THE KENOSHA SCHOOL OF TECHNOLOGY ENHANCED CURRICULUM

6811 18TH Avenue, Kenosha, WI 53143

GOVERNANCE BOARD HANDBOOK

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What is a Charter School?

Kenosha School of Technology Enhanced Curriculum (KTEC) is an Instrumentality Charter School. This means it is part of the Kenosha Unified School District and the school's administrator and staff are district employees. Even so, it is still a Charter School and that means:

- It is exempt from significant State and local rules that inhibit flexible operation.
- It is a public school operated under public supervision and direction.
- Its educational objectives are determined by the school's administrator and Governance Board.
- Parents freely choose to send their children to the school.
- The school has a written performance contract with the school district.
- The Governance Board plays a substantive role in directing and supporting the school.

Mission, Vision, Values

Mission:

The Kenosha School of Technology Enhanced Curriculum Governance board will ensure academic accountability, administrative responsibility and financial security, relevant to 21st Century Learning skills and technological learning environments for the students, staff, families and the greater community of the school.

Vision:

The Kenosha School of Technology Enhanced Curriculum Governance board will ensure the integrity of the school through evaluation, leadership and financial responsibility.

KTEC Overview

KTEC is a charter school for students in grades 4K through eight, located at two campuses. East campus is at 6811 18th Avenue, Kenosha, WI 53143 and West campus is at 5710 32nd Avenue, Kenosha, WI 53144.

Curriculum

The staff of the Kenosha School of Technology Enhanced Curriculum will design a program that aligns with Common Core State Standards. Curriculum materials will be chosen by the staff in conjunction with the mission/educational program of the school and aligned with the mission of the Kenosha Unified School District.

Methods of Attaining Educational Goals

Instructional Framework: As the mission states, the instructional framework at KTEC focuses on academic excellence, technology integration, 21st Century skills, and innovation. All students at KTEC are expected to exceed state and district results. Students are expected to be readers and writers of literature and informational texts. Information literacy strategies are also integrated into each grade level in many ways including annual research projects.

Integrated Technology

At KTEC, STEM is more than an acronym for science, technology, engineering, and math. STEM education removes the traditional barriers erected between the four disciplines by integrating the subjects into one cohesive means of teaching and learning. An effective STEM program is important because increasing student opportunities for STEM learning can improve the chances of post-secondary success for all students. Equipping students with STEM skills will also prepare them for the high-demand jobs of the future and improve student learning in other subjects.

STEM education results in the development of skills in critical thinking, problem solving, innovation and creativity. KTEC will use students' natural disposition toward technology to engage in learning that requires higher-order thinking skills.

Instructional Practice: Technology integration is achieved when technology tools support the curriculum and help students reach their goals. These tools provide students and teachers with the following:

- Access to up-to-date, primary source material
- Methods of collecting and recording data
- Ways to collaborate with students, teachers, and experts around the world
- Opportunities for expressing understanding via images, sound, and text
- Learning that is relevant and assessment that is authentic
- Training for publishing and presenting their new knowledge

As a part of a systematic approach in response to intervention, students use computerized programs and assessments in literacy and numeracy. The data from these assessments is used to determine the level of intervention (universal, select, intensive) a student receives. Each student gets instruction and practice on identified skills daily to promote the greatest level of academic growth.

The school will use instructional materials consistent with Common Core State Standards. The curriculum will include literacy, science, engineering, and math. Social science concepts will be taught through literacy instruction.

Students often engage in cooperative learning experiences to enhance higher-order thinking skills within the curriculum. Through working in collaborative teams, students develop communication, leadership, and teamwork. The school has high expectations for students' academic progress and behavior.

All teachers at KTEC attend professional development sessions to build an understanding of the curricular program and culture of KTEC. This training includes information on teaching 21st Century Skills and character education, as well as KTEC's literacy, numeracy, and STEM programs.

Co-Curricular Courses

Technology will be used in each co-curricular area to enhance student learning and engagement.

Art: Each KTEC student will receive a comprehensive art education that includes art making, aesthetics, art history and culture, as well as art criticism. To promote learning in the six Wisconsin Standards categories of knowledge, skills, communication, thinking, understanding, and innovation, students will participate in a variety of artistic activities and projects. Technology will be integrated in art through projects related to graphic design. Cross-curricular connections will be made when appropriate.

