



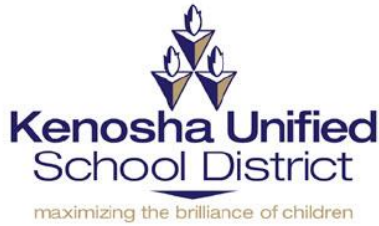
REGULAR MONTHLY BOARD MEETING

May 26, 2015

7:00 PM

**Educational Support Center
Board Meeting Room
3600-52nd Street
Kenosha, Wisconsin**

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Regular School Board Meeting
May 26, 2015
Educational Support Center
7:00 PM

- I. Pledge of Allegiance
- II. Roll Call of Members
- III. Awards/Recognition
 - A. National and Regional Scholastic Art and Writing Award Winners
 - B. Wisconsin Stock Market Simulation Award Winners
 - C. 2015 Educational Equity/Diversity Award Winner
 - D. 2015 Kay L. Bitter Vision Award Winner
 - E. Gateway's Celebrate Earth Day Post Contest Winners
 - F. Wisconsin International Raceway and Road America Competition Awards
 - G. Wisconsin PTA Reflections Creative Arts Competition
- IV. Administrative and Supervisory Appointments
- V. Introduction and Welcome of Student Ambassador
- VI. Legislative Report
- VII. Views and Comments by the Public
- VIII. Response and Comments by Board Members (Three Minute Limit)
- IX. Remarks by the President
- X. Superintendent's Report
- XI. Consent Agenda
 - A. Consent/Approve 4
Recommendations Concerning Appointments, Leaves of Absence,
Retirements and Resignations
 - B. Consent/Approve 5
Minutes of 4/27/15 Organizational Meeting and 4/27/15 Regular Meeting
 - C. Consent/Approve 14
Summary of Receipts, Wire Transfers and Check Registers

D. Consent/Approve	21
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XII. Old Business	
A. Discussion/Action	25
Kenosha eSchool Charter Contract Renewal	
B. Discussion/Action	47
Bullying Ad Hoc Committee Update and Recommendations	
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Open Enrollment Applicants for School Year 2015-2016	
B. Discussion	69
Fiscal 2015-2016 Preliminary Budget Projection	
C. Discussion/Action	73
Donations to the District	
XIV. Other Business as Permitted by Law Tentative Schedule of Reports, Events and Legal Deadlines For School Board (May-June)	74
XV. Predetermined Time and Date of Adjourned Meeting, If Necessary	
XVI. Adjournment	

Kenosha Unified School District

Kenosha, WI

May 26, 2015

The Human Resources recommendations regarding the following actions:

ACTION	LAST NAME	FIRST NAME	SCHOOL/DEPT	POSITION	STAFF	DATE	FTE	SALARY
Appointment	Salo	Lisa	Finance Department	Accounting Manager	Administration	06/01/2015	1	\$86,788.00
Early Retirement	Tench	Judith	Fine Arts	Music	Instructional	06/12/2015	1	\$78,396.00
Early Retirement	Khaleel	Seleha	Tremper High School	Special Education	ESP	06/12/2015	1	\$17.60
Early, Early Retirement	Vallone-Seaberg	Tammy	Dept Of Sp Ed	L.D. Program Support	Instructional	06/12/2015	1	\$78,396.00
Early, Early Retirement	Guida	Kathleen	Lakeview Tech	Cross Categorical	Instructional	06/12/2015	1	\$62,469.00
Early, Early Retirement	Ruffolo	Renato	Curtis Strange Elementary School	Grade 5	Instructional	06/12/2015	1	\$78,396.00
Resignation	Kraeuter	Heather	Finance Department	Accounting and Payroll Manager	Administration	05/15/2015	1	\$93,873.00
Resignation	Daniels	John	Facility Services	Facilities Specialist	Technical	06/30/2015	1	\$58,965.00
Resignation	Konchan	Julie	Prairie Lane Elementary School	Kindergarten	Instructional	06/12/2015	1	\$72,803.00
Resignation	Mineau	Kimberly	Bullen Middle School	Cross Categorical	Instructional	06/12/2015	1	\$39,106.00
Resignation	Vassos	Megan	Indian Trail Academy	Physical Education	Instructional	04/20/2015	1	\$64,581.00
Resignation	Stamper	Nathan	Bradford High School	Theater	Instructional	06/12/2015	1	\$39,106.00
Resignation	Dirks	Karen	Vernon Elementary School	Kindergarten	Instructional	06/12/2015	1	\$46,239.00
Resignation	Butler	Brittnee	Lincoln Middle School	English	Instructional	06/12/2015	1	\$39,106.00
Resignation	Pellicori	Mark	Student Support	Guidance	Instructional	06/12/2015	0.4	\$25,918.68
Resignation	George	Kimberly	Brass Community School	Grade 5	Instructional	06/12/2015	1	\$73,809.00
Resignation	Kerch	Robert	Tremper High School	Biology/Life Science	Instructional	06/12/2015	1	\$51,129.00
Resignation	Meier	Kelly	Brass Community School	Kindergarten	Instructional	06/12/2015	1	\$53,304.00
Resignation	Pukita	Michelle	Jefferson Elementary School	Kindergarten	Instructional	06/12/2015	1	\$63,248.00
Resignation	Dornack	Katie	4K Program	4K Teacher	Instructional	06/12/2015	1	\$52,511.25
Resignation	Becker	Mary J	Lance Middle School	Grade 6	Instructional	06/12/2015	1	\$67,218.00
Resignation	Maier	Linda	Fine Arts	Art	Instructional	06/12/2015	1	\$65,748.00
Resignation	Swenson	Rebecca	Brass Community School	Special Health Care Nurse	Instructional	06/12/2015	0.6	\$42,310.20
Resignation	Brasher	Hannah	Lincoln Middle School	Math	Instructional	06/12/2015	1	\$39,106.00
Resignation	Roders	Thomas	Bradford High School	Social Studies	Instructional	06/12/2015	0.67	\$43,553.35
Resignation	Torres	Ismael	EBSOLA - Creative Arts	Student Support Specialist	Miscellaneous	05/14/2015	1	\$16.26
Retirement	Abt	Julia	Indian Trail Academy	English	Instructional	06/12/2015	1	\$67,902.00

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ORGANIZATIONAL MEETING OF THE
KENOSHA UNIFIED SCHOOL BOARD
HELD APRIL 27, 2015

An organizational meeting of the Kenosha Unified School Board was held on Monday, April 27, 2015, at 6:30 P.M. in the ESC Board Meeting Room. Mrs. Coleman, President, presided.

Mrs. Coleman called the meeting to order at 6:31 P.M. with the following members present: Mr. Kunich, Ms. Stevens, Mr. Flood, Mrs. Snyder, Mr. Wade, Mr. Falkofske, and Mrs. Coleman.

Mrs. Coleman opened the meeting by announcing that this was the organizational meeting of the School Board of Kenosha Unified School District. Notice of this organizational meeting was given to the public by forwarding the complete agenda to all requesting radio stations and newspapers. Copies of the complete agenda are available for inspection at all public schools and at the Superintendent's Office. Anyone desiring information as to forthcoming meetings should contact the Superintendent's Office.

Ms. Busby, School Board Secretary/Notary Public, asked Mrs. Coleman, Mrs. Snyder, and Mr. Falkofske to step forward and repeat the Oath of Office. Ms. Busby formally swore in Mrs. Coleman, Mrs. Snyder, and Mr. Falkofske who were elected to three-year terms at the April 7, 2015 election.

Nominations were then in order for Board President, Vice-President, Treasurer, Clerk, and Secretary.

Mr. Kunich nominated Mrs. Coleman for Board President. Mrs. Snyder seconded the motion.

Mr. Flood nominated Mr. Wade for Board President. Ms. Stevens seconded the motion. Mr. Wade declined the nomination for Board President.

Roll call vote for Mrs. Coleman for Board President. Ayes: Mr. Kunich, Mr. Falkofske, Mrs. Snyder, Mr. Wade, and Mrs. Coleman. Noes: Ms. Stevens and Mr. Flood. Motion carried.

Mr. Flood nominated Ms. Stevens for Vice-President. Mr. Falkofske seconded the motion.

Mr. Kunich nominated Mrs. Snyder for Vice-President. Mr. Wade seconded the motion.

Roll call vote for Ms. Stevens for Vice-President. Ayes: Mrs. Stevens, Mr. Flood, and Mr. Falkofske. Noes: Mr. Kunich, Mrs. Snyder, Mr. Wade, and Mrs. Coleman. Motion failed.

Roll call vote for Mrs. Snyder for Vice-President. Ayes: Mr. Kunich, Mr. Falkofske, Mrs. Snyder, Mr. Wade, and Mrs. Coleman. Noes: Ms. Stevens and Mr. Flood. Motion carried.

Mr. Kunich nominated Mr. Falkofske for Treasurer. Mrs. Snyder seconded the motion.

Mr. Flood nominated Mr. Kunich for Treasurer. Ms. Stevens seconded the motion. Mr. Kunich declined the nomination.

Roll call vote for Mr. Falkofske for Treasurer. Ayes: Mr. Kunich, Ms. Stevens, Mr. Flood, Mr. Falkofske, Mrs. Snyder, Mr. Wade, and Mrs. Coleman. Noes: None. Unanimously approved.

Mr. Kunich nominated Mr. Wade for Clerk. Mrs. Snyder seconded the motion.

Roll call vote for Mr. Wade for Clerk. Ayes: Mr. Kunich, Ms. Stevens, Mr. Flood, Mr. Falkofske, Mrs. Snyder, Mr. Wade, and Mrs. Coleman. Noes: None. Unanimously approved.

Mrs. Snyder nominated Ms. Busby for Board Secretary. Mr. Flood seconded the motion. Unanimously approved.

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

Ms. Busby conducted a drawing of names for the new voting order. The voting order will be Mr. Flood, Ms. Stevens, Mr. Kunich, Mr. Wade, Mrs. Snyder, Mr. Falkofske, and Mrs. Coleman.

Mrs. Coleman indicated that the Board Committee agenda item would be deferred until the May meeting.

Mrs. Snyder moved that the School Board authorize the President's signature to appear on all checks as the third signature with the Clerk and Treasurer and authorize the use of facsimile signatures of the President, Clerk and Treasurer on all checks. Mr. Wade seconded the motion. Unanimously approved.

Mr. Wade moved that the School Board 1) adopt the attached Schedule of Authorized Public Depositories and 2) assign the Chief Financial Officer the authority to approve draws as needed, in the form of the \$2,000,000 Line of Credit through Johnson Bank. Mr. Falkofske seconded the motion. Unanimously approved.

Mr. Wade moved that the School Board approve the Legal Services as contained in the agenda. Mr. Kunich seconded the motion. Unanimously approved.

Mr. Wade moved that the School Board approve Patrick Finnemore as the District representative for any Tax Incremental District (TID) Joint Review Boards for the upcoming year. Mr. Flood seconded the motion. Unanimously approved.

Mrs. Snyder moved to adjourn the meeting. Mr. Kunich seconded the motion. Unanimously approved.

Meeting adjourned at 6:50 P.M.

Stacy Schroeder Busby
School Board Secretary

REGULAR MEETING OF
THE KENOSHA UNIFIED SCHOOL BOARD
HELD APRIL 27, 2015

A regular meeting of the Kenosha Unified School Board was held on Tuesday, April 27, 2015, at 7:00 P.M. in the Board Room of the Educational Support Center. Mrs. Coleman, President, presided.

The meeting was called to order at 7:02 P.M. with the following Board members present: Mr. Flood, Ms. Stevens, Mr. Kunich, Mr. Wade, Mrs. Snyder, Mr. Falkofske, and Mrs. Coleman. Dr. Savaglio-Jarvis was also present.

Mrs. Coleman, President, opened the meeting by announcing that this was a regular meeting of the School Board of Kenosha Unified School District. Notice of this regular meeting was given to the public by forwarding the complete agenda to all requesting radio stations and newspapers. Copies of the complete agenda are available for inspection at all public schools and at the Superintendent's office. Anyone desiring information as to forthcoming meetings should contact the Superintendent's office.

Mrs. Tanya Ruder, Executive Director of Community Partnerships and Media Relations, presented the KUSD Elementary Black History Art Contest Winner Awards, the KUSD Elementary Black History Writing Contest Winner Awards, KUSD Elementary Black History Bee Winner Awards, the PBS Lead Digital Innovator Award, the SkillsUSA Gateway Regional Competition Winner Award, the Wisconsin Technical Education Association's High School Technical Education Program of the Year Award, and the District VII Athletic Director of the Year Award Winner.

There were no Administrative or Supervisory Appointments.

Mr. Kunich introduced the Student Ambassador, Anjel Nicole Magat from Indian Trail Academy and High School and she made her comments.

There was not a Legislative Report.

There were views or comments by the public.

Board members made their responses/comments.

Mrs. Coleman made Board President remarks.

Dr. Savaglio-Jarvis gave the Superintendent's Report.

The Board considered the following Consent-Approve items:

Consent-Approve item XI-A – Recommendations Concerning Appointments, Leaves of Absence, Retirements, and Resignations as contained in the agenda.

