to follow the District's registration procedures, including providing appropriate documentation of the student's age and in-District residency (or other status that permits admission to a District school). The District's registration procedures shall be sufficiently flexible so as to not unlawfully interfere with the prompt admission, school placement, and attendance of children in a special legal status that provides rights and protection regarding school enrollment (e.g., homeless, foster care, children of military families, Safe at Home program participants, etc.)

# Students admitted to the District's elementary and secondary schools shall present immunization records as required by law.

Any student seeking entrance into a District school must physically reside within the established boundaries of the District, except as otherwise specifically provided. The building principal or designee(s) shall verify the age and residence of students enrolled in the District schools. Any dispute regarding residence may be appealed to the Executive Director of School Leadership.

Emancipated minors shall be enrolled in a District school in accordance with established guidelines. Any minor claiming emancipation from their parent/guardian will have the burden of proving such emancipation to the satisfaction of the building principal.

School assignments and grade placements shall be made by the administrative staff in accordance with District procedures. Students transferring from other school systems or non-District programs are required to provide a transcript of academic accomplishments at the previous school/program, or the address from which this data may be secured. If sufficient academic transcript information is not available, students may be required to take appropriate academic tests to assist in making a placement, or other identifiable options for measuring academic understanding and progress.

Building principals shall have authority to determine the grade level at which a student shall be placed. Students transferring into the District shall provide academic transcript information from their previous school, or the address from which this data may be secured. If adequate academic transcript information is not available, the student may be required to take appropriate tests to assist in making a placement.

The District shall not **unlawfully** discriminate in admissions to any school, class, program or activity or facilities usage on the basis of sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, **homelessness status** or physical, mental, emotional or learning disability or handicap. **This does not, however, prohibit placing a student in a school, class, program or activity based on objective standards of individual performance or need.** Discrimination complaints shall be processed in accordance with established procedures.

Nothing in this policy shall prevent the District from denying the admission of a student during the term of an expulsion from another Wisconsin public school, out-of-state public school or independent charter school in Wisconsin, or from setting enrollment conditions that the expelled student must meet in order to be admitted, consistent with legal requirements. district.

Kenosha Unified School District <del>No. 1</del> Kenosha, Wisconsin

#### POLICY 5200 SCHOOL ADMISSIONS PAGE 2

LEGAL REF.: Wisconsin Statutes

Sections 115.997 [interstate compact on educational opportunity for military

children]

118.13 [student nondiscrimination]

118.135 [eye examinations for students entering kindergarten]

**118.14** [age of students for admission]

118.145 [high school admission; includes private school and tribal

school students taking high school courses]

118.51 [full-time public school open enrollment]

**118.52** [part-time open enrollment]

**118.53** [attendance in public school courses by home-based private educational program students]

**120.13**(1)(f) [authority to deny admission of student during term of expulsion]

**120.13**(1)(h) [conditional enrollment of expelled students]

121.77 [admission of nonresident students]

121.84 [admission of nonresident students; tuition waivers]

**165.68** [address confidentiality program]

252.04 [immunizations required upon school admission]

Wisconsin Administrative

Code **PI 9.03(1)** [student nondiscrimination in school admission policies]

LEGAL REF.: Federal Laws

McKinney-Vento Homeless Education Assistance Act [equal access for homeless students; required policies to remove barriers]

Title I, Part A of the Elementary and Secondary Education Act

[20 U.S.C. §6311(g)(1)E and §6312(c)(5) [educational agency requirements related to ensuring the educational stability of children in foster care]

Title IV of the Social Security Act [42 U.S.C. §671(a)(10) and § 675(1)(G) [child welfare agency requirements related to supporting normalcy for children in foster care and ensuring the educational stability of children in foster care]

# POLICY 5200 SCHOOL ADMISSIONS PAGE 3

# <del>115.28</del>

115.80Identifying and providing special education to children with EEN

<u>118.14 [Age of pupils]</u>

<u>120.13(1) (f) [School Board powers (school government rules,</u> suspension, expulsion)]

<u>252.04 [Immunization program]</u>

Wisconsin Administrative Code PI 9 [Pupil Nondiscrimination]

#### CROSS REF.: 5110 Equal Educational Opportunities

5210 Entrance Age

5220 Nonresident Students (Excluding Open Enrollment)

5250 Emancipated Minors

5280 Homeless Students Education for Homeless Children and Youth (EHCY)

#### 5310 Student Attendance

- 5320 School Attendance Areas
- 5330 Assignment of Students to Schools
- 5532 Student-Immunization

## ADMINISTRATIVE REGULATIONS: None

AFFIRMED: May 27, 1997

**REVISED:** January 28, 2025

#### **RULE 5200** SCHOOL ADMISSIONS

Any student who has been in attendance in an educational program other than the Kenosha Unified School District for a period of 90 days or more, and who wishes to enter or re-enter the District shall be required to comply with the following procedures:

#### **Grade Placement** Α.

1. With Transcripts/ Previous School Records

The District reserves the right to determine grade placement of all students entering or re-entering the school system. The default practice is to assign grade level placement based on age of the student in relation to September 1 of each year and their peer student cohort group. Any request for a placement outside of normal agebased enrollments will be handled by the Teaching and Learning Department, with consultation with respective Content Coordinators.

2. Without Transcripts/Previous School Records

Consideration shall be given to the grade level which the student has attained at the time of entry or re-entry based upon the academic records received from the student's previous school. If transcripts or other records evidencing the student's level of academic achievement, subjects completed, credits earned and/or results of standardized testing are unavailable, incomplete or if accreditation/certification of previous schooling is not able to be secured, school administrators will collaborate with the Teaching and Learning Department to implement standardized test(s) or other academic measures to determine the student's achievement level and appropriate grade placement. Placement decisions determined by the Teaching and Learning Department shall be made based on the test results and the student's ability to demonstrate learning appropriate to the proper placement.

Students identified as having special needs (e.g., students with disabilities, multilingual learners) shall be placed in appropriate programs and provided identified services in accordance with established District policies and procedures and applicable legal requirements.

B. **High School Credit Attainment** 

High school credits shall be awarded based on the academic record information received and/or the results of any placement/achievement tests. Course credits earned at a public high school or other accredited high school shall generally be accepted as recorded by the former school, with the credit units being adjusted if necessary to reflect the District's comparable units. Transfer credit may be rejected if the District determines that the nature of the work reflected by the proposed transfer credit has no reasonable correlation to credit-eligible work in the District.

Approved transfer credits will be identified as either satisfying a specific graduation requirement or as elective credit that has been completed in excess of required credits. As determined under the applicable high school grading policy, the District will either (1) record a transfer course on a pass/fail basis; or (2) associate and record a transcript grade with a transfer course. Prior to any denial of a transcripted application, the respective Teaching and Learning Content Coordinator will have consulted on the review of the transcript and related material.

#### RULE 5200 SCHOOL ADMISSIONS PAGE 2

#### C. Appeals

Decisions regarding transfer courses, transfer credits, and grades associated with transfer courses for high school students may be appealed to the High School Principal and then to the Chief Academic Officer, whose decision on the appeal shall be final.

In the event that there is an appeal on behalf of the student regarding the placement of a student, a written appeal may be made to the building principal of the school in which the student is initially placed, and then to the Chief Academic Officer. The decision of the Chief Academic Officer shall be final. Reference KUSD Policy 5118 Promotion, Acceleration and Retention for any inquiries or requests for outside of normal grade level placement.

Kenosha Unified School District No. 1 Kenosha, Wisconsin School Board Policies Rules and Regulations

POLICY 5250 EMANCIPATED MINORS

Emancipated minors shall be enrolled in a District school in accordance with the District's school admissions policy and established guidelines. Any minor claiming emancipation from their parent/guardian will have the burden of proving such emancipation to the satisfaction of the building principal.

CROSS REF.: 5110 Equal Educational Opportunities 5200 School Admissions 5310 Student Attendance

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: August 13, 1991

REVISED: May 27, 1997

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# Kenosha Unified School District Kenosha, Wisconsin

# December 10, 2024

# POLICY AND RULE 5475–STUDENTS WITH DISABILITIES

# **Background**

School Board Policy and Rule 5475- Students with Disabilities was originally approved in 1998 and most recently revised in September of 1999. Since that time there has been a shift in our guidance for the provision of programming for students with disabilities within the school setting. Current KUSD policy does not align with current recommendations from the Wisconsin Department of Public Instruction (DPI), in addition to the creation of a Special Education Policy and Procedures Handbook which encompasses all IDEA Special Education requirements.