Health: KTEC requires each middle-school student to participate in health lessons each year. The lessons focus on the standards set by the Wisconsin Department of Public Instruction and strives to present material with a personalized and individualized approach. Topics include personal wellness, fitness, hygiene, nutrition, stress management and life stages.

Physical Education: A quality physical education program is offered to students as part of the KTEC curriculum. Embracing the Standards and Benchmarks set forth by the Wisconsin Department of Public Instruction and the National Association of Sports and Physical Education, lessons are designed to provide activities that are inclusive, highly active, and challenging. KTEC employs current best practices and technology to integrate physical, academic and wellness concepts. Students participate in instructional units designed to develop motor, cognitive, and social skills through sports, recreation, dance and fitness, in order to build a strong foundation for lifelong health and wellness. Recess is an extension of the KTEC physical education program.

Music: Each student at KTEC receives musical instruction through a variety of programs. Students in Kindergarten through fifth grade receive general music instruction twice per week while students in grades 6-8 participate in choir. Students in grades 5 -8 have the option of participating in band; the option for orchestra instruction is open to students beginning in grade 4. Collaboration across subject areas promotes innovative learning and academic excellence. These music classes are taught in alignment with Wisconsin State Music Standards for Performance, Creativity, Literacy, Response, and Connections.

Spanish: Students in sixth through eighth grade have instruction in Spanish language and culture. Intercultural understanding is a critical 21st century skill both for life and the workplace. Globalization, with its accompanying free trade agreements, is shrinking the business world and those who know more than one language will definitely have the edge over a monolingual counterpart. The world language teacher will focus on grammar skills and cultural components in order to enrich the understanding of the language.

KTEC will infuse technology into the instructional process to enhance students' speaking, listening, reading, and writing skills in the target language, as well as their knowledge and appreciation for cultural diversity. This technology will also be utilized in the regular education classroom and available for home use as well.

Governance Board Member Responsibilities

The KTEC Governance Board consists of parents and community members and is responsible for:

- Submitting, maintaining, and complying with contractual obligations as required by the Kenosha Unified School District
- Collaborating with the KUSD in selecting the KTEC Administrator
- Working closely with the KTEC Administrator to ensure all educational goals are met
- Overseeing the mission and strategic plan
- Coordinating public relationships, collaborations, and strategies
- Establishing policies
- Overseeing and approving the site budget

Governance Board members agree to:

- Attend regular meetings of the Governance Board, which are each approximately two hours in duration. To attend a minimum of nine (9) meetings per year and must be accessible for personal contact in between meetings.
- Commit time to developing financial and other resources for KTEC.
- Review and act upon recommendations brought to the Governance Board for action.
- Prepare in advance for decision-making and policy formation at Governance Board meetings and take responsibility for self-education on the major issues before the Governance Board.
- Participate in the annual Governance Board development and planning retreat held prior to the beginning of each school year.
- Utilize personal and professional skills, relationships, and knowledge for the advancement of KTEC.

Governance Board Guidelines

Governance Board . . .

  I.   will consist of no more than 7 Board members

  II.   will continually attempt to meet a balanced set of skills and experiences that represent the current needs of the school

  III.   will meet monthly July through June of the current school year,

  IV.   will elect officers yearly during the July meeting through a democratic voting process on a recommended group of interested Board members seeking officer positions

  V.   will not consist of the KTEC Administrator or any KUSD Board Member

  VI.   requires the Executive committee to consist of the Board President, Board Vice-President, Board Secretary, and up to two ad-hoc Board members

  VII.   members serve 3 year terms, until the Board member resigns, or Governance Committee recommends removal of membership based on self-evaluation, lack of participation and/or attendance, or inability to uphold the standards of KTEC commitments

  VIII. conducts full Board meetings

  IX.   requires a quorum on all majority votes

  X.   will review state testing results, MAP test results, enrollment data, attendance data, student and parent satisfaction results, financial report, and student academic progress as necessary