Consent-Approve item XI-B – Minutes of the 3/24/15 and 4/14/15 Special Meetings and Executive Sessions and the 3/24/15 Regular Meeting.

Consent-Approve item XI-C – Summary of Receipts, Wire Transfers, and Check Registers submitted by Ms. Heather Kraeuter, Accounting & Payroll Manager; Mr. Hamdan, Chief Financial Officer; and Dr. Sue Savaglio-Jarvis, excerpts follow:

“It is recommended that the March 2015 cash receipt deposits totaling \$352,642.25, and cash receipt wire transfers-in totaling \$48,457,527.14, be approved.

Check numbers 519578 through 520703 totaling \$7,651,049.61, and general operating wire transfers-out totaling \$503,469.33, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the March 2015 net payroll and benefit EFT batches totaling \$12,583,772.69, and net payroll check batches totaling \$3,438.86, be approved.”

Consent-Approve item XI-D – Policy 5580 – School Wellness submitted by Ms. Cindy Gossett, Director of Food Services, Mr. Steven Knecht, Coordinator of Athletics, Activities, Health, Physical Education, and Recreation; Mr. Patrick Finnemore, Director of Facilities; Mrs. Julie Housaman, Assistant Superintendent of Teaching and Learning; and Dr. Savaglio-Jarvis, excerpts follow:

“Given the emerging evidence demonstrating the positive link between nutrition, physical activity, and school performance, an investment in wellness can support academic achievement. The Healthy Hunger-Free Kids Act of 2010 expanded upon previous requirements and includes new provisions that place a greater emphasis on the implementation, evaluation, and transparency of local wellness policies. To meet the requirement of having school and community representation, an invitation was sent to schools in February 2012 seeking individuals to serve on the wellness policy committee.

The committee did not take action in 2012 because of the anticipated 2013 release and July 1, 2014, implementation of the Nutrition Standards for All Foods Sold in Schools, also known as Smart Snacks in Schools. Since the Smart Snacks in Schools standards were released and implemented, the committee has finalized recommendations to the School Wellness Policy which is provided in Appendix A.

At its joint meeting, the Curriculum/Program and Personnel/Policy Standing Committees voted to forward updated Policy and Rule 5580 to the school board for consideration. The school board approved updated Policy and Rule 5580 as a first reading at the March 24, 2015, regular meeting. Administration recommends that the school board approve updated Policy and Rule 5580 - School Wellness as a second reading at the April 27, 2015, regular meeting.”

Ms. Stevens moved to approve the Consent-Approve items XI-A, XI-B, and XI-C as contained in the agenda. Mr. Wade seconded the motion. Unanimously approved.

Mrs. Snyder moved to approve Consent-Approve item XI-D as contained in the agenda. Mr. Wade seconded the motion.

Ms. Gossett and Mr. Knecht were present to answer questions from Board members.

Roll call vote. Ayes: Mr. Kunich, Mr. Wade, Mrs. Snyder, Mr. Falkofske, and Mrs. Coleman. Noes: Mr. Flood and Ms. Stevens. Motion carried.

Dr. Savaglio-Jarvis introduced the Request to Submit the Academic Parent-Teacher Team Pilot School Grant for the 2014-15 and 2015-16 School Years at Frank Elementary School submitted by Mr. Robert Neu, Director of Title Programs; Mrs. Heather Connolly, Principal at Frank Elementary School; Dr. Floyd Williams, Assistant Superintendent of Elementary School Leadership; and Dr. Savaglio-Jarvis, excerpts follow:

“The Academic Parent-Teacher Team (APTT) is a planning and implementation grant that will span an 18-month time period. It provides an opportunity to explore an alternative way for parents and teachers to interact and share information about student progress. During this process parents learn about how to be more active participants in their child’s learning.

Frank Elementary School prekindergarten, kindergarten, and first grade classroom teachers will participate in planning to implement the APTT pilot program in spring 2015 followed by program implementation in fall 2015. Additional grade levels and/or classrooms may be added. Grant funding will support planning and project implementation.

APTT is an intentional and systematic means of increasing student academic achievement by improving the quality and quantity of parent-teacher communication and interaction. Teachers coach parents to become engaged, knowledgeable members of the academic team in three classroom APTT meetings and one in-depth individual conference each year. The APTT objectives include improving student achievement by increasing the quality and quantity of parent-teacher communication and interaction and establishing high expectations between teachers and families to optimize student learning.

At its April 14, 2015, joint meeting, the Audit/Budget/Finance and Curriculum/Program Standing Committees voted to forward this grant to the school board for consideration.

Administration recommends that the school board approve the request to submit and implement the APTT Grant Application, and to adjust parent teacher conference days and times to meet the grant requirements for the 2014-15 and 2015-16 school years.”

Ms. Stevens moved to approve the request to submit and implement the APTT Grant Application and to adjust parent teacher conference days and times to meet the grant requirements for the 2014-15 and 2015-16 school years. Mr. Kunich seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis introduced the Middle School Early Release submitted by Dr. Bethany Ormseth, Assistant Superintendent of Secondary School Leadership; and Dr. Savaglio-Jarvis, excerpts follow:

“The early release opportunity is available currently to both the elementary and high school levels. In recent years, there has been an increased expectation on the use of data within our schools. Schools are given an annual report card that is data driven, the new educator evaluation system is weighted heavily on data use and scheduling of interventions for students is data based. Interventions can be very costly and with resources limited, it is imperative schools identify students in need of extra help correctly and data drives these decisions. This time would be dedicated to the Professional Learning Structure, data analysis, work on the curriculum audit and work on the Educator Effectiveness initiative. The ability to vertically plan will allow teachers the opportunity to create data driven enrichment activities. Support staff will also have the ability to collaborate on goal setting during this time.

The Office of Educational Accountability issued a survey that targeted both Kenosha Unified staff and included a public link for feedback on the 2015-2016 calendar. There was a specific question about middle school early release. The results show that all KUSD staff selected completely or somewhat agree 72.5% and KUSD middle school staff selected completely or somewhat agree 81.1%. The public link also showed support with 82.5% selecting completely or somewhat agree.

At its April 14, 2015, meeting the Curriculum/Program Committee voted to forward this report to the school board for consideration.

Administration recommends that the school board approve the recommendation for an early release schedule at the middle school level effective with the 2015/16 school year.”

Ms. Stevens moved to approve the recommendation for an early release schedule at the middle school level effective with the 2015/16 school year. Mrs. Snyder seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis introduced the Middle School Supply List submitted by Dr. Ormseth and Dr. Savaglio-Jarvis, excerpts follow:

“The request was made by Curriculum/Program Standing Committee member to update the middle school supply list at the August, 2014 Curriculum/Program standing committee meeting. The middle school principals gathered input from middle school teaching staff to create the updated list.

At its April 14, 2015, meeting the Curriculum/Program Standing Committee voted to forward this report to the school board for consideration.

Administration recommends school board approval of the updated middle school supply list for the 2015-2016 school year.”

Ms. Stevens moved to approve the updated middle school supply list for the 2015-2016 school year. Mr. Flood seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis introduced the Report of Contracts in Aggregate of \$25,000 submitted by Mr. Robert Hofer, Purchasing Agent; Mrs. Housaman; Ms. Susan Valeri,

Director of Special Education and Student Support; Dr. Ormseth; Mr. Hamdan; and Dr. Savaglio-Jarvis, excerpts follow:

“School Board Policy 3420 requires that “all contracts and renewals of contracts in aggregate of \$25,000 in a fiscal year shall be approved by the School Board except in the event of an emergency as determined and reported to the School Board monthly by the Purchasing Agent.”

The contracts/agreements in aggregate of \$25,000 that have been added to the Contract Management Database subsequent to March 24, 2015, with approval of the purchasing agent are shown in the database in coral color. Board members may access this database while on district property.

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

- Martin Group - \$213,767 (annual cost);
- Quaver Music - \$143,000; and
- Rosetta Stone Advantage (The product formerly known as “Tell Me More” international language learning software has recently been purchased by the Rosetta Stone corporation. The product formerly known as “Tell Me More” has now changed its name to “Rosetta Stone Advantage” but incorporates the same language learning strategies and techniques previously used in the Tell Me More software.) - \$125,000.”

Mr. Hofer and Sarah Shanebrook-Smith, Coordinator of World Language and Language Acquisition Programs, were present to answer questions from Board members.

Ms. Stevens moved to approve the contracts/agreements with Martin Group, Quaver Music, and Rosetta Stone Advantage as recommended. Mrs. Snyder seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis introduced the School Year 2016-17 Instructional Calendars submitted by Mrs. Lorien Thomas, Research Analyst; Mr. Kristopher Keckler, Executive Director of Information and Accountability; and Dr. Savaglio-Jarvis, excerpts follow:

“The proposed 2016-17 instructional calendars were modeled after the recently approved 2015-16 calendars. The various options related to modified days and durations were based on the results of a KUSD staff survey from December 2014.

In the spring of 2014, Wisconsin removed the historical minimum school day requirement, but did not alter the number of required instructional hours for defined grade levels. The proposed calendars not only meet those requirements, but also include enough minutes for the equivalent of three full instructional days to cover any potential school cancellations.

Certain choice schools, charter schools, and alternative programs align to the majority of the proposed comprehensive calendars, but some may have minor alterations

that best suit their specific programs. The following schools and programs have the approval to deviate from the state mandate for instructional minutes: Brompton, Dimensions of Learning, eSchool, Harborside, Hillcrest, KTEC, and Phoenix Program.

At this time, the Department of Instruction and ACT Assessment group are finalizing the contract regarding the 2017 Spring grade 11 ACT dates. Similar to the 2013-14 and 2015-16 Calendars, the High School calendars will reflect those dates once the contract is completed and communicated.

Administration recommends that the School Board review and accept the 2016-17 Instructional Calendars at its April 28 meeting.”

Mr. Keckler was present to answer questions from Board members.

Mr. Kunich moved to approve the 2016-17 Instructional Calendars. Ms. Stevens seconded the motion. Motion carried. Mr. Flood dissenting.

Mr. Falkofske presented the Donations to the District as contained in the agenda.

Ms. Stevens moved to approve the Donations to the District as contained in the agenda. Mr. Kunich seconded the motion. Unanimously approved.

Ms. Stevens moved to adjourn the meeting. Mr. Kunich seconded the motion. Unanimously approved.

Meeting adjourned at 7:59 P.M.

Stacy Schroeder Busby
School Board Secretary

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Kenosha Unified School District No. 1
Kenosha, Wisconsin
Summary of Cash Receipts and Disbursements
May 26, 2015

CASH RECEIPTS	reference	total
April 2015 Wire Transfers-In, to Johnson Bank from:		
WI Department of Public Instruction	<i>state aids register receipts</i>	\$ 1,254,949.91
District Municipalities	<i>tax settlement - April payment</i>	1,316,083.02
Johnson Bank	<i>account interest</i>	145.28
Bankcard Services (MyLunchMoney.com)	<i>food services credit card receipts (net of fees)</i>	113,551.97
Bankcard Services (TicketSpice.com)	<i>fine arts ticket sales receipts (net of fees)</i>	971.99
5/3 Bank (RevTrak)	<i>district web store receipts (net of fees)</i>	7,811.22
Retired & Active Leave Benefit Participants	<i>premium reimbursements</i>	22,482.29
HHS	<i>head start grant</i>	194,212.20
Various Sources	<i>small miscellaneous grants / refunds / rebates</i>	10,301.17
Total Incoming Wire Transfers		\$ 2,920,509.05
April 2015 Deposits to Johnson Bank - All Funds:		
General operating and food services receipts	<i>(excluding credit cards)</i>	\$ 526,517.72
TOTAL APRIL CASH RECEIPTS		\$ 3,447,026.77

CASH DISBURSEMENTS	reference	total
April 2015 Wire Transfers-Out, from Johnson Bank to:		
<i>payroll & benefit wires</i>		
Individual Employee Bank Accounts	<i>net payrolls by EFT (net of reversals)</i>	\$ 10,640,867.16
WI Department of Revenue	<i>state payroll taxes</i>	247,935.42
WI Department of Revenue	<i>state wage attachments</i>	2,223.64
IRS	<i>federal payroll taxes</i>	4,101,633.01
Diversified Benefits Services	<i>flexible spending account claims</i>	21,711.78
Employee Trust Funds	<i>wisconsin retirement system</i>	1,497,731.65
NVA	<i>vision insurance premiums</i>	11,587.91
Various	<i>TSA payments</i>	320,533.99
<i>general operating wires</i>		
US Bank	<i>purchasing card payment-individuals</i>	165,457.94 *
Kenosha Area Business Alliance	<i>LakeView lease payment</i>	13,333.33
Johnson Bank	<i>banking fees</i>	1,116.90
Various	<i>returned checks</i>	135.25
Total Outgoing Wire Transfers		\$ 17,024,267.98
April 2015 Check Registers - All Funds:		
Net payrolls by paper check	<i>Register# 01007DP, 01008DP, 01908DP, 01009DP</i>	\$ 10,195.79
General operating and food services	<i>Check# 520704 thru Check# 522365 (net of void batches)</i>	8,418,513.00
Total Check Registers		\$ 8,428,708.79
TOTAL APRIL CASH DISBURSEMENTS		\$ 25,452,976.77