The proposed revisions to School Board Policy and Rule 5475 are based upon:

- Updates from Wisconsin Department of Public Instruction; and
- Collaboration among Special Education Administration in other Wisconsin districts (Green Bay, Madison, Milwaukee, and Racine)

### **Recommendation**

Administration recommends that the Board of Education grant approval to revise Kenosha Unified School District Policy and Rule 5475 – Special Education Programs for Students with Disabilities as a first reading on December 10, 2024, and a second reading on January 28, 2025.

Dr. Jeffery Weiss Superintendent of Schools

Mrs. Wendy Tindall Chief Academic Officer

Ms. Stacy Guckenberger Director of Special Education and Student Support

| Kenosha Unified School District No. 1 | School Board Policies |
|---------------------------------------|-----------------------|
| Kenosha, Wisconsin                    | Rules and Regulations |

#### POLICY 5475 SPECIAL EDUCATION PROGRAMS FOR STUDENTS WITH DISABILITIES

Students with disabilities shall conform to the policies set forth by the School Board.

The Board recognizes that the needs manifested by students with disabilities dictate a high level of understanding and consideration. To accomplish such level of understanding and support, various program models shall be developed such as: special schools, self-contained classes, resource rooms, and itinerant services. These program models will be utilized within the following general guidelines:

- The special school model can only be used for the most severely disabled student and only when the total educational environment of the student must be controlled as determined by the IEP. Exceptions to existing District policies, rules, and regulations may be made by the Board upon recommendation of the Superintendent of Schools.
- When special educations students are programmed into general education classes, they will be expected to conform with the same policies, rules, and regulations as other students except as determined by the Individual Education Program (I.E.P.). Guidelines for reaction to inappropriate behavior of students with a disability shall be provided through individual educational programs (I.E.P.s) developed by the special education teacher, parent, the general education teacher(s), and approved by the LEA representative.
- Within the special education program, it shall be the responsibility of the special education teacher to modify undesired behaviors and attitudes through teaching, behavior intervention plans, student counseling, parent/guardian assistance, curriculum changes, schedule changes, etc.
- Students with disabilities may be suspended or considered for expulsion only in accordance with state and federal laws and regulations and established District procedures.

The School Board, as the governing body of a local education agency (LEA), affirms its responsibility to make appropriate special education programs and related services available to students with disabilities in accordance with state and federal laws and regulations. While this policy primarily addresses the District's special education program under the IDEA, the District recognizes that the various state and federal laws create both complimentary and independent rights, protections, and obligations. That is, special education under the IDEA represents only one aspect of the District's comprehensive program for students with disabilities, the District recognizes that it must not only maintain a comprehensive system of general processes and supports, but also assess each student as an individual and each situation in its unique context.

| LEGAL REF.: | Wisconsin Statutes   |   |
|-------------|----------------------|---|
|             | Chapter 115, Subcha  | apter V Educational programs and services for children with |
|             |                      | disabilities  |
|             | Sections 118.13      | Student discrimination prohibited                           |
|             | <del>118.16(4)</del> | Assignment to detention/supervised study/period of          |
|             |                      | assessment for truancies                                    |
|             | 118.31               | Use of physical force/corporal punishment                   |
|             | 120.13(1)            | Board powers; rules of conduct, suspension and              |
|             |                      | expulsion   |

#### Individuals with Disabilities Education Act (20 USC 1415(k) <u>Americans with Disabilities Act</u> - Disability discrimination; reasonable accommodations

#### CROSS REF.: 5430 Student Conduct 5483 Student Suspensions 5474 Student Expulsions 5116.2 Individual Education Program *Classroom Code of Conduct Special Education Policy and Procedures Handbook*

## ADMINISTRATIVE REGULATIONS: None

- **AFFIRMED:** August 13, 1991
- REVISED: February 10, 1998 September 14, 1999 December 10, 2024

| Kenosha Unified School District No. 1 | School Board Policies |
|---------------------------------------|-----------------------|
| Kenosha, Wisconsin                    | Rules and Regulations |

#### RULE 5475 SPECIAL EDUCATION PROGRAMS FOR STUDENTS WITH DISABILITIES

Requests for exceptions to existing District policies, rules and regulations for special schools shall be recommended to the Superintendent of Schools for approval by the School Board. Such necessary exceptions shall be developed by the special education staff and the Director of Special Education.

#### **IDEA Policies**, Procedures, and Forms

The district's special education policy and procedure manual is based on the model prepared by the Wisconsin Department of Public Instruction (DPI), presently without District-specific substantive modifications. The district's special education forms are also based on the DPI model special education forms, presently with District-specific substantive modifications, which are available in the district's Student Information System.

The Director of Special Education and Student Support shall have the authority and responsibility to approve and implement changes to the district's special education procedures and forms as are necessary to comply with applicable law. However, any changes to the district's special education policies presented to the Board for approval.

#### **IDEA Programs and Services**

Specific educational programs and services for students with disabilities shall be determined by the student's individualized education program (IEP) team and be based on an assessment of the student's individual needs. Students with disabilities shall participate in academic assessments required by law and the district, with or without accommodations, or in alternate assessments as outlined in the student's IEP. The Director of Special Education and Student Support will designate and maintain a current list of the District employees who are authorized to serve as the local education agency (LEA) representative on District IEP teams and in other special education processes.

The District may contract with its assigned Cooperative Educational Service Agency (CESA), other public school districts, and other qualified persons to provide special education programs and/or services whenever the District determines that such contracting would appropriately meet the needs of the student(s) and otherwise serve as an appropriate means of implementing the special education and related services defined in each student's IEP.

#### Reports, Audits, and Plans

The Director of Special Education and Student Support or his/her designee shall complete and timely submit all special education report forms, audit materials, and District plans as may be required by any state or federal agency in relation to the District's programs for students with disabilities.

# Kenosha Unified School District Kenosha, Wisconsin

# December 10, 2024

# POLICY AND RULE 5570-CRISIS MANAGEMENT/SUICIDE PREVENTION

# **Background**

School Board Policy and Rule 5570 Crisis Management/Suicide Prevention was originally approved in September of 1991, and most recently revised in January of 2022. Since that time there has been a shift in our need for promotion of students' positive social and emotional development, suicide prevention, and guidance for district response to crisis management procedures within the school setting.

### **Recommendation**

Administration recommends that the Board of Education approve revised Policy and Rule 5570– Crisis Management/Suicide Prevention - as a first reading on December 10, 2024.

Dr. Jeffery Weiss Superintendent of Schools

Mrs. Wendy Tindall Chief Academic Officer

Ms. Stacy Guckenberger Director of Special Education and Student Support

Ms. Laura Stone Coordinator of School Culture and Safety

#### POLICY 5570 CRISIS MANAGEMENT/SUICIDE PREVENTION

A comprehensive crisis management/suicide prevention program shall be developed, implemented, and maintained by District personnel appointed by the Superintendent of Schools.

The student crisis management/suicide prevention program shall incorporate (a) primary prevention approaches which represent ongoing education of students, staff, and parents/guardians; (b) additional prevention approaches which define the referral and intervention procedures for students with immediate assistance needs; and (c) guidelines for dealing with a crisis situation at the school and District level.

#### **State Civil Liability Exemption**

The School District recognizes that any staff member acting in good faith to prevent suicide by a student is immune from civil liability for any act or omission in respect to the suicide or attempted suicide, as provided in.

The State of Wisconsin encourages attempts to intervene in and prevent youth suicide by providing that the School Board and any District officer, employee, or volunteer who in good faith attempts to prevent suicide by a student is immune from civil liability under state law Wisconsin Statutes 118.295 for his or her acts or omissions in respect to the suicide or attempted suicide.

LEGAL REF.: Wisconsin Statutes Sections

| 115.365      | DPI suicide prevention resources and assistance to school; annual notice to professional staff required |
|--------------|---|
| 118.01(2)d7  | Instructional program goals related to suicide prevention and intervention                              |
| 118.295      | Suicide intervention; civil liability exemption   |
| 120.12(26)   | School safety plans   |
| 121.02(l)(i) | Safe and healthful facilities standard  |
| 895.48       | Civil liability exemption for certain emergency medical care  |

#### Wisconsin Administrative Code

PI 8.01(2)(e) School district standard; guidance and counseling program requirements

CROSS REF.: 3500, District Safety Policy 3643, Emergency School Closings 5531, Emergency Care Services 5138, Maintenance of School Environment Emergency and Safety Preparedness Manual School Safety Plans

ADMINISTRATIVE REGULATIONS: None

| AFFIRMED:        | September 24, 1991 |
|------------------|--------------------|
| <b>REVISED</b> : | June 25, 1996      |
|                  | January 29, 2002   |
|                  | December 10, 2024  |

#### RULE 5570 CRISIS MANAGEMENT/SUICIDE PREVENTION

To ensure the development, implementation and maintenance of a comprehensive and effective student crisis management/suicide prevention program, the following procedures must be followed:

97633108. Establish a schoolbased crisis resource team appointed by the principal of each school to implement and monitor the procedures identified in the District Crisis Management/Suicide Prevention Plan.