  XI.   will be available to work closely with the KTEC Administrator with parental issues, questions, concerns, or complaints as determined appropriate by the KTEC Administrator

  XII.   oversees the Governance Board application process and membership policies as outlined in the handbook and by-laws

  XIII. oversees and approves the site budget

XIV.   applies for grants and seeks collaborative relationships to raise funds for equipment purchases and additional curriculum expenses that support the school strategies

XV.   develops and oversees a code of conduct policy or guideline that aligns with the KTEC mission

XVI.   will abide by all applicable state and federal laws relating to operations of a charter school, admission of students, and contractual obligations to KUSD

Governance Board Officer Descriptions

President

- Subject to Board control, the President has general supervision, direction and control of the affairs of KTEC and other such powers and duties as the Board may prescribe. If present, the President shall preside at Board meetings.

Vice-President

- If the President is absent or disabled, the Vice-President shall perform all the President's duties and, when so acting shall have all of the President's powers and be subject to the same restrictions. The Vice-President shall have other such powers and perform such other duties as the Board may prescribe.

Secretary

- Keep a record of all meeting minutes of the Board noting the time and place of the meeting, whether it was a regular or special (and if special, how authorized) the names of those present, and the proceedings;
- Keep or cause to be kept a copy of the Board's Articles of Incorporation and Bylaws, with amendments;
- Give or cause to be given notice of the Board meetings as required by the Bylaws; and
- Have such other powers and perform such other duties as the Board may prescribe.
- Division of Roles between Governance Board and KTEC Administrator

Responsibility	KUSD Board	Governance Board	KTEC Administrator
Planning	Establishes the purpose and mission of the District	Establishes the mission and program direction for the school.	Works with Governance Board to define the school's mission and direction.
		Reviews strategic plan and evaluates progress.	Brings to the Governance Board a strategic plan for the success of the school.
	Monitors achievement as outlined in charter contract and hold charter school accountable for learning outcomes as defined in the contract	Assesses compliance/progress in achieving educational and other outcomes agreed to in the charter school contract.	Develops specific program goals and objectives.
			Develops reports or oversees staff development of reports to demonstrate program progress.
Policy	Establishes District Policies	Develop and adopt written Governance Board policies (handbook and by-laws)	Identifies need for new policies
	Negotiates charter contract with Governance Board	Reviews Governance Board policies periodically	Assures the implementation of policies and assists the Governance Board in analyzing policy options

Resource Development	Implements long-range budget plans for the district and subsequent schools.	Assures long-range commitments of resources; establishes a fund development plan and participates in its implementation.	Conducts research and maintains information database.
	Receives notifications of any major grant awarded to the charter school.	Reviews and approves all major grant proposals.	Assist in fund development efforts.
			Develops grants, and other funding applications, plans fundraising events, enters business ventures to support mission.
Board Accountability		Establishes and communicates clear expectations of Governance Board members.	Facilitates training and information exchange for members in preparation for selection of Governance Board members.
		Assures effective participation of Governance Board members.	Facilitates effective communication among Governance Board members.
Community Relations	Acts as an ambassador for all of the District schools, including this charter school.	Promotes the charter school to parents and the general public, including serving as an emissary of the charter school to the broader community. Promotes cooperative action with other charter schools including activities and occasions when the charter school should take part in coalitions, shared programs, joint action, etc..	Interprets the mission of the charter school to the community through direct involvement, public relations programs, including personal contact, descriptive program literature, works with the media; and works closely with the Governance Board for an effective division of labor.

Process for Governance Board Meetings

Governance Board Calendar

The Governance Board needs to establish an annual calendar. It also needs to provide an effective way for members to participate virtually—via phone conference, through an online meeting application, and/or online storage and collaboration.

Calling the Meeting and Developing the Agenda

The Governance Board's President calls the meeting for the established date and develops the agenda in concert with the KTEC Administrator.

Governance Board Meeting Agenda Format

Call to Order

Welcome by the President, who shares the objectives of the meeting and reviews the agenda

Consent Agenda Items

The consent agenda includes items that are approved by consent (without a vote, if there is no objection) or by formal vote. Single items can be taken off calendar and considered separately, if even one member wishes to do so. Typical items in this agenda are:

- Minutes.
- Routine ratifications.
- Governance Board approval required by the bylaws, such as the approval of banking relations.