*See attached supplemental report for purchasing card transaction information

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

Billing Cycle Ending April 15, 2015

Merchant Name	Total
HOTEL	\$ 20,381.51
WW GRAINGER	\$ 13,276.44
DAKOTA SECURITY SYSTEMS	\$ 12,482.00
AIRLINE	\$ 4,840.30
RESTAURANTS & CATERING	\$ 4,705.60
IN *GAPPA SECURITY SOLUTI	\$ 4,582.15
MENARDS KENOSHA	\$ 4,338.61
GUSTAVE A LARSON COMPANY	\$ 3,469.04
EXPEDIA*1100638181888	\$ 3,344.23
MARK S PLUMBING PARTS	\$ 3,338.26
HALLMAN LINDSAY PAINTS	\$ 3,179.80
KITCHEN CUBES LLC	\$ 3,052.85
INDUSTRIAL CONTROLS	\$ 2,914.33
BATTERIES PLUS KEN	\$ 2,883.52
AMAZON.COM	\$ 2,784.71
TCT*ANDERSON'S	\$ 2,135.77
ULINE *SHIP SUPPLIES	\$ 1,981.60
HAJOCA KENOSHA PC354	\$ 1,927.80
VIKING ELECTRIC - KENOSHA	\$ 1,823.24
VEHICLE MAINT. & REPAIR	\$ 1,758.17
FIRST SUPPLY LLC #2033	\$ 1,727.33
EDS ARCHITECTURAL OPENING	\$ 1,713.85
3654 INTERSTATE	\$ 1,713.42
TJM PROMOTIONS	\$ 1,680.00
HMCO *BOOKS	\$ 1,523.90
HYDRO-FLO PRODUCTS INC	\$ 1,511.10
APL*APPLE ONLINE STORE	\$ 1,500.00
STU*SHINDIGZ DECORATIO	\$ 1,248.36
TOOLBARN	\$ 1,146.00
USPS 56428002632502569	\$ 1,142.31
DISNEYNATURE	\$ 1,120.00
TOP USA	\$ 1,116.36
MENARDS RACINE	\$ 1,109.40
POSITIVE PROMOTIONS INC	\$ 1,033.73
IN *B AND L OFFICE FURNIT	\$ 995.00
NATL COUNCIL ON EDUCAT	\$ 990.00
RESOURCES FOR EDUCATORS	\$ 956.00
HALOGEN SUPPLY COMPANY	\$ 946.55
CITY ELECTRIC SUPPLY	\$ 900.00
N C T M	\$ 897.00
BUREAU OF EDUCATION AND R	\$ 845.00
WEBCONNEX.COM/CHARGE	\$ 830.06
AMAZON MKTPLACE PMTS	\$ 808.91
CHESTER ELECTRONIC SUPPLY	\$ 802.64
AMERICAN TIME	\$ 800.90
SHERWIN WILLIAMS #3180	\$ 791.61
MIDCO 800-536-0238	\$ 760.69
NELSON ELECTRIC SUPPLY	\$ 755.06

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

Billing Cycle Ending April 15, 2015

Merchant Name	Total
ONE JET	\$ 741.30
BARNES&NOBLE*COM	\$ 724.68
WILL ENTERPRISES	\$ 717.00
VISTAPR*VISTAPRINT.COM	\$ 698.16
PAYPAL EBAY MARKTPLC USD	\$ 695.00
PAYPAL *USDC	\$ 684.50
DOLLARTREE.COM	\$ 679.52
TAMPA BAY EDUCATIONAL PAR	\$ 675.00
TPRS PUBLISHING INC.	\$ 660.00
JOHNSTONE SUPPLY	\$ 653.38
IN *A BEEP, LLC	\$ 649.00
234 WISC- MILWAUKEE	\$ 619.20
MOTION INDUSTRIES WI04	\$ 607.53
WI ASSOC OF SCHOOL PERS	\$ 585.00
CDW GOVERNMENT	\$ 552.00
AMERICAN LOCKSETS	\$ 532.48
GLENROY, INC.	\$ 518.00
NSPRA	\$ 504.00
PAYPAL *UNBEATABLES	\$ 495.95
G2 PRINTING	\$ 468.82
BOSCH PACKAGING SERVICE	\$ 463.58
ESCIENCE LABS LLC	\$ 457.90
OFFICE DEPOT #1105	\$ 453.62
DISCOUNTMUGS.COM	\$ 450.00
THE TIRE RACK	\$ 439.20
IVIE ENTERPRISES INC	\$ 425.55
WAL-MART #1167	\$ 419.00
WORKPLACE PRO	\$ 414.80
WI INNOVATIVE SCHOOLS	\$ 400.00
FESTIVAL FOODS	\$ 399.96
SKILLPATH SEMINARS MAIN	\$ 399.00
MAYFAIR RENT A CAR KENO	\$ 397.73
THE TRANE COMPANY	\$ 396.78
IN *ELITE APPAREL LLC	\$ 392.00
4IMPRINT	\$ 381.02
UWW CAMPS AND CONFERENCES	\$ 380.00
ADOBE SYSTEMS, INC.	\$ 379.67
LYNCH CHEVROLET	\$ 357.67
NPC*NEW PIG CORP	\$ 354.76
BEST BUY 00011916	\$ 327.69
TCD*GALE	\$ 326.95
DA-MIL100	\$ 325.88
CEREBELLUMCORP	\$ 318.04
FOCUSEDFITNESS LLC	\$ 316.25
RAYMOND GEDDES	\$ 315.17
CLASS 1 AIR INC	\$ 313.80
FASTENAL COMPANY01	\$ 308.26
1000BULBS.COM	\$ 307.88

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

Billing Cycle Ending April 15, 2015

Merchant Name	Total
WISCONSIN CENTER FO	\$ 306.00
IN *SCENTCO, INC	\$ 297.11
BLOCK IRON & SUPPLY CO,	\$ 294.30
CLASSROOM SUPPLY MART	\$ 288.89
CONNEY SAFETY	\$ 283.71
STAR LINE BATON CO. IN	\$ 250.50
CARLEX 800-526-3768	\$ 248.77
ACADEMIC THERAPY PUBLI	\$ 242.00
ORIENTAL TRADING CO	\$ 224.00
PALMER HAMILTON LLC	\$ 221.77
GFS STORE #1919	\$ 221.06
DIRECT ATHLETICS INC.	\$ 215.00
AT&T*BILL PAYMENT	\$ 214.31
PODS #58	\$ 208.00
OFFICEMAX/OFFICEDEPOT6358	\$ 206.18
PENSKE MAYFAIR RENT A CA	\$ 200.83
MCMaster-CARR	\$ 200.34
COLLEGEBOARD*PRODUCTS	\$ 200.00
I D WHOLESALERS	\$ 186.00
SP * SPIKEBALL INC	\$ 180.00
GIH*GLOBALINDUSTRIALEQ	\$ 177.89
SHUTTLE EXPRESS INCORPORA	\$ 175.00
FABCO RENTS	\$ 174.70
DOLRTREE	\$ 169.00
MONOPRICE INC	\$ 164.43
BARNES & NOBLE #2037	\$ 161.68
COACHUSA/MEGABUS	\$ 156.00
HIGHWAY C SVC	\$ 155.34
ALUMINUM FENCE CORP.	\$ 153.50
WALGREENS	\$ 149.08
LYNCH ISUZU TRUCK CTR	\$ 145.44
GOLF TEAM PRODUCTS	\$ 140.00
IN *CONSCIOUS DISCIPLINE	\$ 138.00
MONOPRICE COM	\$ 133.45
GFS MKTPLC #1919	\$ 132.75
AMERICAN EDUC RESEARCH AS	\$ 130.00
TEACHER'S DISCOVERY	\$ 129.60
ELI RESEARCH NC 800 223	\$ 129.00
PIGGLY WIGGLY	\$ 128.89
PAYPAL *BETTYMILLSC	\$ 126.94
IN *BOOMERANG PROJECT (83	\$ 120.57
AIRGASS NORTH	\$ 120.17
PETSMART INC 1636	\$ 120.11
WM SUPERCENTER #1167	\$ 116.91
JOHNSON CONTROLS SP	\$ 112.95
NORDICSUPPL	\$ 111.70
VIKING ELECTRIC-CREDIT DE	\$ 111.68
SCROLLS UNLIMITED	\$ 109.70

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

Billing Cycle Ending April 15, 2015

Merchant Name	Total
PARTY CITY	\$ 106.52
TEACHERSPAYTEACHERS.COM	\$ 102.92
MOBYMAX	\$ 99.00
AIRPORT PARKING EXPRESS	\$ 96.00
JACKS SMALL ENGINES & GEN	\$ 94.40
FARM & FLEET STURTEVAN	\$ 93.39
KENOSHA AREA BUSINESS	\$ 90.00
HESCO INC	\$ 89.75
ZORO TOOLS INC	\$ 89.38
CROWN TROPHY	\$ 84.42
DICKOW CYZAK TILE CARP	\$ 80.00
PAYPAL *FOUNDATIONF	\$ 80.00
ASSOC SUPERV AND CURR	\$ 78.97
ARC*SERVICES/TRAINING	\$ 76.00
HOUSTON TRANSPORT SVC	\$ 75.77
TLF SUNNYSIDE FLORIST OF	\$ 75.00
B&H PHOTO, 800-606-6969	\$ 74.95
ASHLEY CAB SERVICES	\$ 70.95
QUILL CORPORATION	\$ 70.44
PAYPAL *AEROMARINE	\$ 70.02
SECOND LANGUAGE PROMOT	\$ 69.00
ADAFRUIT INDUSTRIES	\$ 66.82
DICKS SPORTING GOODS#753	\$ 66.43
NAESP-PEAP	\$ 60.00
WUFOO.COM/CHARGE	\$ 59.90
ANIXTER/CLARK/TRI-ED	\$ 51.79
FIRST BOOK	\$ 50.40
MAILCHIMP	\$ 50.00
MEDIAFIRECHARGE.COM	\$ 49.99
PICK N SAVE	\$ 49.08
IN *BIG RED CONSULTING	\$ 49.00
PROVANTAGE LLC	\$ 48.34
YELLOW CAB COMPANY	\$ 45.00
JOHN WILEY & SONS, INC	\$ 43.95
ZORN COMPRESSOR	\$ 40.89
TLF FLOWERS BY JOSEPH	\$ 40.00
PRAIRIE SIDE TRUE VALUE	\$ 39.44
TAXIPASS HOUSTON KIOSK	\$ 39.42
DG HARDWARE	\$ 39.34
MIDWAYUSA.COM	\$ 38.98
ROC*ROCKLER WDWK HDWE	\$ 37.47
PAYPAL *AIRSERVER	\$ 35.97
WWW.PAPERCLIPSETC.COM	\$ 35.94
PARKSIDE TRUE VALUE	\$ 35.47
AMERICAN CERAMIC S - CPC	\$ 34.95
SPARKFUN ELECTRONICS	\$ 34.57
RVT*KENOSHA UNIFIED SD	\$ 30.00
HARBOR FREIGHT TOOLS 358	\$ 28.96

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

Billing Cycle Ending April 15, 2015

Merchant Name	Total
A MAIN HOBBIES	\$ 25.11
YUTKA FENCE	\$ 25.00
ADOBE *EXPORT PDF SUB	\$ 23.88
PHOENICIA SPECIALTY FO	\$ 22.70
GOEXPRESSTRAVEL.COM	\$ 20.00
TEACH TCI	\$ 20.00
JOANN FABRIC #0576	\$ 19.96
HOBBY LOBBY #350	\$ 19.76
AUER STEEL - MILWAULKEE	\$ 15.00
THE UPS STORE 3860	\$ 15.00
STAPLES 00106104	\$ 12.66
EASYKEYSCOM INC	\$ 12.00
BADGE A MINIT	\$ 9.95
SOUTHPORT VACUUM	\$ 8.50
HOERNEL LOCK & KEY OF KE	\$ 8.40
US Bank Purchasing Card Payment - Individuals	\$ 165,457.94

KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, Wisconsin

May 26, 2015

Administrative Recommendation

It is recommended that the April 2015 cash receipt deposits totaling \$526,517.72, and cash receipt wire transfers-in totaling \$2,920,509.05, be approved.

Check numbers 520704 through 522365 totaling \$8,418,513.00, and general operating wire transfers-out totaling \$180,043.42, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the April 2015 net payroll and benefit EFT batches totaling \$16,844,224.56, and net payroll check batches totaling \$10,195.79, be approved.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Tarik Hamdan
Chief Financial Officer

Heather Kraeuter, CPA
Accounting & Payroll Manager

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**Kenosha Unified School District
Kenosha, Wisconsin**

May 26, 2015

Head Start State Supplemental Grant – 2015-2016 School Year

Approval from the Board of Education is requested to submit and implement the Head Start State Supplemental Grant for the 2015-2016 school year. The funding for this grant is \$335,954. It is designed to supplement the operating costs of the Kenosha Unified School District Head Start Child Development Program.