97633109. A District wide Crisis Response Team will be formed and be available to assist Crisis Resource Teams. This team will provide assistance to schools in crisis situations beyond the scope of the building team. The Crisis Response Team will also work collaboratively with community agencies and resources.

97633110. Provide immediate procedures to be used by counselors, administrators, and other staff members for students who appear to be depressed, suicidal, or who in other ways appear to be at risk.

97633111. Provide staff inservice education as needed.

97633112. Provide information related to student crisis management/suicide prevention for parents.

97633113. Provide educational information for students concerning suicide and loss.

97633114. Coordinate the crisis management/suicide prevention information into health education and other curricular areas.

#### **General Framework**

With the goals of promoting students' well-being, intervening with students who may be identified as struggling or in crisis, reducing actual or attempted incidents of youth suicide and other forms of selfendangerment, and responding appropriately to any such incident that has a connection to the District, the School Board directs the administration to address youth suicide prevention and intervention through a multi-faceted approach that includes at least the following components:

1. Initiatives to increase staff awareness of issues related to youth suicide, including, at a minimum and as required under state law, providing annual notice to the District's licensed staff of the suicide prevention resources and services that are available through the Department of Public Instruction.

2. Additional periodic professional development opportunities for appropriate staff, as determined by the administration, that relate to youth suicide prevention and intervention. Such opportunities may be voluntary or required and may be provided internally or through external sources.

3. Age-appropriate instructional programming for students in the area of personal development that, as required under state law, is designed to address matters such as:

a. The promotion of students' positive social and emotional development;

#### RULE 5570 CRISIS MANAGEMENT/SUICIDE PREVENTION PAGE 2

b. The promotion of positive psychological, emotional, and problem-solving responses among students;

c. Skills that help students cope with social change; and

d. At appropriate developmental levels, instruction that addresses the causes and signs of suicidal ideation/tendencies or other forms of self-harm, knowledge of the relationship between youth suicide and the use of alcohol and controlled substances, and knowledge of youth suicide prevention and intervention services that are available in the community.

4. The incorporation of services and resources that address student mental health needs, positive social and emotional development, and suicide prevention and intervention within the District's approach to providing guidance and counseling programs and services for students.

5. The incorporation of suicide intervention and response components within the District's crisis intervention and response procedures, including appropriate communication of such procedures to staff.

6. The identification of and, where feasible, the engagement of cooperative efforts with relevant agencies, community organizations, and other experts. This may include identifying qualified agencies or organizations that:

a. Offer consultative services to school professionals related to youth suicide prevention, intervention, and response; or

b. Serve as emergency and non-emergency points of contact for youth who may be experiencing a suicidal crisis or other form of emotional distress and/or for students or families who may have related concerns regarding themselves or others.

### **Assignment of Responsibility**

The *Director of Special Education and Student Support* shall have primary administrative responsibility and accountability to the Board for overseeing and coordinating the District's approach to youth suicide prevention and intervention in a manner that is consistent with the above-identified general framework and the specific mandates found in state law.

# Kenosha Unified School District Kenosha, Wisconsin

## December 10, 2024

# POLICY 6421 – SERVICES FOR STUDENTS WITH DISABILITIES

## **Background**

School Board Policy 6421 Section 504 Plans and Services for Students with Disabilities was most recently revised in 2002. Currently KUSD policy on services for students with disabilities does not outline the guidelines and procedures for implementing Section 504 Plans. The proposed revisions describe Section 504 implementation, in accordance with the law, along with the complaint resolution processes.

# **Recommendation**

Administration recommends that the Board of Education approve revised Policy and Rule 6421 - Services for Students with Disabilities as a first reading on December 10, 2024 and second reading on January 28, 2025.

Dr. Jeffery Weiss Superintendent of Schools

Mrs. Wendy Tindall Chief Academic Officer

Ms. Stacy Guckenberger Director of Special Education and Student Support

Ms. Laura Stone Coordinator of School Culture and Safety

| Kenosha Unified School District | School Board Policies        |
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#### POLICY 6421 SECTION 504 PLANS AND SERVICES FOR STUDENTS WITH DISABILITIES

In recognizing its responsibility to provide a complete and appropriate education for all students of the District, the School Board shall provide services for all students with disabilities. The District shall ensure that all related services needed to assist an individual student to benefit from special education services will be provided. Students with disabilities will be educated within the least restrictive environment that will satisfactorily meet their educational needs.

These procedures shall meet state and federal law requirements, including child find activities, least restrictive environment, Individualized Education Program and due process.

The District shall adhere to all due process safeguards for parental rights and appeal within the parameters of state and federal laws governing the operation of services for students with disabilities. The Director of Special Education and Student Support will be responsible for implementing procedures to ensure that students and parents are afforded the procedural safeguards established by State and Federal laws.

The District will attempt to locate all students residing within the District who have a disability regardless of the severity of the disability and who are in need of special education and related services. The District shall utilize an Individualized Education Program Team approach when evaluating students suspected of having a disability. The Individualized Education Program Team shall determine and document that a student has a disability and a need for special education and related services.

#### I. PURPOSE

- A. Pursuant to Section 504 of the Rehabilitation Act, the District shall provide a free appropriate public education (FAPE) to each eligible student who has a physical or mental impairment which substantially limits a major life activity.
- B. The District's duty to provide FAPE applies to each such student, regardless of the specific nature or severity of the student's disability.
- C. Further, the District shall not discriminate against any student based upon
  - a. any prior record of physical or mental impairment, or
  - b. a student being regarded as having a physical or mental impairment (e.g., based upon an assumption or perception of a disability).
- D. In connection with these obligations, the District shall take reasonable steps intended to protect a student with a disability from being harassed or retaliated against on the basis of the student's disability.

#### **II. IMPLEMENTATION**

- A. The District uses a Section 504 written process that outlines the District's guidelines and procedures to be used by District staff in identifying, evaluating, and providing reasonable accommodations to students with qualifying disabilities to allow said student to have equal opportunity to participate in school and school-related activities. To meet its obligation under Section 504, the District shall:
  - 1. Engage in appropriate notification and "child-find" activities that are designed to identify and locate children residing in the District who may have a disability and who may be in need of special education and related services;
  - 2. Make and accept referrals for evaluations as required by law;

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POLICY 6421 SECTION 504 PLANS AND SERVICES FOR STUDENTS WITH DISABILITIES Page 2

- 3. Conduct evaluations and make eligibility and placement determinations in a manner that reflects the standards and requirements established under both Section 504 and the Individuals with Disabilities Education Act (IDEA), such as the following:
  - a. parent consent is required for initial evaluations; and
  - b. all eligibility and placement determinations must be made on an individualized basis with a focus on the student's identified educational needs;
- 4. Employ appropriate procedural safeguards, including providing parents and guardians with required notices and appropriate opportunities to review their child's records;
- 5. Develop, implement, and appropriately review a written Section 504 plan for each qualifying student with a disability (NOTE: An individualized education program (IEP) generally serves as the 504 plan for students who are also IDEA-eligible provided that the IEP is sufficient to meet the District's Section 504 obligations to the student.);
- 6. Reevaluate students before any significant change in placement and in order to periodically redetermine eligibility; and
- 7. Adhere to appropriate procedures and standards in connection with the suspension and/or potential expulsion of any student with a disability.
- B. Section 504 Coordinator
  - 1. The Director of Special Education and Student Support is the District's designated Section 504 Coordinator.
  - 2. The Coordinator shall have primary responsibility for the administrative procedures used within the District to implement the requirements of Section 504 and this policy.
  - 3. The Coordinator shall also be responsible for ensuring appropriate staff training and professional development in connection with the District's obligations under Section 504, and for monitoring and evaluating the District's overall implementation of Section 504.
- C. Informal Resolution of Complaints
  - 1. The District encourages informal resolution of complaints and concerns regarding the implementation of Section 504 procedures. Accordingly, the Section 504 Coordinator shall make efforts to address a parent's or guardian's complaints or other concerns.
  - 2. Any informal resolution of a complaint or concern that requires a modification to a student's 504 plan shall be incorporated into the plan using appropriate procedures.
- **D.** Formal Complaint Process
  - 1. Any person who believes that a student with a disability has been discriminated against, retaliated against, or harassed on the basis of the student's disability, or who believes that the District has otherwise violated Section 504 or its implementing regulations, may file a complaint through the internal complaint procedure established under the District's student nondiscrimination policy.
  - 2. A person who wishes to file such a complaint, or who requires more information about the complaint procedure, should contact the District's Section 504 Coordinator or, if the Section 504 Coordinator is temporarily unavailable or if the complaint in question involves any alleged improper conduct by the Coordinator, the Chief of School Leadership.