Charter School Administrator Report

Opportunity for Governance Board members to ask questions on the written report and for KTEC Administrator to share any confidential items she/he did not want to put in writing. The KTEC Administrator can also use time to update Governance Board on broad educational issues and trends.

Old (Unfinished) Business

Items that have been postponed from or not finished from previous meetings are handled here.

New Business

This is an opportunity for a Governance Board member to bring up items that have not been placed on the agenda. In the case of major issues, there likely would not be enough time for a thorough discussion of the item. The Governance Board could agree that such an issue would be scheduled for discussion at future Governance Board meeting

Matrix by Month

- January
    - 1st draft of proposed budget
    - Checking account balance
- February
    - Capital project discussion/summer facility updates
    - Foundation balances
- March
    - Updates to budget if available
- April
    - Checking account balance
- May
    - Foundation balances
- June
    - Updates to budget if available
- July
    - Final checking account balances
- August
    - Fund balance estimate
    - Updates to budget based on hiring
    - Foundation balances

- September
    - Academic data reflection
- October
    - Final budget
    - Checking account balances
- November
    - Foundation balances
- December
    - Uncollected fees

Adjournment

Enrollment and Lottery Process

Requirements for Enrollment

KTEC will not deny access to any student bases on race, religion, gender, national origin, ancestry, pregnancy, sexual orientation, or disability status. Recruitment efforts will include general community wide outreaches such as newspaper ads and community meetings at the school. Recruitment will also include participation in recruitment events focused on raising awareness with underrepresented students. Admission decisions are based on a random lottery.

Eligibility Requirements:

1. Must be a student enrolled in or open-enrolled into the Kenosha Unified School District
2. Must be 4K through 8th grade.

Application Required: In order to join the KTEC lottery, a preliminary, short application must be submitted online during the month of January each year. Applicants may indicate a preferred campus on the enrollment form. If that campus is full when the student is selected, the student will be offered placement at the other campus. Whenever possible every effort will be made to keep siblings at one campus. Upon accepting placement for a student, families must complete an official KUSD enrollment form.

Students enrolled in KTEC in the previous year do not reenter the lottery. Siblings of current students are given preference in the lottery.

Children of the school's founders, governing board members, and full-time employees may be given preference as long as this group is no larger than ten (10) percent of KTEC's total enrollment.

Discontinuance of Student Enrollment: Non-compliance with KUSD policies and Code of Conduct may result in the discontinuance of student enrollment.

General Information

Application to and attendance at KTEC is voluntary and no tuition is charged. Students who do not wish to attend or are not admitted into KTEC may attend their neighborhood schools or seek enrollment in another KUSD school based on Board policy.

A parent/guardian is encouraged to attend an informational meeting or visit KTEC in order to assure understanding of the nature and work of the school. A lottery is employed for all eligible students.

 Preferences are given to students in this order who:

1. Their siblings are enrolled

2. Are children of the staff (not to exceed 10% of the overall enrollment)

3.   Are children of Governance Board members

Exceptions to the Lottery

Currently enrolled KTEC students, siblings of currently enrolled KTEC students and children of KTEC staff will receive enrollment preference and will be exempt from the lottery, provided an application for the next school year is submitted by the last day of January. Any application received after this date will be treated like any other applicant and will be placed on the waiting list in the order it was received.

Waiting List Protocols

Students will be called from the waiting list in the order they were placed when seats become available. Families will either accept the open seat or decline it. By declining the seat, the student is removed from the waiting list. If a family wants to be considered for the following year for the next grade, they would need to reapply.

Academic Guidelines and Expectations

KTEC is an innovative middle school for adolescents who are interested in learning in a collaborative, inquiry-based, 21st Century environment. KTEC staff are well-versed in teaching diverse learners using a variety of instructional strategies, and meeting the needs of students with different skill levels and learning styles, within the same classroom.

This process is a collaborative effort dependent on cooperation among students, parents, and staff. The expectations listed below are in place to create the most effective learning environment possible for KTEC's students.