Grant Title

Head Start State Supplemental Grant

Funding Source

State of Wisconsin

Department of Public Instruction

Grant Time Period

July 1, 2015 to June 30, 2016

Purpose

The purpose of the Head Start program is to provide comprehensive services in the areas of health, education, social services, and parent involvement for low-income preschool children and their families. This grant will service 59 high-risk children that will be three or four years of age on or before September 1, 2015. Funds will be utilized to serve the children and their families in all program component areas as required in the Head Start Act and through the Head Start Performance Standards.

Number of Students Served

59 Eligible Head Start Students

Relationship to District Goals

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

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

Fiscal Impact

See attached Fiscal Impact statement.

Program Services

Funding received through the Head Start State Supplement Grant remained flat for the 2015-16 school year, sustaining the funding reduction that occurred for the 2014-15 school year. The

number of Head Start children served will remain at 59 children. This state grant will cover the cost for:

- 2 teachers
- 2 educational assistants
- 1 family service provider
- Meals and snacks for state funded Head Start children
- Software (Teaching Strategies GOLD™) that is used to assess the children's progress
- Bus monitors for busses that transport Head Start children (required by Head Start Performance Standards).

Evaluation Plan

- The Head Start program meets a community need for the services that it provides. This is evident through the maintenance of a Head Start waiting list of families that qualify for the program.
- Student achievement in the eight outcome areas required by Head Start for each individual child and the growth of the child will be reported to parents/guardians three times during the school year.
- Semi-annual Program Report to the Policy Council and School Board.
- Semi-annual Program Plan Report to the Head Start Region V office in Chicago.
- Head Start monthly reports (HS 22) to the Policy Council and School Board.

Staff Persons Involved in Preparation of the Grant Application:

Belinda Grantham, Director of Early Education

Lisa KC, Assistant Director Head Start

Danel Franks, Policy Council President

Lynda Dower, Family & Community Coordinator

Samantha McGovern, Education and Disabilities Coordinator

Elizabeth Rebollar, Health Coordinator

Administrative Recommendation

At its May 12, 2015, joint meeting, the Audit/Budget/Finance and Curriculum/Program Standing Committees voted to forward this grant to the school board for consideration. Administration recommends that the school board approve the request to submit and implement the 2015-2016 Head Start State Supplemental Grant.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Dr. Floyd Williams
Assistant Superintendent of Elementary
School Leadership

Ms. Belinda Grantham
Director of Early Education

Ms. Lisa KC
Assistant Director Head Start

Fiscal, Facilities and Personnel Impact Statement

Title: Head Start State Supplemental Grant

Budget Year: 2015-16

Department: Early Education

Budget Manager: Belinda Grantham

REQUEST

Approval from the Board of Education is requested to submit and implement the Head Start State Supplemental Grant for the 2015-2016 school year. The funding for this grant is \$335,954. It is designed to supplement the operating costs for the Kenosha Unified School District Head Start Program

RATIONALE/ INSTRUCTIONAL FOCUS

This grant serves the social/emotional, academic, and health needs of low-income three and four year old children and their families. Children who qualify must reside within the boundaries of Kenosha Unified School District. The Head Start approach provides the foundation for implementing systemic and integrated comprehensive child development services and family engagement efforts that lead to school readiness for young children and families. This supports stronger attendance rates, academic performance, and higher graduation rates in later years.

IMPACT

This supplemental grant will provide:

- Funding for staffing (teachers and educational support personnel) to serve 59 children within the requirement of the Head Start Performance Standards and Head Start Act.
- Funding for Head Start support staff (Family Service Providers) for families of Head Start children.
- Funding for breakfast, lunch, and snacks for Head Start children.
- Funding for bus monitors.

BUDGET IMPACT

Object Level	Descriptive	Amount
100's	Salaries	\$157,724.00
200's	Fringes	\$154,593.00
300's	Purchased Services	\$17,837.00
400's	Non-Capital Objects	\$5,800.00
500's	Capital Objects	\$0.00
		\$0.00

	TOTAL	\$335,954.00
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This is a ☐ one-time or a ☒ recurring expenditure

FUNDING SOURCES
Select Funding Sources:
Head Start State Supplemental Grant

KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, Wisconsin

May 26, 2015

Kenosha eSchool Charter Contract Renewal

On July 1, 2006, the Board of Education first approved the request for charter school approval for the Kenosha eSchool, initially for a five (5) year period. Another renewal for three (3) years was granted on August 24, 2010. The charter was also updated and approved for another three (3) year period on September 27, 2011, mainly due to the expansion to grades 6-8.

On May 22, 2012, the Kenosha eSchool Charter was brought to the Board and a three (3) year extension agreement was approved. The May 22, 2012, approval was supported for various reasons. The KUSD transformational design goal (#1) addressed expansion of online learning opportunities for all students. Due to the growing need and interest of online learning at all grade levels, the eSchool requested to expand and offer an elementary online option, which resulted in the expansion of the Kenosha eSchool to include grades K-5. The District also needed to provide necessary educational options for secondary school students during the second year of dramatic budget cuts. In addition, the KUSD school board had requested that all of the existing charter schools would align their charter contract language to a communal layout, presentation, and understanding. At the same time, the Wisconsin Department of Public Instruction utilized the Charter School Contract Reviewer Benchmarks instrument, and identified key areas that needed to be present in a charter school contract. Some of the changes were the result of the reviewers' suggestions and recommendations.

The most recent charter renewal has identified needed changes in the following areas.

1. Replacement of individual names with the position titles.
2. Updating names of organizations and groups that have changed or been eliminated.
3. Updating practices and procedures that reflect the current operation of the school.
4. Allows the authorizing body (the Kenosha Unified School Board) flexibility to address funding of the school on an annual basis.
5. Reflect changes in state law.

RECOMMENDATION

At its May 12, 2015, meeting, the Curriculum/Program Committee reviewed the report but no action was taken due to lack of a quorum. Administration recommends that the school board approve the proposed three (3) year contract for the Kenosha eSchool as presented for the period of 2015-2018.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Dr. Bethany Ormseth
Assistant Superintendent of Secondary School Leadership

Dr. Floyd Williams
Assistant Superintendent of Elementary School Leadership

Mr. Daniel Tenuta
Principal, Kenosha eSchool

Kenosha Unified School District No. 1
Kenosha, Wisconsin

Kenosha eSchool Charter Contract

This agreement is made as of the **26th day of May 2015** between the Board of Education for the Kenosha Unified School District No. 1 ("Board") and the Kenosha eSchool.

Terms of the Contract

The term of this contract will be for a period of three (3) years commencing on the **26th day of May 2015**, with a revised agreement for a successive three (3)-year period.

It is understood and agreed that the Kenosha eSchool will follow all of the established District Policies and Procedures, unless stipulated differently in other provisions in this contract or provided by law.

Administrative

Sponsors. The sponsors will be ~~Mr. Kris Keekler, Mr. Dan Tenuta, and Ms. Karen Davis~~ **Daniel Tenuta**, Kenosha eSchool Principal, the Assistant Superintendent of Secondary School Leadership, and Assistant Superintendent of Elementary School Leadership.

Person(s) in Charge.

Person(s) in Charge. The person responsible for administrative leadership of the Kenosha eSchool will be ~~Mr. Kristopher Keekler~~ **Daniel Tenuta**, the Kenosha eSchool Principal/Director. He will serve as full-time Principal/Director of the school. ~~Mr. Keekler~~ **Daniel Tenuta, the Kenosha eSchool Principal/Director** will work closely with the Governance Board to ensure that the educational goals of the Kenosha eSchool are carried out. He will be responsible to the Board of Education for meeting the terms of the contract, financial accountability, serving as an instructional leader, overseeing instruction and staff development, managing the building, hiring of all personnel, and handling student discipline. ~~Mr. Keekler~~ **Daniel Tenuta, the Kenosha eSchool Principal/Director** will also be responsible for overseeing secretarial/clerical procedures such as attendance and health records. He will also oversee the administration of assessment and evaluation of programs and all staff. If the Principal/ Director should leave his position, central office personnel in consultation with the Kenosha eSchool Governance Board will choose a replacement. Any administrative appointments will be approved by the KUSD Board of Education based on the recommendation of a replacement from the KUSD superintendent.

Advisory/Governance Board. The Kenosha eSchool Governance Board will be accountable to the District Board of Education in seeing that the District policies, rules, and academic standards are adhered to and maintained. The Governance Board will be

independent as it relates to policies, procedures, rules, and programming not required by Board of Education policies, rules, and/or directives. The Governance Board and Board of Education **will may** jointly meet periodically to discuss student achievement, student activities, parental involvement, reporting, and autonomy issues. The Governance Board will have participation relative to the eSchool Policy, budget development, staffing, and program evaluation.

The Kenosha School Board will be the chartering agent, thus the eSchool will be considered an instrumentality charter. State exemptions for charter schools which Kenosha eSchool will take advantage of are as follows: flexible school day, flexible calendar, or inclement weather days, student created personal schedule, the definition of habitual truancy, teacher workload description, maximum age of student, and disciplinary process for removal. No Charter policies or procedures will be in conflict with existing School Board policies and rules, unless stipulated in this contract, or State and Federal laws and regulations. Where any of the above are silent the eSchool's Governance Boards policies, rules, and regulations will prevail.

The Kenosha eSchool will be an instrumentality charter that assumes authorization by the Kenosha Unified School District Board of Education and all personnel involved in the Kenosha eSchool will be employees of the Kenosha Unified School District. Kenosha Unified School District as well as Kenosha eSchool are not connected or affiliated with any religious denomination or organization and thus our practices, programs, admission policies, employment practices, and all other operations and practices are not directed or influenced by any religious denomination or organization.

The following KUSD policies are waived for the Kenosha eSchool. Kenosha Unified School District policy 5310-Student Attendance is waived as it relates to a student's physical presence in a KUSD building at prescribed times of the day. KUSD policy 4280-Employee Attendance and Punctuality is waived as it relates to a teacher's daily attendance for instructional purposes. The waiver does not apply to attendance at an IEP, Intervention/Accommodation Plans, 504, District professional development, curriculum, and/or staff meetings. KUSD policy 4351- Staff Work Schedule is waived and modified to the extent that regular work hours are limited by specific time of the day. ~~All KUSD policies must be in agreement with the collective bargaining agreement of the Kenosha Education Association.~~

The Governance Board may request of the KUSD Board a variance from or absolution from additional Board policies. The discretionary operational budget of the eSchool will be administered by the eSchool Principal/ Director and the Governance Board.

Nonsectarian. The Kenosha eSchool is nonsectarian in its programs, admissions policies, employment practices, and all other operations. The Kenosha eSchool faculty, staff, equipment, supplies, curriculum, and teaching content shall be free of all religious or other sectarian symbols or influences.

Educational Program

The Kenosha eSchool will use new and emerging technologies that expand the boundaries of ~~space~~ **location** and time to provide high quality standards-driven curriculum. The staff, in collaboration with parents and guardians, will endeavor to empower all students to develop their potential to the fullest, while taking ownership of their individual academic progress. Kenosha eSchool will create a learning environment that is able to accommodate students' varying physical locations. The eSchool allows parents/guardians one more option to consider when determining their child's individual educational needs.

Grades. The eSchool will service Kenosha Unified students in grades K-12, with options for full time (grades K-12) and part time enrollment (**grades 6-12 only**), as identified by their individual interest and need. Elementary (grade K-5) students are expected to be enrolled as full time eSchool students. **Multiple school or part time enrollments for grades K-5 students will not be a standard practice. Exceptions to the part time elementary enrollment restrictions will be on a case-by-case basis, with special consideration for student with IEPs, DEPs, or 504s.**

Mission. The Kenosha eSchool, in partnership with ~~the Wisconsin eSchool Network, Inc.~~ **the Wisconsin Digital Learning Collaborative**, exists to utilize new and emerging technologies providing students' access to high-quality standards-driven curriculum in an environment that is self-paced and accommodating to students' varying physical locations and individualized plans.

Curriculum. In order to provide high-quality, standards-driven, proven curriculum, courses will be provided through shared resources with other online school providers or organizations that have developed and aligned these courses. Kenosha eSchool will be doing this in conjunction with the ~~Wisconsin eSchool Network, Inc.~~ **Wisconsin Digital Learning Collaborative**, by using its research and present course list to provide the best online product for our students. Courses will only be considered that have the ability to be modified to comply with the existing KUSD curriculum, KUSD standards and benchmarks, and allow for local teacher flexibility in the course delivery. Courses must also be ADA (American Disability Act) and SCORM (Shareable Content Object Reference Model) compliant. As the skill level and experience of online teachers develops, additionally locally developed courses may become available. Using the adoption process for new courses, and for major updates of existing courses, the eSchool curriculum will be reviewed as outlined by KUSD Policy 6800, Course Adoption. Online curriculum reviews would also include the following: obtaining test accounts for instructional review, comparison of existing district standards, and consultation with the district content ~~consultants~~ **coordinators**.

Students will be expected to have a home computer and Internet access. Students may also use community computer facilities (i.e. local libraries). District support would not be available for hardware and software on their personal computer. Students will be liable for any improper use of the Internet and/or email. If using district Internet access, the

email and Internet will be tracked. Any improper use will result in loss of use of district equipment and services and possible dismissal from the eSchool program.