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POLICY 6421 SECTION 504 PLANS AND SERVICES FOR STUDENTS WITH DISABILITIES Page 3

- E. Request For Impartial Hearing
  - 1. A parent or guardian (or adult student) who disagrees with the identification, evaluation, educational placement, or the provision of a free appropriate public education of a student with a disability under Section 504, and who has been unable to reach a satisfactory resolution of the issue(s) with the District, has the right to request an impartial hearing.
  - 2. The complaining party shall have the right to participate in such a hearing, to present evidence, and to be represented by a person of their choice, including an attorney.
  - 3. A request for an impartial hearing must be made in writing and mailed or delivered to the 504 Coordinator.
  - 4. Upon receipt of a request for a hearing, the necessary arrangements will be made by the District, including the selection of a hearing officer.
  - 5. Any party aggrieved by the decision of the hearing officer may seek judicial review of the decision to the extent permitted by applicable law.
- F. Relationship between Section 504 and the IDEA.
  - 1. Section 504 and the IDEA are related but distinct laws. For example, a student with a disability who is not eligible for special education or related services under the IDEA may have rights to receive certain aids, services, modifications, or academic adjustments under Section 504.
  - 2. Further, even in the case where a student with a disability does not need any special education or related services, or any modifications to the District's policies, procedures, or practices, the student remains protected by the general nondiscrimination provisions found within Section 504, Title II of the Americans with Disabilities Act, state law, and District policy.
- G. Relationship between Section 504 and pre-referral intervention strategies.
  - 1. The Board encourages the identification and use of individualized interventions that address the unique needs of a student.
  - 2. A regular education intervention plan can be appropriate for any student who does not have a disability, and who is not suspected of having a disability, but who is facing challenges in school. However, such pre-referral assistance and interventions must not be intended to impede or to serve as a substitute for necessary referrals, evaluations, and eligibility determinations under the IDEA and/or Section 504.

LEGAL REF.: Wisconsin Statutes

Sections 118.13 [Student discrimination prohibited]

118.30(2)(b)1 [Testing of students with disabilities]

121.53(3) [Transportation for students with disabilities]

Chapter 115, Subchapter V [Educational programs and services for students with disabilities]

Wisconsin Administrative Code

PI 11 [Rules governing educational programs and services for students with disabilities]

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School Board Policies Rules and Regulations

POLICY 6421 SECTION 504 PLANS AND SERVICES FOR STUDENTS WITH DISABILITIES Page 4

PI 16 [Testing of students with disabilities; state-required tests] Individuals with Disabilities Education Act [Educational programs and services for students with disabilities] Section 504 of the Rehabilitation Act of 1973 [Accommodating the needs of handicapped students] [Disability discrimination; reasonable accommodations] Title II of the Americans with Disabilities Act [Disability discrimination; reasonable accommodations] CROSS REF.: 3511, Transportation 5110, Equal Educational Opportunities 5260, Open Enrollment – Full Time 5270, Open Enrollment – Part Time 5475, Discipline of Students with Disabilities 6100, Mission, Vision, Goals, Results 6330, Privacy Rights in District Programs

- 6422, Homebound Instruction
- 6427, Individual and Remedial Services
- 6432, Class Size
- 6456, Graduation Requirements
- 6460, Testing/Assessment

#### ADMINISTRATIVE REGULATIONS: None

AFFIRMED:

REVISED: January 29, 2002 March 26, 2013 December 10, 2024 This page intentionally left blank

Kenosha Unified School District Kenosha, Wisconsin

# December 10, 2024

# POLICY 6700 - EXTRACURRICULAR ACTIVITIES AND PROGRAMS

# **Background**

Last updated in 2017, Policy 6700 - Extracurricular Activities and Programs and its related legislative practices have gone relatively unchanged. A review of Wisconsin Association of School Boards (WASB) policy audit services has recommended updating nondiscrimination language, communication of activity opportunities, optimizing scheduling, clarifying supervision, and adding specific details around funding.

# Recommendation

Administration recommends that the Board of Education approves revisions to Policy 6700 - Extracurricular Activities and Programs as a first reading at the December 10, 2024 regular School Board meeting and a second reading at the January 28, 2025 regular School Board meeting.

Dr. Jeffery Weiss Superintendent of Schools

Mrs. Wendy Tindall Chief Academic Officer

Mr. Bryan Mogensen Coordinator of Athletics and Physical Education

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#### POLICY 6700 EXTRACURRICULAR ACTIVITIES AND PROGRAMS

Extracurricular activities are recognized as an integral part of the educational program. The District will sponsor such activities which are beneficial to a student's development.

The School Board encourages the full participation of elementary, middle and high school students in extracurricular and recreational programs and activities offered in the District. For purposes of Board policy, "full participation" means fair and equal equitable participation opportunities in a manner consistent with applicable nondiscrimination requirements, and to the extent that the budget, facilities or type of activity allows. The building principals and their designees in the District's K-12 buildings are responsible for informing students and parents and guardians of the extracurricular and recreational activities that are available at the relevant grade levels and for implementing registration and scheduling processes in a manner that gives due regard for the goal of full participation.

All extracurricular activities sponsored by the District, including organized interscholastic and intra-District athletics and fitness opportunities, shall:

1. Be designed to be an extension of the curriculum or provide experiences for students that enhance student learning and/or personal, social, and physical growth and development.

2. Be approved by the School Board when the activity involves a new or substantially modified funding and/or staffing obligation, or by the District Administrator or building principal when the activity does not involve such additional budgetary or staffing obligations.

- 3. Have an adult advisor/supervisor appointed by the District Administrator or his/her designee.
- 4. Be funded in a manner that is consistent with applicable District policies and procedures.

5. Be scheduled in such a way so as to minimize infringement upon the regular school day and the daily schedule of classes. Any activity or event scheduled during the school day must have approval of the building principal.

Persons Students attending any school activity shall be expected to abide conform to the by all rules and regulations established for participation in District-sponsored extracurricular activities, including interscholastic athletics. Where applicable, these rules and regulations shall be consistent with any rules of eligibility and conduct required by state or other associations to which the activities are affiliated (for example, the Wisconsin Interscholastic Athletic Association (WIAA) for interscholastic activities offered in the District). Students who violate such rules and regulations shall be subject to disciplinary or other action of the school. Persons who refuse to honor these rules can be ejected from the building without monetary admission refunds, may be denied the privilege to attend future events and will be subject to other disciplinary measures as established by District policy.

The district shall not unlawfully discriminate in admission to or participation in any program or activity, student athletic programs or activities, standards and rules of behavior, disciplinary actions or facilities usage on the basis of the person's sex, sexual orientation, race, color, national origin, ancestry, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, any physical, mental, emotional or learning disability, or handicap-any other legally-protected status or classification. This policy does not, however, prohibit the district from placing a student in a program or activity based on objective-standards of individual performance, or from providing separate programs and facilities in interscholastic athletics for males and females if such programs and facilities are sufficiently

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#### POLICY 6700 EXTRACURRICULAR ACTIVITIES AND PROGRAMS Page 2

comparable in type, scope and support from the district. , or from providing separate toilet, locker and shower facilities. Discrimination complaints shall be processed in accordance with established district procedures.

New program requests or requests for additional levels of competition in an existing program shall be submitted in writing to the coordinator of athletics, physical education, health, and recreation by October 1 for new programs to be considered for the following school year. The coordinator will forward the request to a district team comprised of: the superintendent of schools or designee; the building principal; and the coordinator of athletics, physical education, health, and recreation. The team will review the request utilizing the following criteria: financial impact of proposal, availability of facilities, student interest, qualified coaching candidates, Title IX, impact on existing district-approved programs, and the availability of competition in the reasonable geographic area. Where such programs or additional levels of competition have current or future budgetary implications, written approval of the superintendent of schools or the board of education will be required.