What you can expect from your teacher at KTEC

Every teacher, administrator, or professional staff member at KTEC must meet all KUSD qualifications for employment as well as the requirements established by the Wisconsin Department of Public Instruction including holding a certificate, permit, or license before entering duties of their position. In addition, teachers must demonstrate technical competency and an understanding of 21st century skills and science, technology, engineering, and math integration. Some positions require additional, specialized training such as Project Lead the Way.

The teachers of KTEC:
- Are eager to facilitate learning for our students and to watch them succeed. Our efforts are designed to help students succeed in elementary and middle school, as well as help them prepare for high school and beyond.
- Uphold the philosophy and mission of KTEC
- Utilize electronic tools for keeping parents informed of student progress
- Provide open communication through a variety of means: digital tools, email, phone, etc.

- Schedule parent/teacher conferences
- Offer meaningful opportunities to share and become involved in classroom activities

What we expect from our students and parents/guardians at KTEC

Students and parents sign a KTEC Contract of Expectations and Conduct.

Student expectations:

- Expected to demonstrate good character at all times while a student at KTEC.
- Expected to be on time, prepared for school, and to complete assignments in a timely and accurate fashion.
- Expected to put forth their best effort as they master the KUSD standards and benchmarks for each subject.
- Expected to strive to continually challenge themselves to be competent in 21st Century skills.
- Expected to be respectful of their teachers, other staff, fellow students, and facilities at all times.

Parent/Guardian expectations:

- Assist their student in carrying out the above five expectations
- Support the faculty and staff in their decisions regarding their student's education.
- Will take responsibility to communicate in a respectful and timely manner.
- Will attend at least two parent/teacher conferences per year.
- Will be an active parent/guardian by participating in one or more of the following: The Parent Teacher Student Community (PTSC), student's classroom, and/or by supporting the school through volunteering for special events sponsored by the PTSC or an approved KTEC school club.

Collaborative Student Intervention Team (CSI)

Purpose of CSI's: A student centered collaborative team meeting will be held to address student learning, achievement, health, and social-emotional-behavioral needs. Working together with the student and family, the team will develop and collaboratively implement measurable goals and interventions and focus on student achievement.

Core Attendees: Administrator(s) required, parent(s)/guardian(s), teacher, school psychologist & other involved staff (e.g. instructional coach/interventionist, counselor/social worker).

Situations for which a CSI might be held: Grave academic or behavioral concerns, retention consideration (by February), parent request for an evaluation, suspicion of a disability, or when other less formal collaborative meetings have been exhausted.

Before a CSI meeting:

1. Identify the issue
    a. Academic
        i. Talk to instructional coach and develop ideas of differentiation.
        ii. Talk to colleagues at collaboration meeting, during prep, before or after school about strategies used.
        iii. Have parent meetings to develop and then continue open dialogue discussing strategic plan.
        iv. Consistently implement strategies from coach and parent meeting for a minimum of 8 to 10 weeks while collecting evidence based data.
        v. Collect and analyze evidence based data with impact of strategies.
        vi. Follow-up meeting with instructional coach.
    b. Behavior
        i. Talk to Assistant Principal
        ii. Talk to colleagues at collaboration meeting, during prep, before or after school about strategies used.
        iii. Have parent meetings to develop and then continue open dialogue discussing strategic plan.
        iv. Consistently implement strategies from assistant principal and parent meeting for a minimum of 8 to 10 weeks while collecting evidence based data.
        v. Collect and analyze evidence based data with impact of strategies.
        vi. Follow-up meeting with Assistant Principal.

Governance Board Member Evaluation

Are you satisfied with your performance as a KTEC Governance Board member in the following areas: (rate your performance in spaces that apply below):

	Very good	**Adequate**	**Needs work**
• Attendance:			
Full Board Meetings	_____	_____	_____
• Input in policy development and decision-making	_____	_____	_____
• Fund development	_____	_____	_____
• Strategic relationship building	_____	_____	_____
• School promotion	_____	_____	_____
• Time spent in the school	_____	_____	_____

Please respond to these questions.

What factors contributed to your performance or lack of performance in the areas above: (please be specific)?