The curriculum is designed to address the educational goals as described in Wisconsin Statutes 118.01(2). The curriculum course requirements and instructional programs will be consistent with the previously mentioned goals. Administrators, teachers, parent/guardians, and mentors share responsibilities for students meeting the goals and expectations as described in 118.01(2).

Community Need. The Kenosha community, through work on the Board approved Strategic Plan, has determined that there is a need for choice schools in the district. Kenosha eSchool provides seats in numerous online courses. ~~These courses do not have a need for physical classroom space since~~ Students can access their courses from anywhere there is Internet access. Some students could utilize computers on campus or other public locations.

The Kenosha eSchool offers students in the district additional choices to take ownership of their education and schedule. For a significant number of students the traditional curriculum, calendar, and school day do not meet their needs. For some students, various obstacles may interfere with the normal progression of educational experiences. For others, the eSchool can provide unique opportunities to enrich or expand their educational experiences.

Any students involved in the eSchool would benefit from the individualization and flexibility that can exist in an online school environment. Although it is expected that a majority of the students would complete courses within a traditional course time frame, the eSchool makes it possible to compress or expand the time to best meet their educationally defined needs.

The eSchool has established a minimum time frame for any accredited course. No credit will be awarded for any student enrolled in a course for less than 15 school days. This has been established to validate the understanding and progression of the student in the course, as well as to address NCAA endorsement of online courses. Online schedules may be modified to best fit the particular need of a student.

Methods of Attaining Educational Goals.

Instructional Framework. Students, parents/guardians, or mentor/coaches will have access to their student's electronic grade book 24 hours a day, 7 days a week. Other individual testing and assessments will be available on an as needed basis. Some of the assessments included in the Kenosha eSchool will be: auto-graded quizzes, threaded discussions, worksheets, research papers, oral exams, presentations, letters, or brochures created as part of a project. A proctor will administer all course finals and a passing grade on the final exam must be achieved to receive credit for the course.

An Online Perceiver Instrument will be used to review the components of quality online schools and programs. Information will be gathered from the Governance Board, students, mentor/coach/parent, and online teachers to identify the strengths and effectiveness of the school and assist in future planning and goals.

School Day Structure. There is the potential for enrolling full time in Kenosha eSchool. Schedules for students enrolled part time and students enrolled full time will be different. Whether **high school** students are enrolled full or part time, they may take a maximum of 4 courses at once, unless approval is granted through mitigating circumstances, such as credit deficiency. The continuous enrollment gives students numerous options for a flexible schedule. **Middle school students that are enrolled full or part time may take a maximum of 6 courses at once, unless approval is granted through mitigating circumstances.**

The flexibility of online learning allows students and their family the opportunity to determine what type of schedule is most feasible in their particular situation. Although the time and place where students work may be very different, their coursework and expectations will have significant structure. Students with extenuating circumstances might need to have an extension beyond the traditional time frame in order to complete their work. Online students have a great deal of flexibility in this fashion. Students would access their assignments on-line, communicating regularly with the teacher for clarification, explanation, or revisions in their work. Students would be able to work on their assignments at any time that is convenient for them. For example:

- Teen parents might do their coursework while their child or children are napping or in bed for the night.
- Self-supporting students might work full-time and do their coursework in the evening or on weekends.
- Voluntarily withdrawn or homebound students might work 6 hours one day and 3 hours the next.
- Students in a treatment program, or who are incarcerated, may be told when they will be working on their assignments.
- Other students might work on their course(s) at the same time every day from the LMC or another location in their local building where they might be multi-school enrolled.
- Students who are not effective at 7:30 a.m. might take one online course and begin school at 9:15 a.m.

Instructional Practice. **Online research based/innovative instructional and grading practices will be used by all instructional staff.** The students will communicate with their teacher in several ways, though mostly electronically. The most typical method would be through emails. Some projects may have 3-dimensional components. Students can take pictures and send them electronically. Simple questions or clarifications on assignments would most often occur using this method. However, secondary forms of communication are used: ~~chat rooms~~ web conferencing, white boards, telephones, and

face-to-face contact. Online instructional guidelines and standards as identified by iNACOL will be promoted.

Teachers would post office hours each week, at which time they would be available to students via a discussion group where several students could participate in a discussion or tutoring session synchronously. This option includes a white board that would be visible to all in the discussion group at that time. Teachers can call on individual students to solve a math problem or demonstrate an idea using a mapping or graphing technique. The teachers would be able to make changes or suggestions as the students are working on the white board and at the end of the session the students could print out all of the notes that would have been created on the white board during that session. Several students might work on a group project in this manner. Course discussions could also occur asynchronously. The teachers might start a discussion stream and students would be expected to participate over a week or two and be graded on the quality of their responses. Assignments might be submitted directly online, as email attachments, via the postal service, or some projects might actually be hand delivered to the eSchool office. Students would be expected to demonstrate regular progress with their work.

Student/teacher contacts would be expected at a minimum of 2-3 times per week. Contacts include feedback on assignments, responding to questions, clarifying assignments, or other grade reports. These contacts would typically be in the form of emails or phone calls. Minimally, twice each month, the students, as well as the designated adult (parent/mentor/coach) for the students would receive a written report of the students' progress as compared to the benchmarks showing whether or not their progress was on track to meet their course completion goals. If the teacher has not been able to contact students or see any signs of progress in their work, the designated adult would be contacted. This adult would also have online access to an individual student's current grade and progress. Students may forfeit their online opportunities if regular progress does not occur and they are not communicating any special needs to the teacher.

Special Education. The Kenosha eSchool will do everything within its power to recruit and maintain a student demographic that is similar to other schools within the community. All ADA requirements will be met. Successful online students have specific characteristics defining how they operate. These skills are: time management, organization, ownership for learning, self-advocacy, problem solving, computer literacy, read and follow detailed directions, and have effective writing skills. The students in conjunction with their instructor and mentor/coach must work on any weakness in these skills. Since students will have an Individual Learning Plan based on their needs and goals, the learning team can determine whatever accommodations are needed for individual students, and the planning can occur to best provide for those needs.

Students with special needs are also eligible for Kenosha eSchool. They must have an updated IEP (Individualized Education Program) for full time enrollment. A special face-to-face meeting with the course instructor, special education teacher, student, and mentor/coach will occur to determine if the eSchool is the student's LRE (Least Restrictive Environment). The eSchool has found online learning to be successful for

students with special needs. The following is a list of accommodations for students with special needs.

As defined by an IEP/ 504, some accommodations may include:

- Extended time on lessons and tests
- Flexibility in start and end dates
- Prepared notes and reviews of lessons
- Non-threatening means of communication with the instructor
- Clear rubrics for assessments
- Regular communication with parents on course progress
- Opportunity to revise and resubmit assignments
- No lost assignments

School Calendar. The Kenosha eSchool will generally follow the Kenosha Unified School District calendar. However, some flexibility in scheduling the school day may be necessary to accomplish the mission of the school. The eSchool will provide educational services to its pupils for at least 150 school days each year per state requirements.

Electives. The eSchool will offer a selection of elective options based on availability of curriculum and instructional staff. Examples could include Art, World Languages, and Business courses.

Honors Programming/ AP Courses. “Weighted” honors credits will be offered at the Kenosha eSchool. However, these courses will be limited to courses that fall within the areas of Math, Science, English, Social Studies, **and World Languages**. Elective area courses, outside of these academic areas, will not be offered at the honors level. AP courses will also be offered ~~to juniors and seniors~~ at the Kenosha eSchool in areas where certified staff and enough interested students are available. Similar to other district high school students, eSchool students will be allowed to travel to another school to take an AP course that is not offered at the eSchool.

Methods of Measuring Student Progress

Student Evaluations. The Kenosha eSchool assessment and graduation process prepares students to gain experience in the emerging realm of online instruction and individualization. Students graduate, and receive a diploma from the Kenosha eSchool by successfully meeting course standards that demonstrate essential skills and knowledge. Students will be regularly assessed, both formally and informally. The form of student assessment will vary depending on instructional goals but will include tests, quizzes, papers, projects, labs, oral exams, and presentations.

Academic Grading Scale. The existing KUSD grading scale will be used to establish the earned mark for each eSchool course.

Annual Testing. Full Time eSchool Students will participate in the statewide assessment

program. Using the same standardized norm referenced tests that are used throughout the District will assist the Board in assessing the academic progress of eSchool students.

Report Cards/ Student Transcripts. Report cards will be completed quarterly. Transcripts are available upon request as they are at other district high schools. ~~Kenosha eSchool transcripts will not include a class rank statistic.~~ **Class ranking** information will be made available to students applying for scholarships, but will not generally be included as a statistical category. The existing practice aimed at reporting progress for elementary students and holding parent meetings will also be utilized.

Graduation Requirements. Students applying for graduation and diploma from the Kenosha eSchool will meet all the requirements as set forth in KUSD Board Policy 6456-Graduation Requirements. The eSchool will not assign a valedictorian/ salutatorian, but rather define and practice a “laude” component for graduation recognition.

Governance/Advisory Method.

Governance Method. The Kenosha eSchool will be governed by the Governance Board in conjunction with two nonvoting advisors, the Principal/Director and administrative assistant. The Governance Board will consist of at least five (5) to seven (7) members. Members may be parents, community organization representatives, or higher education members, and one member may be a KUSD employee but not an employee at the eSchool. A Kenosha eSchool student may serve in a nonvoting advisory capacity to the Governance Board. The Governance Board may be five (5) parents. New members to the Governance Board will adhere to the designated selection process. The eSchool Governance Board will meet on a ~~monthly~~ regular basis to review school policies and maintain awareness of program progress.

Methods to Ensure Parental Involvement. Since all students and parents will have email connections to the school, this will be a primary source of disseminating general information. Information will also be provided via the Kenosha eSchool website and other media. Opportunities for parent interaction with staff are planned in an online discussion format similar to that which students in the same course might have with their instructor. Formal and informal face-to-face meetings such as an orientation session may be planned as deemed appropriate.

Community Relations. The Kenosha eSchool will identify one or more community organizations and/or businesses that would be interested in providing an on-going relationship with the Kenosha eSchool. These relationships may provide any of the following: mentors, assistance in securing needed resources, and opportunities for community experiences for Kenosha eSchool students.

Information regarding Kenosha eSchool will be provided on a link from the district website. This site will be updated on a regular basis. Articles will be provided to the district newsletter and other appropriate district-wide publications. The eSchool will ~~publish newsletters~~ create promotional videos, and hold periodic informational sessions. ~~A student service club will perform charitable work for the community.~~ All promotional and advertising material will first go through the KUSD ~~Public Relations Department~~ **Office of Communications**. The Kenosha eSchool website ~~and quarterly newsletters~~ will publish and/or provide links to the names and contact information of the Kenosha Unified School Board, eSchool, Governance Board, and eSchool Staff.

Marketing. The Kenosha eSchool will actively participate in marketing the school program and offerings to the greater Kenosha area through a variety of means. These would include:

- Website link from the KUSD home page with application forms and contact information
- Informational brochures distributed to district schools and other community agencies
- Community Meetings
- Informational presentations for prospective students/ parents
- Articles in high school and district newsletters
- Articles in the Kenosha News
- News releases to area radio stations
- Personal contacts with key individuals such as Cluster Leaders, Guidance staff, School Board Members, etc.
- School Choice Presentations

Non-Discrimination Statement. The Kenosha Unified School District No. 1 is an Equal Opportunity Educator/Employer with established policies prohibiting discrimination on the basis of age, race, creed, religion, color, sex, national origin, disability or handicap, sexual orientation, or political affiliation in any educational program, activity, or employment in the District. The Superintendent of Schools/designee (262-359-6320) addresses questions regarding student discrimination, and the Executive Director of Human Resources (262-359-6333) answers questions concerning staff discrimination.

Teacher Qualifications.

Teacher Qualifications. Qualified and certified staff will be employed for the Kenosha eSchool. Due to the need to evaluate, modify, and develop coursework, as well as performing teaching tasks, staff will be sought with a preferred 5 or more years of experience. Successful completion of ~~the Wisconsin~~ **an approved** online training requirement is mandatory for instructional employment in the Kenosha eSchool. All eSchool staff will be required to participate in the assigned eSchool and district staff development programs.

eSchool Teachers will provide direct pupil instruction for at least the applicable number of hours specified in Wisconsin s. 121.02 (1)(f) 2 each year, and no more than 10 hours in

a 24-hour period may count towards those requirements. The eSchool Principal will also ensure that all instructors and support staff respond to inquiries from pupils and parents or guardians of pupils by the end of the first school day following the day on which the inquiry was received.

Selection of Personnel. The posting of positions will follow the established format for Kenosha Unified School District. ~~The eSchool Principal will recruit teachers through site-based faculty meetings describing Kenosha eSchool as well as district wide emails.~~ The Kenosha eSchool will adhere to all Human Resource posting and hiring policies. Instructional staff for the eSchool will be employed by the eSchool either by extended day contracts for existing teachers or full-time or part-time instructors. The selection of these instructors will be governed and decided by the existing KUSD hiring practice. The Kenosha eSchool Principal will conduct interviews in accordance with existing district guidelines. eSchool staff, students, and Governance Board members may participate on the interview team. All Hiring decisions will be finalized by the eSchool Principal.