#### LEGAL REF .: Federal Statutes

| 20 U.S.C. §§ 1681                     | [Prohibition on sex discrimination]   |
|---------------------------------------|---|
| 42 U.S.C. 2000d                       | [Prohibition on race, color, national origin discrimination]  |
| 29 U.S.C. § 794                       | [Prohibition on disability discrimination]  |
| Federal Regulations                   |   |
| 34 C.F.R. §§ 106.41                   | [Prohibition on sex discrimination]   |
| 34 C.F.R. § 100.3                     | [Prohibition on race, color, national origin discrimination]  |
| *                                     |   |
| 34 C.F.R. Part 104                    | [Prohibition on disability discrimination]  |
|                                       |   |
| Wisconsin Statutes                    |   |
| Wisconsin Statutes<br>Sections 118.13 | [Student discrimination prohibited]   |
| Sections 118.13                       |   |
|                                       | [Student discrimination prohibited]<br>[Board duty; extracurricular activity policy required that<br>encourages full participation of K-8 students] |
| Sections 118.13                       | [Board duty; extracurricular activity policy required that  |
| Sections 118.13<br>120.12(23)         | [Board duty; extracurricular activity policy required that<br>encourages full participation of K-8 students]  |

Wisconsin Administrative Code

PI 9.03(1) [Extracurricular activity policy required to include nondiscrimination statement]

Wisconsin Association of School Boards Policy 370

#### CROSS REF.: 5110, Equal Educational Opportunities/Discrimination Complaint

- 5430, Student Conduct and Discipline
- 6520, Field Trips/Co-Curricular Trips
- 6710, Student Organizations

## POLICY 6700 EXTRACURRICULAR ACTIVITIES AND PROGRAMS Page 3

6730, Student Social Events/Student Reward Trips
6740, Student Fundraising Activities
6750, Student Contests
6770, Interscholastic Athletics
6780, Public Appearances by Students *Athletic Code of Conduct*

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: August 13, 1991

REVISED: September 24, 1991 January 29, 2002 August 23, 2016 November 15, 2016 February 28, 2017 January 28, 2025 Kenosha Unified School District Kenosha, Wisconsin

# December 10, 2024

# POLICY 6770 - INTERSCHOLASTIC ATHLETICS

# **Background**

Last updated in 2014, Policy 6770 - Interscholastic Athletics and its related legislative practices have gone relatively unchanged. A review of Wisconsin Association of School Boards (WASB) policy audit services has recommended an update of nondiscrimination language within the policy.

# Recommendation

Administration recommends that the Board of Education approves revisions to Policy 6770 - Interscholastic Athletics as a first reading at the December 10, 2024 regular School Board meeting as a first reading and a second reading at the January 28, 2025 regular School Board meeting.

Dr. Jeffery Weiss Superintendent of Schools

Mrs. Wendy Tindall Chief Academic Officer

Mr. Bryan Mogensen Coordinator of Athletics and Physical Education

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#### POLICY 6770 INTERSCHOLASTIC ATHLETICS

The school board recognizes the role that interscholastic athletics plays in the total educational program. Interscholastic athletics is an outgrowth of the physical education and intramural programs and should provide opportunities for participation in a wide variety of sports.

Interscholastic athletics shall provide an educational example of the worth of hard work, physical conditioning, discipline, teamwork, competition and sportsmanship. Students will come to understand through participation in interscholastic athletics that any endeavor worth undertaking is worth doing to the best of one's ability. Students shall be encouraged to develop their respective skills to the maximum of their abilities. Athletes shall be ever mindful that the athlete is also a student, and athletic endeavors shall not supplant other needs of the students such as satisfactory academic achievement.

It is the responsibility of the district to provide students who are interested in competitive athletics with appropriate coaching and facilities. Interscholastic athletic programs in the district shall be conducted under the general rules and regulations of the Wisconsin Interscholastic Athletic Association (WIAA).

The district shall not unlawfully discriminate in admission to or participation in any program or activity, student athletic programs or activities, standards and rules of behavior, disciplinary actions or facilities usage on the basis of the person's sex, sexual orientation, race, color, national origin, ancestry, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, any physical, mental, emotional or learning disability, or handicap any other legally-protected status or classification. This policy does not, however, prohibit the district from placing a student in a program or activity based on objective standards of individual performance, or from providing separate programs and facilities in interscholastic athletics for males and females if such programs and facilities are sufficiently comparable in type, scope and support from the district. , or from providing separate toilet, locker and shower facilities. Discrimination complaints shall be processed in accordance with established district procedures.

LEGAL REF.: Wisconsin Statutes

|             | Sections 118.3                     | (Student discrimination prohibited)                                   |
|-------------|------------------------------------|---|
|             | 120.12(23)                         | (Board duty; encourage full participation of kindergarten through     |
|             |                                    | eighth grade students in extracurricular and recreational activities) |
|             | 120.13                             | (Board power to do all things reasonable for the cause of education)  |
|             | 120.13(1)(a)                       | (Board power to establish rules of conduct)                           |
|             | Wisconsin Administrati             | ive Code  |
|             | PI 9.03(1) (Interschola statement) | astic athletics policy required to include nondiscrimination          |
|             | Wisconsin Association              | of School Boards (WASB)   |
| CROSS REF.: | 5110, Equal Educationa             | al Opportunities  |
|             | 5430, Student Conduct              | and Discipline  |
|             | 6100, Mission, Principl            | es, Goals, Results  |
|             | 6700, Extracurricular A            | ctivities and Programs  |
|             | Athletic Code of Condu             | ct  |
|             |                                    |   |

POLICY 6770 INTERSCHOLASTIC ATHLETICS Page 2

#### WIAA Handbook

#### ADMINISTRATIVE REGULATIONS: None

AFFIRMED: September 24, 1991

- REVISED: January 29, 2002 December 16, 2014 January 28, 2025
  - 1. Interscholastic athletic programs shall be conducted in such a fashion that the physical welfare and safety of the participants are a primary objective.
  - 2. Middle level athletics are an extension of the total educational process. The mission of middle level athletics is to provide an enjoyable educational experience for young adolescents based on their developmental characteristics and needs, rather than the emphasis being placed on producing winning teams. The development of the young adolescent's self-esteem, citizenship, responsibility and skill in cooperation and leadership behaviors are positive outcomes of appropriate middle level athletic programs.
  - 3. District secondary schools shall provide to all full-time Kenosha Unified School District students residing within their attendance area the opportunity to participate in all sports programs offered at their schools. The district athletic programs shall follow all Wisconsin Interscholastic Athletics Association (WIAA) rules and regulations and shall be in compliance with state and federal legal requirements, including Title IX regulations.
  - 4. Interscholastic athletic programs shall be subject to the same administrative control as the total education program.
  - 5. The personnel selected to conduct the athletic programs shall be individuals having proper training, emotional maturity, and a clear understanding of the objectives and values to be derived from the program.
  - 6. A year-round athletic training code shall be in effect for all secondary schools.
  - 7. Good sportsmanship shall be demonstrated on and off the field by athletes and coaches.
  - 8. Students involved in athletics should be ever mindful that their athletic endeavors should not supplant their academic needs.
  - 9. Spectators are an integral part of the athletic program and as such shall exhibit good sportsmanship.

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### Kenosha Unified School District Kenosha, WI

#### December 10, 2024

### APPROVAL OF READING PLAN LEAD POSITION AND JOB DESCRIPTION

In order to comply with the requirements of Act 20 in regards to reading plans, we have created a job description for a Reading Plan Lead. This is a stipend position being funded by supplemental funds formerly known as Appendix D. The essential job functions are as follows:

Coordination and management

- Enter the student reading plan into the student information system (SIS).
- Set up progress monitoring in the aimswebPlus system for all students with a reading plan.
- Ensure that weekly progress monitoring is occurring in the assessment and monitoring system for all students with a reading plan.
- Notify the plan provider when the plan is nearing the 10 week interval in order to initiate a parent report.
- Ensure that the 10 week progress monitoring update is communicated to families.
- Communicate with school and District stakeholders by working closely with teachers, school and District administration to ensure fidelity to the processes established.
- Collate reporting data at the end of the school year.
- Attend District training related to Act 20 such as SIS, assessment platform, communication platform and reporting requirements.