Here's what I would need from the Governance Board to maintain/increase my level of commitment:

Do you have any other comments or suggestions that will help the Governance Board increase its effectiveness?

Your name: _____ Date _____

Conflict of Interest Policy

Purpose

Each Board Member shall perform all duties of a Board Member in good faith, in a manner the Board Member believes to be in KTEC's best interest and with such care, including reasonable inquiry, as an ordinary prudent person in a like position would use under similar circumstances.

In performing the duties of a Board Member, a Board Member shall be entitled to rely on information, opinions, reports or statements including financial statements, and other financial data presented by:

a) One or more employees of KTEC whom the Board believes to be reliable and competent in the manners presented;
b) Legal counsel, independent accountants and other persons as to matters that the Board believes are within the person's profession or expert competency

To avoid conflict of interest or the appearance of such conflict, each KTEC Governance Board member shall disclose in writing to the Governance Board any existing or potential conflict of interest that might harm the Governance Board or school.

If a matter should arise before the Governance Board in which an affected member is involved, the member shall disclose the potential conflict and refrain from participating in the discussion of the issue, except to respond to any questions. An affected member shall not vote on any matters involving a conflict of interest. This policy, by its intent and administration, does not limit normal cooperation between the Governance Board and affiliated organizations.

Policy

Members in leadership roles are responsible for governing the Governance Board's affairs honestly and economically, exercising their best care, skill, and judgment for the benefit of the organization. The Governance Board is committed to identifying and resolving situations of real or perceived conflict of interest involving the Board or school, to assure

that such real or perceived conflicts of interest are fully disclosed, so that the appropriate action can be taken.

A conflict of interest can be considered to exist in any **economic, professional, business, political, volunteer, or personal** instance in which the actions or activities of an individual on behalf of the Governance Board could involve obtaining personal gain or advantage to the individual or the individual's immediate family, business partners, employers, and employees, and could be unfair to the organization.

Therefore:

Governance Board members and other persons representing the Governance Board shall exercise good faith in all transactions touching upon their duties. They shall not use their position in such a way as to obtain unfair personal advantage or financial gain and all their acts shall be for the best interest of the school.

The Governance Board shall not enter into agreements with entities whose partners, members, owners, significant investors or executive employees are Governance Board members unless specific authorization is obtained from the Governance Board.

It is the responsibility of individual Governance Board members to disclose when there is or may be a perception of a conflict of interest. None of these members shall accept gifts, favors, or hospitality that might influence their decision-making or action affecting the organization. It is assumed that common hospitality extended to an organization's representative, such as a lunch or dinner, will not influence the representative's decision-making action.

Any Governance Board member having a potential or actual conflict of interest in any matter shall not vote or participate in discussion of that matter unless such participation is required to reach an informed decision. A person identified as having a potential or actual conflict may be requested to leave the meeting during subsequent discussion and voting. The minutes of the meeting shall reflect the disclosure and abstention.

Any circumstances, financial or otherwise, that might lead to a conflict of interest shall be disclosed to the Governance Board through the following annual disclosure procedure or be declared prior to any discussion or action.

Reporting

Each year, the Governance Board's members will disclose any situations or areas of actual or potential conflicts of interest using the approved disclosure form to disclose a perceived conflict of interest or to state that they have none to disclose.

Conflicts or potential conflicts shall be evaluated thoroughly, when they arise, using the assistance of legal counsel if necessary, and resolved appropriately.

Special attention should be given to ensure that any members engaged as vendors provide full disclosure and avoid participation in related issues with the Governance Board.

Signed disclosure statements are maintained on file in the KTEC office.

Governance Board Conflict of Interest Disclosure Form

This form must be filed annually by all specified parties, as identified in the KTEC Governance Board Conflict of Interest Policy.

_____ I have no conflict of interest to report

_____ I have the following conflict of interest to report (please specify):

The undersigned, by their affixed signature, note their understanding of the implications of this policy.

Signature _____ Date _____

Printed Name _____

Governance Board Acknowledgement

I am aware that this KTEC Governance Board member position description is an expression of good faith and provides a common ground from which Governance Board members can operate.

_____   _____

Governance Board Member's Signature   Date