Employee Status. All Kenosha eSchool staff members will be employees of KUSD and are entitled to all of the rights and benefits of other similar employees of KUSD following already established salary schedules and benefit programs. A consistent and agreed upon contract for extended day assignments will be used when necessary. Kenosha eSchool staff members are employed teaching staff of the Kenosha Unified School District ~~and will be members of the Kenosha Education Association.~~

The eSchool Teacher Consultant will be responsible for the day-to-day operations of the eSchool dealing with coordination activities and teaching support. The Consultant will also be responsible to help promote and communicate information about Kenosha eSchool to the community, School Board, Guidance Counselors, and any other educational staff. The eSchool Teacher Consultant should have at least 5 years of teaching experience. A background in alternative education is extremely useful. Other positions will be needed based on the growth of the eSchool.

All district policies and procedures will be followed to the greatest extent possible. When the unique nature of an online school brings forth situations that do not fit the existing protocols, the Kenosha eSchool Principal will work through the issues in good faith with the district. ~~and KEA utilizing existing processes until appropriate contractual language can be developed.~~

Student Health and Safety.

All local and state health and safety regulations and building code standards will be followed, including but not limited to, fire drills and tornado safety practice. OSHA safety procedures will be in place.

Racial/Ethnic Balance Goals and Methods.

Diversity. Every effort will be made to provide information to diverse populations about the opportunities that the Kenosha eSchool may have that could meet their individual needs. Additional efforts will be made to market Kenosha eSchool to low income students and their families. It will also be marketed to homeschooled students and at-risk students. The eSchool will collaborate with the Director of Title I and the ~~Minority Academic Affairs Specialist~~ **Coordinator of Diversity and Student/Family Engagement** regarding enrollment and awareness. Personal contacts will be made with the KUSD, community, and home-site guidance counselors to be sure that they are familiar with the Kenosha eSchool options. ~~The Minority Academic Affairs Specialist~~ **Coordinator of Diversity and Student/Family Engagement** will be consulted regarding minority enrollments and awareness.

Enrollment is open to all students in grades K-12 throughout the District. No student will be denied admission to the eSchool based on race or ethnic heritage. The eSchool seeks a student community that reflects the greater KUSD area in racial/ethnic, and gender balance. That continues to be a guideline for placement procedures. To accomplish this, information regarding the school will be disseminated throughout the community through various mediums to all public schools and through community agencies. Enrollment information meetings will be publicized through the eSchool website, newspaper articles, cable television, and local community service agencies.

Target Population. Although the Kenosha eSchool opportunities will be available to any Kenosha Unified student, particular efforts will be made to recruit students who are not currently being served or are being served on a minimal basis. The population could include, but not be limited to, any of the following categories:

- Students who are attracted to an online experience.
- Students who are voluntarily withdrawn, are on a long- term suspension, expulsion, or are seen as a safety risk to the traditional school site
- Students who feel uncomfortable or unsafe in a traditional setting due to school phobia, anxiety disorders, or other mental or emotional health issues
- Homebound students with extended medical issues
- Incarcerated students who will be confined for an extended period of time
- Transient students who may be residing in a group home or other residence particularly if they are entering the district at other than the beginning of a new semester
- Students in treatment programs for an extended period of time
- School age parents, married students, and self-supporting students
- Students who left school without completing their diploma requirements, but are within 6 credits of graduation
- Students with extraordinary needs for acceleration or remediation
- Homeschooled students
- Economically disadvantaged students

- Students whose personal or family activities preclude traditional daily attendance such as temporary job relocations, involvement in professional level athletics, or other endeavors
- Students not on target to graduate with her/his cohort group

Admission Requirements.

Enrollment. The enrollment for the eSchool will be a mixture of both full-time and part-time students. As the staff develops additional skills in this unique environment, more courses are approved for use, and our partnership with ~~the Wisconsin eSchool Network, Inc.~~ **Wisconsin Digital Learning Collaborative**, grows, the course offerings and students served are expected to increase each year.

The Kenosha eSchool will operate both as a full school program for some students and as a school within a school model for others. Kenosha eSchool will target the following age groups:

- Any school age students living in Kenosha Unified School District.
- Any school age students that have applied for open enrollment during the allowed time
- Home school students
- Drop out students who have not turned 21, but are within 6 credits of graduation.
- Any middle school age student who can be best from online learning.
- Any elementary (**K-5**) school age student who can be best served when elementary school curriculum, staff, and resources are available.

Application Required. Kenosha eSchool will have a continuous enrollment in courses. During enrollment all students will be expected to complete the Kenosha eSchool enrollment form. KUSD students currently attending a district school will also be expected to complete a counselor form, complete with counselor/administrator signature, to ensure that their counselor is aware of the students' interest in eSchool classes. District residents who are not currently attending a KUSD school will complete an enrollment form and submit their course requests directly to the Kenosha eSchool. A transcript should accompany all student enrollment forms. Out of district students must have successfully applied for Open Enrollment during the state's window of opportunity and been accepted by the district before they submit an enrollment form. Once the enrollment form has been received, all students will participate in a mini-course (about 4 hours work) designed specifically for orientation. The Orientation Instructor will monitor progress. Finally, the students' coach/mentor and parent/guardian will participate in a mandatory Parent/ Mentor training session, taking advantage of available technologies and communication.

Student Acceptance. Enrollments for each course will be filled on a first come first served basis and a waiting list will be kept for any additional requests for that course. Students from the waiting list would be allowed to begin the course whenever an opening becomes available. In the future if more students enroll who meet the criteria than

openings would allow, the Kenosha eSchool ~~would~~ **may** activate additional course offerings. If the enrollments during the open enrollment period exceed the slots allocated a lottery will be held. If a lottery is required, the ESEA guidelines under Title I will be followed and a “weight” will be given to low-income and credit deficient students. **The Kenosha Unified School District may prioritize placement of expelled, abeyance, or students with special circumstances into eSchool as long as full funding is provided by the District.**

The lottery will be conducted by a sitting Judge from Kenosha County and a Police Officer, following the state mandated procedures for lottery selection regarding charter school enrollment.

Students must be Kenosha Unified School District students, reside in the Kenosha Unified School District, or have completed an Open Enrollment application within the state window of opportunity and received KUSD approval. Students must complete the application process and Orientation, which include a self-evaluation of the initiative, motivation, and self-discipline needed to have a reasonable expectation for success in this online environment. Students are required to identify, on their enrollment form, a learning coach/mentor who will be the liaison between the students and the teacher in the monitoring process and an essential part of the communication process. The mentor/coach should be someone that has influence with the students and their learning. The students, parent/guardian, and the learning coach/mentor (if other than the parent) would participate in a mandatory orientation session held to ensure that the students’ goals fit with the opportunities available at that time in the eSchool. At this time the processes, procedures, and expectations for all parties will be explained and discussed.

Participation. When possible, KUSD students may participate (part time enrollment) in eSchool. This arrangement will not interfere with any requests for full time enrollment with the eSchool program. Part time students will work with their managing counselor and the eSchool regarding appropriate course enrollments that follow district expectations and guidelines.

Discontinuance of Student Enrollment. Attendance at the Kenosha eSchool is based on student and parent choice. Non-compliance with KUSD policies, participation, and Code of Conduct will serve as a basis for consideration of transfer from the charter school.

Financial and Programmatic Operations.

Tuition. The Kenosha eSchool will not charge any tuition. The school will collect activity and other fees of the type and amount charged to other KUSD students in other District schools following the District Student Fee Schedule. The Kenosha eSchool will collect and expend student fees at the building level for the purpose of defraying the costs of some instructional materials.

Budgeted Items. The cost of all salaries, benefits, rents, utilities, supplies, equipment, and similar items shall be detailed and included in the approved budget of the school. The Kenosha eSchool budgeting practices will adhere to District and State requirements for budget preparation and administration. The building Principal will approve all budget expenses.

A student cost per enrollment—to alleviate the need to purchase and develop our own Course Management System, will be shared at a pro-rated cost with ~~the Wisconsin eSchool Network, Inc.~~ **Wisconsin Digital Learning Collaborative** to provide this system to our students. This will be a shared expense with the ~~Network~~ **WDLC** based on the eSchool course enrollments.

Financial Records. All operational and personnel funds will flow through the District. The Kenosha eSchool will follow the same financial policies and practices required by the District for all other District schools. A record for all transactions will, therefore, be available as financial records of the district. Financial records, including an activity account, will be maintained at the Kenosha eSchool and will be available for review. All of the financial and programmatic operations of the Kenosha eSchool will be available for review by District staff or any outside auditor employed by the District.

Payment by KUSD. For each full-time student enrolled at the eSchool on the official third Friday in September membership count, KUSD will credit Kenosha eSchool with eighty (80%) percent of the per membership cost determined by the State for the applicable school year (“Direct Cost Budget”). **In the event of District wide budget reductions, the eighty (80%) rate may be adjusted by a proportionate amount as part of the annual budgeting process.**

Part-time students will be calculated on a course equivalent basis as the year progresses. The eSchool will work in partnership with the Finance Department on an equitable distribution for potential increases in enrollment throughout the school year. The remaining twenty (20%) percent of the per member cost will be allocated directly to KUSD as reimbursement for administrative or other services furnished to the Kenosha eSchool. KUSD will pay the offset against the Direct Cost Budget, all teacher and staff salaries and benefits, rents, equipment and supplies, and other miscellaneous direct expenses of the Kenosha eSchool. Expenses other than established salaries, benefits, and rent shall be paid only upon written requisition to KUSD by the Kenosha eSchool. Any other funds raised by Kenosha eSchool from outside sources shall be delivered to and maintained by KUSD in a separate account subject to sole discretion of the Kenosha eSchool (“Discretionary Account”) following established District policies. Unspent discretionary funds can be carried over from one year to the next. Any saved monies will be designated for approved costs related to any short/ long term plans. The annual amount of the Direct Cost Budget shall be periodically allocated by KUSD for use by the Kenosha eSchool in the operation of the school as follows:

(A) Twenty-five (25%) percent on the first day of July preceding the school year.

- (B) An additional fifty (50%) percent on the first day of October during the school year.
- (C) The remaining twenty-five (25%) percent on the first day of January during the year.

The eSchool will be included in any federal or state programs on the same basis as other eligible district schools, based on the requirements and stipulations outlined by the applicable program. Kenosha Unified will assist in the allocation of all associated federal funds.

Offsets. KUSD may offset part or all of any amount in the Discretionary Accounts against any amounts by which the Kenosha eSchool exceeds the Direct Cost Budget in any school year and for which KUSD is liable. Notwithstanding the foregoing, the Kenosha eSchool is not authorized to expend or otherwise obligate the District for any amounts in excess of the Direct Cost Budget plus any amounts in the Discretionary Accounts.

Purchasing. All supplies and equipment of the Kenosha eSchool shall be requisitioned and purchased following standard financial procedures and District policy. This would include the periodic audit of the school capital assets in conformance with District policy.

Student Records. Copies of standardized testing results and all records required by Board policy or law will be maintained in the Kenosha eSchool office. Administrative and student records will be maintained and available for review as permitted by Board policy and law.

Transportation. Pursuant to Wisconsin Statutes, transportation shall be provided for children with exceptional education needs, regardless of distance, if such request (or such transportation) is approved by district authorities. Approval shall be based on whether or not the child can walk to school with safety and comfort. Students designated as economically disadvantaged will be able to participate in established KUSD transportation support. Any transportation costs will be the responsibility of the Kenosha eSchool.

KUSD Services. As part of the District's twenty percent (20 %) portion of the per member cost, KUSD will provide agreed upon services in addition to purchasing and other services described in this contract. These may include, at the District's discretion, services such as inclusion in district wide textbook and software adoption, professional development, federal and district breakfast/ lunch program, facilities services, maintenance and repairs, instructional consultation and inclusion in applicable federal or state programs.

When students are using district facilities or district equipment such as a computer, the appropriate staff at that facility or the district IT staff will provide these support services. The budget should include payment of the appropriate staff at the facility. When working at home, the family will be responsible for these issues. As mandated, Kenosha eSchool teachers would be legally bound to report suspected abuse or neglect for any students. Equipment will need to be in compliance with the requirements of the programs. KUSD

will also furnish a nurse and nursing services based on full time student enrollment and available nursing services.

Student Discipline.

Behavior Policies. All KUSD student behavior policies and Code of Conduct will be followed. In addition, other rules and regulations may be developed. All students and their families will receive a copy of any rules and regulations.

Discipline Procedures. Due process procedures will be followed in reaching any discipline decision including removal from the Kenosha eSchool. All existing KUSD policies regarding student discipline will be followed. Discipline in an eSchool setting would be much different than in a traditional school. Discipline issues and concerns are likely to center on appropriate use of emails and other forms of communication. If students have not completed any work in a week without prior arrangements with the instructor, a communication would be sent to the parent to discuss the situation.