Schedule and commitments

- Enter reading plans 3x yearly
- Monitor progress monitoring occurrence weekly
- Notify plan provider at every 10 week interval
- Attend District training related to Act 20, SIS, assessment platform, communication platform, and reporting requirement training ongoing approx 10x yearly
- Monitor communications within Parent Square within the 10 week interval
- Collate end of 10 week interval reports for school and District
- Collate end of year reports for State of Wisconsin

#### Outcomes

- Compliance within Act 20 requirements
- Effective reading plan management system

The proposed job description for Reading Plan Lead is based on the requirements within <u>2023 Wisconsin</u> <u>Act 20</u>.

# **Recommendation**

Administration recommends the Board of Education approve the newly created job position, job description, and stipend for the Reading Plan Lead to support schools with implementation, monitoring, and communication of reading plans in accordance with Act 20 requirements.

Dr. Jeffery Weiss Superintendent of Schools

Mrs. Wendy Tindall Chief Academic Officer

Mary Hoover Coordinator of English Language Arts Elementary



# Office of Human Resources

# Reading Plan Lead

FLSA STATUS: Exempt

**REPORTS TO:** Principal

JOB CATEGORY: Teacher Contract Extra Assignment

PAY GRADE: As per the most recent board approved supplemental pay

TERM OF EMPLOYMENT: Teacher contract terms and conditions

# JOB SUMMARY:

The role of the reading plan lead is to input reading plans into the student information system (SIS) as per the established process and to support communication of the reading plans.

# **QUALIFICATIONS:**

- 1. Required:
  - Bachelor's degree from an accredited university
  - Elementary teacher licensure
  - Two (2) years of elementary teacher experience
  - English Language
  - Proficiency in managing student data and filling out forms within KUSD's electronic systems
  - Strong clerical and organizational skills
  - Excellent written and verbal communication skills
  - Ability to manage multiple tasks and meet deadlines
  - Strong attention to detail
  - Problem solving and critical thinking skills
- 2. Preferred
  - Spanish Language
  - 1316 Reading Teacher license

### **ESSENTIAL JOB FUNCTIONS:**

- 1. Coordination/Management
  - Enter the student reading plan into the student information system (SIS).
  - Set up progress monitoring in the aimswebPlus system for all students with a reading plan.
  - Ensure that weekly progress monitoring is occurring in the assessment and monitoring system for all students with a reading plan.
  - Notify the plan provider when the plan is nearing the 10 week interval in order to initiate a parent report.



- Ensure that the 10 week progress monitoring update is communicated to families.
- Communicate with school and District stakeholders by working closely with teachers, school and District administration to ensure fidelity to the processes established.
- Collate reporting data at the end of the school year.
- Attend District training related to Act 20 such as SIS, assessment platform, communication platform and reporting requirements.
- 2. Schedule/Commitments
  - Enter reading plans 3x yearly
  - Monitor progress monitoring occurrence weekly
  - Notify plan provider at every 10 week interval
  - Attend District training related to Act 20, SIS, assessment platform, communication platform, and reporting requirement training ongoing approx 10x yearly
  - Monitor communications within Parent Square within the 10 week interval
  - Collate end of 10 week interval reports for school and District
  - Collate end of year reports for State of Wisconsin
- 3. Outcomes
  - Compliance within Act 20 requirements
  - Effective reading plan management system

### PHYSICAL DEMANDS:

Must be able to move objects weight up to 10 pounds frequently, up to 20 pounds occasionally; must be able to stoop, kneel, crouch, reach, stand, walk, push, pull, lift, finger, grasp, feel, talk, hear, and complete repetitive motions on a regular basis; must be able to perform tasks requiring close visual acuity. Position is subject to inside and outside environmental conditions as well as subject to loud noise conditions.

## **DISCLAIMER:**

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Kenosha Unified School District reserves the right to modify or interpret this job description as needed.

The Kenosha Unified School District is an Equal Opportunity Educator/Employer with established policies prohibiting discrimination on the basis of age, race, creed, religion, color, gender, national origin, disability or handicap, sexual orientation, or political affiliation in an educational program, activity, or employment in the District. The Superintendent of Schools/designee (262-359-6320) addresses questions regarding student discrimination, and



the Chief Human Resources Officer (262-359-6333) answers questions concerning staff discrimination.

CREATED: November, 2024

1-50 plans + training=\$2000\* 51-100 plans + training=\$3,000\* 101-150 plans + training=\$4,000\* 151-200 plans + training=\$5,000\*

+ 200 plans hire additional employee Stipend pays in 2 cycles Active plans as of November 1, April 1 \*Prorated This page intentionally left blank

Kenosha Unified School District Kenosha, Wisconsin

# December 10, 2024

# 2025 WASB Proposed Resolutions

The Superintendent and Leadership Council reviewed the 2025 WASB proposed resolutions and make the following recommendations:

| Resolution   | Recommendation          | Rationale  |
|--|-------------------------|--|
| 25-01: Blue Ribbon<br>Commission on School<br>Funding                          | Support                 | This bi-partisan plan would resolve<br>many of the funding issues for<br>school districts across the state.  |
| 25-02: Pathway to Licensure for Paraprofessionals                              | Support                 | Dr. Price and the School District of<br>Brown Deer were strong advocates<br>for a similar program that would<br>increase the number of teachers in<br>the state.   |
| 25-03: Early Literacy<br>Assessments for English<br>Learners                   | Support                 | Act 20 defines any student who<br>scores below the 25th percentile as<br>at-risk. It is essential that students<br>with a language barrier are<br>differentiated from students with<br>reading difficulties. |
| 25-04: Decoupling Public and<br>Private School Funding                         | Support                 | Will provide clarity and reduce the public school portion of the tax levies.   |
| 25-05: Consistent Standards<br>Across All Wisconsin Schools                    | Support                 | Common measures are needed for meaningful comparisons of schools.  |
| 25-06: Early Childhood<br>Education Funding and<br>Public-Private Partnerships | Support                 | Early interventions are the most effective in helping with school readiness.   |
| 25-07: Staff Mental Health   | More information needed | Unclear how this will be<br>administered and coordinated with<br>existing health insurance plans.  |
| 25-08: Accountability and  | Abstain                 | Focusing entirely on achievement   |

| School Report Card Standards        |         | will put high poverty schools at a disadvantage on the state report card.   |
|-------------------------------------|---------|---|
| 25-09: Educational Objectives       | Support | Additional language for clarity on existing resolution.   |
| 25-10: Truancy                      | Support | Language modification focused on evidence-based strategies.   |
| 25-11: Funding for School Meal Debt | Support | Provides districts reimbursement for unpaid lunch balances  |
| 25-12: Cybersecurity                | Support | This item directly impacted KUSD a couple of years ago. Many districts could benefit from a coordinated strategy at the state level to safeguard student and staff data from malicious attacks. |

It is recommended that the School Board provide direction to its delegate relative to the 2025 WASB proposed resolutions noted above and give the board delegate discretionary latitude to vote on amendments or other resolutions.

Dr. Jeffrey Weiss Superintendent of School

| 1        | WISCONSIN ASSOCIATION OF SCHOOL BOARDS, INC.   |
|----------|--|
| 2        | Madison, Wisconsin   |
| 3        | December 1, 2024   |
| 4        |  |
| 5        | <b>REPORT TO THE MEMBERSHIP ON PROPOSED 2025 RESOLUTIONS</b>   |
| 6        | WASB Policy & Resolutions Committee  |
| 7<br>8   | Andrew Maertz, Reedsville School Board, Chair  |
| 8<br>9   |  |
| 10       | <b>Resolution 25-01:</b> Blue Ribbon Commission on School Funding                                    |
| 11       | 6  |
| 12       | Create: The WASB supports all twenty of the recommendations of the bipartisan Blue Ribbon            |
| 13       | Commission on School Funding, as published in January 2019 that align with WASB resolutions. The     |
| 14       | WASB further calls upon the Legislature to provide an equal opportunity for every pupil to have a    |
| 15       | sound basic education.   |
| 16       |  |
| 17       | Rationale: The current challenges facing school districts are numerous and growing. Declining        |
| 18       | enrollment, staffing shortages, high inflation, and lagging state support threaten to upend school   |
| 19       | finance and students' education across the state of Wisconsin. In 2018 the Legislature established a |
| 20       | bipartisan Blue Ribbon Commission on School Funding that published 20 recommendations designed       |
| 21       | to help districts in critical areas.   |
| 22       | 1  |
| 23       | Despite the bipartisan nature of their work and support from the public K-12 education community,    |
| 24       | the findings of the Commission have yet to be acted upon.  |
| 25       |  |
| 26       |  |
| 27       | Resolution 25-02: Pathway to Licensure for Paraprofessionals   |
| 28       |  |
| 29       | Amend Existing Resolution 4.61 (a) as follows: The WASB supports reasonable efforts to               |
| 30       | provide pathways to licensure for teaching candidates in subject or content areas where there is a   |
| 31       | shortage of licensed teachers, provided that candidates have bachelor's degrees and/or are           |
| 32       | qualified to be in a classroom as demonstrated by appropriate experience, knowledge, and skills      |
| 33       | in the subject or content area, and rigorous training in pedagogy, assessment, and classroom         |
| 34       | management.  |
| 35       |  |
| 36       | Rationale: In a time of staffing shortages in K-12 education, districts have been looking for        |
| 37       | alternative pathways to teacher licensure to provide opportunities for licensure to individuals      |
| 38       | who may struggle to overcome the barriers of entry in a traditional pathway to licensure. Last       |
| 39       | legislative session, a proposal was put forward to create a provisional license for                  |
| 40       | paraprofessionals already working in a school district, to teach in that school district.            |
| 40<br>41 | paraprofessionals arready working in a sensor district, to teach in that sensor district.            |
| • -      | 1  |
|          |  |

1 This new pathway would give districts the ability to sponsor qualified paraprofessionals in their

- 2 districts to become licensed teachers in a time of great need.
- 3 4

# 5 Resolution 25-03: Early Literacy Assessments for English Learners

6

Create: The WASB supports that early literacy assessments, screeners, and diagnostics required
 in state law be provided in an English Learner (EL) student's home language in accordance with
 current best practices in assessment and instruction for bilingual program students. EL students
 tested in English should not be labeled "at risk" without verification that the student also fails an
 early literacy test in their home language.

12

**Rationale:** 2023 Wisconsin Act 20 requires traditional public schools and independent charter
 schools to administer a universal screening assessment. A student that scores below the 25th
 percentile is identified as "at-risk," meaning the student must be given certain interventions.

16 Students who are not English proficient may be labeled "at risk" by a reading screener in English

even though they may not have reading difficulties but instead may have a language barrier that

- 18 the reading interventions will not address.
- 19 20

# 21 Resolution 25-04: Decoupling Public and Private School Funding

22

<u>Create</u>: The WASB supports separating state funding for voucher schools and independent
 charter schools from the school aid formula.

25

<u>Rationale</u>: Future school choice expansion (under current law) could increase local property
taxes to the extent school boards increase their levy to make up for the deducted aid. Taxpayers
would be protected from additional property tax increases if decoupling occurs as compared to
the current funding system that would use further state aid reductions and higher property taxes
to fund the program.

31

Removing voucher and independent charter school funding from the school aid formula would reduce the burden on local property taxpayers, who currently are facing increases in property

- taxes as a result of the current funding structure for the programs.
- 35
- 36 Resolution 25-05: Consistent Standards Across All Wisconsin Schools
- 37
- 38 <u>Amend</u> Existing Resolution 2.70 (2nd paragraph): All publicly funded schools, including

private schools receiving voucher funding, must have the exact same accountability, reporting,
and transparency standards/and requirements.

2

| 1  | <b><u>Rationale</u></b> : Currently there is a disparity in the accounting, reporting, and adherence to state |
|----|---|
| 2  | education statutes within Wisconsin public, private, and charter school districts and local                   |
| 3  | education agencies who receive state funds. There exist differences in rules for public versus                |
| 4  | private schools in application of state education reporting requirements and participation in                 |
| 5  | statutory mandates. The current statutory structure lacks transparency for state taxpayers by                 |
| 6  | allowing random inequities in accountability and adherence to state statutes among like groups                |
| 7  | with no rational basis.   |
| 8  |   |
| 9  |   |
| 10 | Resolution 25-06: Early Childhood Education Funding and Public-Private Partnerships                           |
| 11 |   |
| 12 | Create: The WASB supports state funded public school 3K and full day 4K for all Wisconsin                     |
| 13 | children. The WASB also supports collaboration between public schools and other public                        |
| 14 | agencies and programs, private childcare providers, and Wisconsin institutions of higher                      |
| 15 | learning. The WASB further supports district discretionary use of expanded Title I dollars to                 |
| 16 | earlier grade levels by districts meeting the benchmarks for National School Lunch Program                    |
| 17 | (NSLP) direct and categorical participation, and 3K and 4K student households meeting income                  |
| 18 | eligibility for NSLP.   |
| 19 |   |
| 20 | <b>Rationale:</b> There exist challenges with the cost and availability of high-quality childcare and         |
| 21 | early childhood education for many families. Additionally, many areas in Wisconsin are                        |
| 22 | experiencing an increase in poverty and economic disadvantage, and childcare deserts exist in                 |
| 23 | many areas.   |
| 24 |   |
| 25 | Early interventions such as high-quality early childhood education and childcare, including early             |
| 26 | literacy and social skills development, that counteract poverty and student economic                          |
| 27 | disadvantage have positive, lasting effects, and a high return on public investment, especially               |
| 28 | when applied early in a child's education.  |
| 29 |   |
| 30 |   |
| 31 | Resolution 25-07: Staff Mental Health   |
| 32 |   |
| 33 | Create: The WASB supports legislation to fund statewide mental health initiatives for district                |
| 34 | staff in order to help improve staff mental health and increase retention rates.                              |
| 35 |   |
| 36 | Rationale: Many school staff members experience significant stress due to the unique demands                  |
| 37 | of working in a school district. School staff are asked to support students' social, emotional,               |
| 38 | behavioral, physical, and academic needs in concert with the cooperation of families, the                     |
| 39 | community, and an elected school board. This is due in no small part to the dedication, talents.              |

| 1        | and perseverance of all school personnel. However, in some cases, school staff members find   |
|----------|---|
| 2        | themselves feeling overwhelmed, exhausted, underappreciated, or may even be experiencing  |
| 3        | burnout.  |
| 4        |   |
| 5        | In a time of great staff turnover in education, increasing access to mental health services for staff   |
| 6        | could help retain teachers in the profession.   |
| 7        |   |
| 8        |   |
| 9        | Resolution 25-08: Accountability and School Report Card Standards   |
| 10       | Creater The WASD surports timely revision of the school accountshility system to calculate  |
| 11<br>12 | <u>Create</u> : The WASB supports timely revision of the school accountability system to calculate school and district report card overall scores based on student achievement only. Other data may |
| 13       | be included for informational purposes, but not used in calculating the overall score. Consistent   |
| 13<br>14 | grade bands should be used rather than school building configuration.   |
| 15       | grade bands should be used rather than sensor bandning configuration.   |
| 16       | <b><u>Rationale</u></b> : This resolution aims to redefine the state school accountability system to provide  |
| 17       | greater simplicity and transparency by focusing on solely student achievement in calculating  |
| 18       | school and district report card scores. This redefinition additionally aims to establish consistent   |
| 19       | scoring metrics across grade bands (such as K-5, 6-8, 9-12) rather than individual school   |
| 20       | building configurations that may differ from district to district.  |
| 21       |   |
| 22       |   |
| 23       | Resolution 25-09: Educational Objectives  |
| 24       |   |
| 25       | Amend Existing Resolution 3.05 Educational Objectives as follows: The WASB supports   |
| 26       | local initiatives that promote increased student academic achievement in key curricular areas   |
| 27       | including science, math, language arts, social studies, foreign language, and technology with the   |
| 28       | intent of ensuring college, career, and workforce readiness, in addition to supporting the  |
| 29       | development of critical thinking and problem-solving skills. The WASB affirms local school  |
| 30       | board responsibility to establish student course offerings and credit requirements that support the   |
| 31       | education mission as stated above.  |
| 32       |   |
| 33       | <b><u>Rationale</u></b> : The original resolution is limited by listing a finite number of curricular areas. The  |
| 34<br>25 | goal of support for local district initiatives should be ensuring they have the resources necessary   |
| 35<br>36 | to provide course offerings that lead to college, workforce, and career readiness.  |
| 30<br>37 |   |
| 38       |   |
| 39       |   |
| 55       |   |

| 1 Resolution | 25-10: | Truancy |
|--------------|--------|---------|
|--------------|--------|---------|

2

3 **Amend Existing Resolution 3.83 Truancy as follows:** The WASB supports legislation which

4 would clarify the responsibilities of school districts, parents, students, courts, and law

- 5 enforcement agencies in the enforcement of truancy laws and provide greater latitude in
- 6 applying disciplinary measures to keep students in school with the goal of keeping students in
- 7 school by using strengths-based and evidence-based approaches that focus on families, schools,
- 8 <u>and community organizations</u>.
- 9

Rationale: Amending the current resolution on Truancy will better align it with emerging
 research and data that suggest an increase of disciplinary measures may not produce positive
 outcomes in this regard. A strengths-based approach is a way of working that focuses on an
 individual's strengths, rather than their deficits.