Resolution of Issues. Issues and concerns involving students, parent/guardians, and staff will be resolved following the same basic procedures as other staff in the district. The parties involved would first seek to resolve the issues amongst themselves. If this does not resolve the issues/concerns, they would be taken to the administrator of record and/or the Governance Board. If resolution is still not found, the issues/concerns can be referred to the KUSD administration and/or Board of Education (Appendix A).

Public School Alternatives.

No student shall be compelled to attend the Kenosha eSchool. Students who are not enrolled with the Kenosha eSchool will attend their boundary school, or another choice school.

Public school alternatives for resident students not attending the eSchool.

Students not admitted to the eSchool or not choosing to attend the eSchool have other options or alternatives. They may apply to enroll in another charter school. They may choose to enroll in one of Kenosha Unified School District's high schools of choice. They may also return to their boundary school. Kenosha eSchool and other schools of choice are schools of voluntary attendance. No student is required to attend these schools.

Description of Facilities/ Liability Insurance.

Description of School Facility. **Students will primarily be working from their home so numerous classrooms will not be necessary.** Some of the students may also work in KUSD areas with administrative approval from the respective buildings. The facility used to house the eSchool ~~until at least August 2013 will be 6121 Green Bay Rd. Suite #100 Kenosha, WI, 53142~~ **1808 41st Place Kenosha, WI 53140. This facility has an office space with 5 closed offices, a meeting room, computer lab, storage, and**

~~reception area. The initial facility for the elementary online program will be allocated space at Whittier Elementary, 8542 Cooper Rd. Kenosha, WI 53142. A main classroom, with some side offices and adjoining restrooms, will serve as instructional meeting space and various program resources.~~ In the event of enrollments that require additional space, additional suitable locations will be identified in partnership with the appropriate KUSD facility protocols.

Liability of Insurance. Liability insurance coverage for the Kenosha eSchool is provided by the District and is the same as that which is provided for all District schools.

Effect on the Liability of the School District.

The Kenosha eSchool will adhere to all federal, state, and local laws and regulations and to the Board's insurance and risk management requirements. The Kenosha eSchool and the Governing Board will comply with the KUSD Code of Ethics. When students, staff, and parents are using district facilities they are covered by KUSD policies. When working from their home, their personal insurance and liability will apply. The eSchool is a named entity of the District's present liability insurance. The instructional staff working from her/his home or off campus site are covered by the District's liability insurance but not for liability of the condition of her/his individual work place.

Termination of Contract.

The Kenosha eSchool charter contract may be terminated by the Board of Education at any time upon the happening of any of the following circumstances:

Mutual Agreement. Both parties agree in writing to termination.

Contract Violation. The Board determines that the Kenosha eSchool has violated this contract.

Educational Goals. The Board determines that students enrolled in the Kenosha eSchool have failed to make sufficient progress toward attaining the educational goals under Wisconsin Statute 118.01. If an extension of time to attain such goals is requested in writing, such request shall include a written plan, acceptable to the District, setting out the additional steps the Kenosha eSchool will take to attain such educational goals within a reasonable time. The determination of the Board as to the acceptability of the Kenosha eSchool's written plan for attaining its educational goals shall be final. If the Board accepts such written plan, or a modified plan, the Kenosha eSchool shall be allowed a reasonable time in which to correct such progress deficiencies.

Fiscal Management. The Board determines that the Kenosha eSchool has failed to comply with generally accepted accounting standards of fiscal management and Board policy.

Violation of WI Stat. 118.40. The Board determines that the Kenosha eSchool has otherwise violated Wisconsin Statute 118.40.

Insolvency. The Board determines that the Kenosha eSchool's revenues are insufficient to pay its expenses as they come due.

Notice. The Governance Board for the Kenosha eSchool notifies the Board that it desires to terminate this contract at the end of any school year. In the event of termination of this contract, written notice by certified or registered mail, return receipt requested, shall be provided and shall list the reason(s) for termination and the effective date of the termination. In the event of contract termination, the Board of Education shall recover all funds advanced to the Kenosha eSchool under the contract to which the Kenosha eSchool is not entitled. The decision of the Board shall be final.

Appendix Due Process

The Kenosha Unified School District and the Kenosha eSchool are committed to working closely with students, parents and guardians to resolve issues and concerns in a way that is mutually agreeable. These are the steps to follow if there is a concern, question, or problem that needs attention.

KUSD Complaint Procedure:

Step One

- Contact the teacher. If it is a serious issue, you may wish to schedule a meeting, rather than discuss it on the phone.

Step Two

- If no resolution has been reached, or if your concern is broader than a single course issue, contact the Administrator of Record for KUSD eSchool at 262.359.7715.

Step Three

- If resolution is still not reached, please contact **Mr. Dan Tenuta**, the Assistant Superintendent of Secondary School Leadership at 262-359-6008 for middle and high school grade levels, and/or **Ms. Karen Davis**, the Assistant Superintendent of Elementary School Leadership at 262-359-6130 for elementary grade levels.

Step Four

- Unresolved issues may be appealed to the Superintendent of Schools at 262.359.6320.

Step Five

- The final step in the district appeal process is the Board of Education. Appeal requests should be submitted in writing to:

President KUSD Board Of Education

Education Support Center

3600-52nd Street

Kenosha, Wisconsin 53144-2697

262.359.6300

Notice

Whenever under this contract notice must or may be given to the other party, or whenever information must or may be provided to the other party, the party who must or may give notice or provide information shall fulfill any such responsibility under this contract if notice is given or information is provided:

To the Board: Kenosha eSchool Governance Board

President
KUSD Board of Education
3600 52nd Street
Kenosha, WI 53144
Phone: 262.359.6300

In witness whereof, the parties have caused this contract to be executed by their duly authorized representatives on **May 26, 2015**:

For Kenosha Unified School District:

Mary Snyder, Tamara Coleman
Board of Education
President

Dr. Michele Hancock
Dr. Susan Savaglio-Jarvis
Superintendent of Schools

For Kenosha eSchool:

Kris Keckler-Mr. Daniel Tenuta
eSchool Principal

For Kenosha eSchool Governance Board:

Dr. Steven Udry, Jennifer Marks, President
Governance Board

KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, Wisconsin

May 26, 2015

BULLYING AD HOC COMMITTEE UPDATE AND RECOMMENDATION

Background

On July 22, 2014, the school board adopted a revised policy 5111 on anti-bullying/harassment/hate. The board report outlined the following work ahead:

1. Educate the school community, students, parents and staff on the definition and policy regarding bullying. (May 2014 – January 2015)
2. Incorporate the bullying response procedures into usable formats for schools, including appropriate communication and documentation for school record keeping. (August 2014 – April 2015)
3. Identify a district-wide bully prevention program that is implemented universally and based on committee criteria selected as determining a robust and effective program. (August 2014 – April 2015)

The ad hoc committee has since met on the following dates:

- Thursday, August 14, 2014
- Thursday, September 4, 2014
- Monday, September 15, 2014
- Monday, October 20, 2014
- Monday, November 10, 2014
- Monday, December 8, 2014
- Wednesday, February 5, 2015

A full list of the ad hoc committee members is attached in Appendix A. The primary work of the ad hoc committee meetings was spent reviewing potential bully prevention programs identified by the previous subcommittee. Updates were also provided on community outreach efforts to share our message with a larger base of support. A summary of the three efforts follows.

1. Educate the community on policy and definition of bullying

The ad hoc committee met on September 4, 2014, to discuss methods to engage the community at large with our anti-bullying efforts. From this discussion, two focus areas developed:

1. Community listening and discussion sessions to share common efforts
2. Education campaign to inform the community about bullying

Two community sessions were organized, on Monday, October 13, 2014, and on Tuesday, January 20, 2015. A wide range of community members joined these discussions, representing the following entities:

- Boys & Girls Club
- City alderman
- Division of Children & Family Services
- Generations Against Bullying
- Kenosha Area Business Alliance
- Kenosha County Circuit Court
- Kenosha News
- Kenosha Police Department
- LULAC
- NAACP

From the October 13 meeting, a campaign subcommittee was formed and members include: Patricia Demos (district), Teri Giampietro (school), Lori Haight (community), Bob Johnson (community), Veronica King (community), Peter Koszyczarek (district), Adam Rogahn (district), Tanya Ruder (district), Heidi Schneider (district), Peggy Schofield (district), Bunny Stoops (community), Jessie Tuttle (district), and Floyd Williams (district). This subcommittee met on September 30, 2014, November 18, 2014, December 2, 2014, and March 17, 2015.

The current progress of the education campaign includes:

- ‘Stand Up Kenosha’ initial campaign to launch National Bullying Prevention Month (October 2014)
 - Community message posted on KUSD website and Facebook
 - Website anti-bullying pledge enlisted over 1000 pledges
- Community listening and engagement session (October 13, 2014)
- Radio broadcast recording on ‘Education Matters’, WGTD 91.1 FM (October 18, 2014)
- Artwork contest by students to create the KUSD 2015-2016 calendar (February 2, 2015)

2. Incorporate the bullying response procedures into KUSD systems

Forms that had been created by the procedures subcommittee in the 2013 – 2014 school year were shared with principals, assistant principals and deans who would be involved in investigating alleged bullying incidents. Several listening sessions, scenario practice and feedback sessions were organized on the following dates:

- Friday, October 3, 2014
- Friday, October 10, 2014
- Monday, October 20, 2014
- Friday, November 14, 2014
- Thursday, December 4, 2014
- Tuesday, February 10, 2015
- Friday, February 13, 2015
- Thursday, March 5, 2015

Feedback from these sessions were compiled and used to finalize wording. The forms will be used at schools for clarifying expectations for student behavior, reporting alleged incidents, investigating allegations, responding with corrective measures, counseling, and documenting for reporting. The procedures forms are included in Appendix B.

3. Identify a district-wide bullying prevention program

The ad hoc committee determined a list of criteria important to selecting an effective bullying prevention program. Each committee member weighted the criteria on a scale from 10 (strongest) to 1 (least strong), and these scores were averaged to create a committee weighting scorecard to evaluate potential bullying prevention programs. The scorecard is attached in Appendix C.

A total of six (6) bullying prevention programs were identified in the previous bullying prevention subcommittee report. Each bullying prevention program was presented to the ad hoc committee by an outside resource/vendor to share an overview and address questions and concerns. Program presentations occurred on:

- | | |
|--------------------------------|---|
| • Monday, October 20, 2014: | (1) Olweus Program |
| • Monday, November 20, 2014: | (2) PBIS Program |
| • Monday, December 8, 2014: | (3) Second Step Program |
| • Wednesday, February 4, 2015: | (4) Children's Hospital ACT Now and
(5) DPI Rethink Programs |

The (6) KiVa International Program based out of Finland was not available for review or for sale in the United States. Materials from all other programs were available for ad hoc committee members to review on Friday, February 13, 2015, prior to submitting scorecards at the end of that day.

Scorecards were gathered from ad hoc committee members for each of the five programs reviewed. These scorecards were rated on a scale of 5 (high) to 1 (low), and then valued based on the scorecard criteria. The highest and lowest scorecard from each program was omitted in the statistical average for a final program score. All scorecards and summary were available for ad hoc committee members to review from Wednesday, February 25 through Friday, February 27, 2015. The summary for all programs is attached in Appendix D.

Future Work Ahead

Moving forward, the committee will focus on three primary efforts:

1. Develop a professional development plan for implementing the PBIS bully prevention program, including a timeline for implementation in schools, with students, staff, parents and the community.
2. Continue to garner community support to help prevent bullying by creating an awareness campaign that will provide a common understanding of the issue.
3. Monitor data collection and systemic feedback for procedural enhancements and district allocation of future resources toward bullying prevention every two years once fully implemented.

Recommendation

At its May 12, 2015, meeting, the Curriculum/Program Committee reviewed the report but no action was taken due to lack of a quorum. Administration recommends that the school board approve the following recommendations:

- All schools in the Kenosha Unified School District become part of the Positive Behavior Interventions and Support (PBIS) framework. A summary of school training needs and costs is attached in Appendix E.
- The PBIS bullying prevention program model is adopted for district-wide implementation of bullying prevention at all schools. A summary of professional development costs is attached in Appendix E. The funding source is Collaborative Early Intervention and Support Grant (CEIS) via Special Education and Student Support.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Ms. Susan Valeri
Director of Special Education and Student Support

Mr. Edward Kupka
Coordinator of Student Support

APPENDIX A

2014-2015 Bully Prevention Ad Hoc Committee

Last Name	First Name	Group
Benzaquen	Eitan	Staff
Boyd	Jill	Staff
Clark-Taylor	Gayle	Staff
Coleman	Tamarra	Board
Demos	Pat	Staff
Echoles	Paris	Staff
Garcia	Tony	Community
Giampietro	Teri	Staff
Haithcock	Bill	Staff
Hartley	Jackie	Community
Huck	Terri	Staff
Johnson	Bob	Community
Kehoe	Michael	Community
Kupka	Ed	Staff
Larsen	Jane	Staff
Ormseth	Dr. Beth	Staff
Rhodes	Donna	Community
Ruder	Tanya	Staff
Savaglio-Jarvis	Sue	Staff
Schofield	Peggy	Staff
Valeri	Susan	Staff
Williams	Dr. Floyd	Staff

STEP 1 - The behavior is reported to the school administrator/designee.