- 14
- 15

# 16 **Resolution 25-11:** Funding for School Meal Debt

17

18 <u>Create</u>: The WASB supports legislation that allocates money to reimburse districts for the
 19 cost of unpaid school meal debt if they are feeding all students without stigma.

20

**Rationale**: Communities continue to show that they are willing to bear the burden of paying for school meals if students are unable to do so by fundraising and donating money to cover unpaid school meal balances. Several districts within the state pay for school meals for all students. The state could alleviate that burden on districts, students, and families by allocating to a fund that districts can submit for reimbursement at the end of the year.

26 27

# 28 **Resolution 25-12:** *Cybersecurity*

29

30 <u>**Create:**</u> The WASB calls upon the legislature to allocate funding to school districts for

31 cybersecurity measures, including, but not limited to, cybersecurity software/hardware

- 32 upgrades and trainings for personnel.
- 33

Furthermore, the WASB encourages school boards to develop a plan of action and/or a policy

on how the district will respond in the event of a cyber-attack. This may include whether a ransom will be paid, how to operate in the event of a loss of power or data records, and

- 37 determining authority structures and procedures for communicating with law enforcement.
- 38

Rationale: Ransom attacks and other such cybersecurity threats continue to be a growing 1 2 problem for school districts. Often viewed by malicious actors as particularly vulnerable targets, schools unfortunately have very little funding and experience in cybersecurity matters 3 to help resist cybersecurity threats. The proposed resolution language would aid schools by 4 calling on the state for investment in key protections, as well as providing guidance on best 5 6 practices that could help alleviate damage in the event of an attack. 7

- 8
- (Note: Headings/Titles of resolutions and placement in the book are decided by WASB staff. 9
- 10 The delegates need to approve resolution language changes and deletions. The numbers in
- parentheses indicate the year the original/existing language was adopted by delegates.) 11

Kenosha Unified School District Kenosha, Wisconsin

## December 10, 2024

# Date Change for April, November, and December 2025 Regular School Board Meetings

School Board Policy 8710 – Regular School Board Meetings states:

"Annually at the organizational meeting, the School Board shall set the time and place of regular Board meetings. The schedule of regular meetings so made shall remain in effect until the fourth Monday in April of the following year, unless changed by a majority vote of the School Board during the year. The Board may also eliminate scheduled meetings as long as at least one regular School Board meeting is held each calendar month."

At the April 23, 2024, Organizational Meeting, the following motion was approved:

*Mr.* Price moved that the School Board meetings continue to be held at 7:00 P.M. on the fourth Tuesday of each month at the John J. Hosmanek Educational Support Center and school sites to be determined. Ms. Stevens seconded the motion. A roll call vote was taken and the motion was unanimously approved.

Administration recommends the following changes to the regular school board meeting schedule for 2025:

| Original Meeting Date      | Proposed Meeting Date         | Reason for Change                      |
|----------------------------|-------------------------------|--|
| Tuesday, April 22, 2025    | Tuesday, April 29, 2025       | Week after spring recess               |
| Tuesday, November 25, 2024 | Tuesday, November 18,<br>2025 | Week prior to Thanksgiving recess      |
| Tuesday, December 23, 2025 | Tuesday, December 9, 2025     | Two weeks earlier due to winter recess |

Dr. Jeffrey Weiss Superintendent of Schools This page intentionally left blank

Kenosha Unified School District Kenosha, Wisconsin

December 10, 2024

# Resolution Declaring Official Intent to Reimburse Expenditures From Proceeds of Borrowing

On November 19<sup>th</sup>, 2024 the Board approved the necessary resolutions to place a question on the February 18<sup>th</sup>, 2025 ballot asking permission to exceed the revenue limit by \$23 MM per year for five years, for non-recurring purposes consisting of operational expenses and debt service for safety and security improvements.

The debt service portion (roughly \$3 MM annually) of the referendum consists of bond issuance for approximately \$12.5 MM to fund the project of adding controlled entrances at the seven remaining school buildings that currently do not have them (Bose EL, Curtis Strange EL, Forest Park EL, Jeffery EL, Harvey EL, Whittier EL, Lance MS).

Should the referendum pass, the Board will be approving the debt issuance sometime after February 18<sup>th</sup>, 2025. However, with the desire to complete all seven projects as soon as possible, some preliminary design work will need to occur as early as January 2025. Due to the nature of our organization and the fact that we would be issuing tax-exempt promissory notes or bonds, the Federal Government requires a Reimbursement Resolution be adopted for the District to be able to reimburse ourselves for expenses that occur before bond proceeds come in.

# Administrative Recommendation

The administration recommends that the Board approve the attached resolution prepared by Quarles and Brady in order for the District to reimburse itself for security project costs that occur prior to the potential proceeds of a later borrowing.

Dr. Jeffrey Weiss Superintendent of Schools Tarik Hamdan Chief Financial Officer

#### **RESOLUTION NO. 437**

# RESOLUTION DECLARING OFFICIAL INTENT TO REIMBURSE EXPENDITURES FROM PROCEEDS OF BORROWING

WHEREAS, the Kenosha School District No. 1, Kenosha County, Wisconsin (the "District") plans to undertake safety and security improvements at District facilities and acquisition of related equipment (the "Project");

WHEREAS, the District expects to finance the Project on a long-term basis by issuing tax-exempt bonds or other tax-exempt obligations (collectively, the "Bonds");

WHEREAS, because the Bonds will not be issued prior to commencement of the Project, the District must provide interim financing to cover costs of the Project incurred prior to receipt of the proceeds of the Bonds; and

WHEREAS, the School Board (the "Governing Body") of the District deems it to be necessary, desirable, and in the best interest of the District to advance moneys from its funds on hand on an interim basis to pay the costs of the Project until the Bonds are issued.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the District that:

<u>Section 1. Expenditure of Funds</u>. The District shall make expenditures as needed from its funds on hand to pay the cost of the Project until proceeds of the Bonds become available.

<u>Section 2. Declaration of Official Intent</u>. The District hereby officially declares its intent under Treas. Regs. Section 1.150-2 to reimburse said expenditures with proceeds of the Bonds, the principal amount of which is not expected to exceed \$12,500,000.

<u>Section 3. Unavailability of Long-Term Funds</u>. No funds for payment of the Project from sources other than the Bonds are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside by the District pursuant to its budget or financial policies.

<u>Section 4.</u> Public Availability of Official Intent Resolution. This Resolution shall be made available for public inspection at the office of the District within 30 days after its approval in compliance with applicable State law governing the availability of records of official acts including Subchapter II of Chapter 19, and shall remain available for public inspection until the Bonds are issued.

Section 5. Effective Date. This Resolution shall be effective upon its adoption and approval.

Adopted, approved and recorded December 10, 2024.

Mary Modder District President

ATTEST:

(SEAL)

Dr. Todd Alan Price District Clerk This page intentionally left blank



*WHEREAS*, a number of organizations in the Kenosha community have partnered with the Kenosha Unified School District to offer a variety of mentoring programs that are designed to support student learning and success; and

WHEREAS, relationships that students build with caring mentors offer valuable support; and

*WHEREAS*, quality mentoring encourages positive choices, promotes self-esteem, supports academic achievement and introduces young people to new ideas; and

*WHEREAS*, mentoring provides the skills needed to build strong, positive relationships with family, friends and community members; and

*WHEREAS*, mentoring programs have shown to be effective in combating school violence and discipline problems, substance abuse, incarceration and truancy.

*NOW, THEREFORE*, be it resolved that Kenosha Unified School District does hereby proclaim January as the annual observance of National Mentoring Month and recognizes those who volunteer their time to help in our mission of providing excellent, challenging learning opportunities and experiences that prepare each student for success.

President, Board of Education

Superintendent of Schools

Secretary, Board of Education

Members of the Board:

Resolution 438 December 10, 2024 This page intentionally left blank

# KENOSHA UNIFIED SCHOOL DISTRICT Kenosha, Wisconsin

## December 10, 2024

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

(December-January)

# December

- 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

# <u>January</u>

- 1/20 Dr. Martin Luther King, Jr. Day, district closed
- 1/24 Staff workday, no students report
- 1/28 Regular School Board Meeting

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