- Students/parents/guardians report bullying incidents to the office through interview or by utilizing the "Complaint of Alleged Bullying/Harassment/Hate Behavior Report."
- Staff report bullying incidents to the office by completing the "Staff Bullying Incident Referral".
- If the bullying behavior is a "cyber bullying" situation, procedures are listed towards the end of this document.

STEP 2 - KUSD administrator/designee should determine if the behavior meets the definition of bullying.

- See POLICY 5111, ANTI-BULLYING/HARASSMENT/HATE for full definition.
- If incident is determined to be mutual conflict or another behavior other than bullying, the administrator will notify the parents/guardians and refer to the appropriate KUSD Policy.
- If the incident has met the definition, move to Step 3.

STEP 3 - Determine which category of bullying that this behavior falls in to.

- A. Bullying/Harassment B. Sexual Harassment C. Hate

STEP 4 - Conduct a thorough investigation.

Utilize the Bullying/Harassment/Hate Incident Investigation Report. The investigative process is an in-depth process that is in place to help administrators/designees look into situations where it is not immediately clear what happened. Investigators must address all of the questions included in this process, but it should be noted that all of these questions are not relevant to each situation. Administrators/designees should pick the portions of this investigation that are relevant to this bullying incident.

STEP 5 - Administrator/Designee should decide on the appropriate response.

The response should include one or more of the following:

- Documented warning. (Student completes the "Think About it Form".) Behavior documented.
- Documented meeting with parent/guardian.
- Discipline Referral. (The referral can stand alone, or be used in conjunction with one of these options.)
- Student Signs KUSD Bully/Harassment/Hate Warning Letter.
- Severe or repeated behaviors are brought forward to the Administrative Review Committee.

The actions suggested towards the top of the list are for less significant situations. KUSD staff needs to determine the severity of the behavior and pick from the above options or pick another consequence that they determine to be appropriate for the situation.

STEP 6 - KUSD Administrator/Designee is reminded to enter these behaviors into the student information system.

STEP 7 - All families that are determined to have a child that was the victim of bullying should have a reconnection call/contact within 3-5 days following the incident for a debrief conversation.

STEP 8 - If a family disagrees with how staff at the school handles a bullying situation, they can contact the Office of Elementary/Secondary School Leadership at the ESC.

CYBER BULLYING

Definition: Bullying/harassment/hate can occur in person and/or through technology. Electronic aggression, or cyber bullying, happens through email, chat rooms, instant messaging, websites, text messages, digital applications or social media. Cyber bullying can take place at school, or outside of school and impacts student learning. *POLICY 5111, ANTI-BULLYING/HARASSMENT/HATE*

If the cyber behavior took place on school property, used school owned technology or took place during a school activity, the behavior will be considered as if it happened in person at the school. See procedures listed on Bully Prevention document. Note: Sexually inappropriate e-documents/pictures may require local law enforcement involvement.

If the behaviors took place outside of the school using technology that is not owned by KUSD, administrators should consider the following:

- If the behavior at home precipitates problems that “spill” into the school setting, consequences can be administered.
- If the behavior does not “spill” into the school setting, it is ok to communicate with parents involved and counselors, but consequences should only be administered for the behaviors that occur at the school, using school equipment, during a school activity or for behaviors that ultimately create a disruption at school.



WARNING REGARDING BULLYING/HARASSMENT/HATE

At all Kenosha Unified schools, we have an engaging, challenging and supportive educational environment. We want to help students become effective and productive citizens in our democracy. Developing and accepting the responsibilities and obligations of good citizenship will help students participate successfully in the world of tomorrow. For these reasons **bullying/harassment/hate behaviors are not accepted in our environment.**

Examples of negative behavior include but are not limited to the following:

- Physical bullying such as hitting, kicking, slapping, pushing, tripping, poking, spitting, invasion of personal space which is deemed threatening, damage of property
- Verbal bullying such as threatening, teasing, intimidating, passing on rumors or gossip; racial, ethnic, religious, gender, or sexual name calling including that which is based upon an individual's circumstances such as physical or mental attributes, social or family status
- Visual bullying such as notes or pictures by hand or electronically communicated, graffiti, gestures, signs, body postures, facial movements
- Other bullying such as stealing, demanding money or property, stalking, approaching victims or witnesses

Any negative action of this type is a violation of a person's civil and constitutional rights. Stating that an action is "a joke," "just playing," "he/she did it to me first," or other similar statements do not excuse the violation.

A student who engages in bullying on any school property, to or from school, or during any school-related activity will face disciplinary action that can include, but is not limited to parent notification, possible suspension, Administrative Review for expulsion, referral to law enforcement for legal action, and/or referral to Children and Family Services.

Student Name: _____
Please Print

I understand that I am not to act or communicate in a physical, verbal, visual, or other bullying manner toward _____ or any other KUSD student or staff member.

My signature below indicates my full understanding of the rules, violations of the rules, and probable consequences:

Student signature Date

Administrator/Staff signature Date

- ____ Student copy
____ Behavior file copy
____ Parent/guardian copy sent in mail

Think-About-It form

Name: _____

Date: _____

What did you do?

Please be specific. Start with "I". Tell me later about what the other student did

What was wrong with that behavior?

Who did you hurt? How do you know you hurt them?

What were you trying to accomplish (or) what was your motivation?

Did you want attention? Did you want to be left alone? Were you trying to have fun? Were you already mad about something else?

You are in a similar situation, you solve this without being hurtful to anyone.

Please list three ways to solve the problem.

INCIDENT INVESTIGATION REPORT

Staff Communication Guidelines (the McGrath FICA Standard)...

Facts:

- Focused, clear, and precise descriptions
- Specific, observable, relevant behavior
- No emotional responses
- No opinions
- No minutiae

Impact:

- Specific, observable impacts, along with your professional opinion, not your personal speculation
- What happened as a result of this situation occurring?
- Watch out for attributing false cause to something. How do you know that there's a connection?
- Professional opinion and judgment do belong here

Context:

- What's the big picture that this incident fits within – the environment around the situation?
- For example, is there a family situation or other condition we should know about because its affecting performance?
- Is there a pattern?
- Context is determinative – it gives meaning to the whole. Keep changing the context and you will keep getting a different appropriate action step.

Action/Growth:

- At this point you have choices depending on the outcome of working the McGrath FICA. It is a formula for growth, not a formula with a predetermined outcome.
- Because you have already included Facts, Impact, and Context with honesty, clarity, and speciality, you don't need to explain your rationale for the actions again.
- It is vital that the McGrath FICA be kept in its exact order. It is a logic formula, each section standing on the one that precedes it.

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Final Investigation Report

Action Taken	Date	Staff Completed / Initials
1. Review any Incident Report form and/or Complaint		
2. Review board policy/regulations regarding bullying and harassment		
3. Review proposed investigation plan with Complaint Manager		
4. Review academic records: _____		
5. Review student records: _____		
6. Review student attendance: _____		
7. Review video surveillance: _____		
8. Review electronic content/web content		
9. Review history of student conflicts and/or problematic behavior		
10. Interview alleged student victim		
11. Interview alleged perpetrator(s)		
12. Interview witnesses		
13. Interview teachers and/or school staff		
14. Interview school nurse		
15. Interview guidance, school psychologist		
16. Written witness statements collected		
17. Review medical information		
18. Review social history between parties		
19. Interview alleged student victim's parent/guardian(s)		
20. Interview alleged perpetrator's parent/guardian(s)		
21. Re-interview the complainant and the alleged perpetrator after all witnesses have been interviewed		
22. Prepare the investigation report using the SUCCEED Template III		
23. Submit report/interview to designated district administrator		
24. Place report with attachments in student(s) file		
25. Formally process any discipline and/or intervention that has been recommended/approved		
26. Notify complainant and the alleged perpetrator of the conclusions		
27. Continue to monitor the situation and setting		

I. SYNOPSIS

- Summary of Evidence - allegations

☐ Student admitted the accused behavior, submitted a signed statement and accepts the consequences assigned (further investigation is not needed)

- Conclusions regarding the facts

- Recommendations to stop any inappropriate behavior in the school setting or school-related activities (by final decision maker)

This form was adapted from *Bullying and Harassment Solutions for Schools: How to Educate, Investigate and Remediate* by Mary Jo McGrath. Copyright © 2011 by Mary Jo McGrath. All rights reserved. Reprinted from *Bullying and Harassment Solutions for Schools: How to Educate, Investigate and Remediate*, by Mary Jo McGrath. Santa Barbara, CA: VistaMar Publications, info@mcgrathinc.com. Reproduction authorized only for the local school site or nonprofit organization that has purchased this book.

II. FACTS

- Timeliness of Investigation

- Facts (Who? What? Where? When? How do you know?)

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

III. IMPACT

- Motive of Conduct

- Impact of Conduct

IV. CONTEXT: PRIOR INCIDENTS AND PRIOR INTERVENTION

- Extenuating/Aggravating Circumstances Surrounding the Conduct

- Prior Help Given to Remediate Issue (if any); Interventions that occurred prior to reporting of incident

- Alleged Perpetrator's Efforts to Correct

- Likelihood of Recurrence

V. ACTION

- Pinpoint Areas for Correction

- Recommendations for Accomplishing Correction

- Resources Available to Student

- Schedule of Follow-Up by Investigator and/or Principal

Signed: _____

Name (Please Print): _____

Title: _____

Date: _____

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Complaint of Alleged Bullying/Harassment/Hate Behavior
(Turn completed form in to the School Office)

Your Name: _____ Date: _____

Who was allegedly bullied?

Who was the alleged bully?

What happened?

Where did it happen?

When did it happen?

Did anyone see it?

Have you done anything so far to stop the bullying?

I certify that this information is correct to the best of my knowledge.

Student/Parent Signature: _____

Please use the back of this form to write your statement of what happened in detail.

APPENDIX C

Bullying Prevention Program Criteria Values for Evaluating

	Weight	Score (1-5)	Total
Ability to sustain	9.22		
Developmentally/age appropriate	8.78		
Applicable to grades PK-12 AND user friendly to all staff	8.33		
Resources available/provided	8.28		
Evaluation/measurable/accountability	8.22		
Instant response/intervention to bullying incident	8.17		
Ease of implementation/integration to current structure	8.11		
Implementation time	7.94		
Training demands—staff, community and parents	7.89		
Research based	7.75		
Annual Cost < \$100K	7.12		
Quality of Delivery Techniques	6.56		
Aligned with Community Values	6.44		

Appendix D Bullying Prevention Programs Score Summary

ACT NOW		
Score Sheet	Total Score	Average Score
169.12	1894.87	378.974
318.46		
341.14		
389.56		
401.61		
444.1		
446.96		

2nd Step		
Score Sheet	Total Score	Average Score
218.28	1543.225	308.645
273.13		
276.045		
297.77		
329.73		
366.55		
433.26		

OLWEUS		
Score Sheet	Total Score	Average Score
185.44	3583.525	358.3525
235.75		
286.69		
327.46		
347.48		
361.72		
370.2		
375.565		
409.47		
418.37		
450.82		
501.33		

BP PBIS		
Score Sheet	Total Score	Average Score
322.79	4325.14	432.514
335.89		
371.06		
403.28		
405.1		
404.75		
467.76		
472.5		
473.21		
477.54		
514.05		
514.05		

The red highlighted lowest and highest scores were not used in the calculations.

APPENDIX E

Bullying Prevention Program Implementation

Funding through Collaborative Early Intervention & Support funds

PBIS implementation district-wide:

- 28 schools currently trained on PBIS
- 9 schools require PBIS training, Tier 1
 - 7 traditional schools (6 elementary, 1 middle)
 - Bose Elementary
 - Brass Elementary
 - Jeffery Elementary
 - Mahone Middle School
 - Nash Elementary
 - Pleasant Prairie Elementary
 - Vernon Elementary
 - 2 specialty schools

PBIS Tier 1 training costs:

	<u>Year 1</u>	<u>Year 2</u>
Training for up to 8 schools at Tier 1 training (\$1000/day for 4 days):	\$ 4,000	
Substitute coverage for Tier 1 training (6 person teams x 7 teams = 42):	\$ 24,528	
<ul style="list-style-type: none"> • Daily substitute rate = \$146 (42 people daily coverage \$ 6132) 		
SUBTOTAL:	\$ 28,528	\$ 0

PBIS bullying prevention program training:

Bully Prevention PBIS training is a one – day workshop

- Trainer fees, Scott Ross (Utah State University) \$ 2,500
- Travel & lodging \$ 1000

School teams include principal and 5 school PBIS team members.

Cohort costs are for substitute coverage each day of training (\$146 daily rate).

- Cohort 1: 5 elementary schools, 2 middle schools (Fall 2015) \$ 5,110
- Cohort 2: 6 high schools (Fall 2015) \$ 4,380
- Cohort 3: 13 elementary schools, 1 middle school (Fall 2016) \$ 10,220
- Cohort 4: 5 elementary, 3 middle schools \$ 5,840

SUBTOTAL: \$ 12,990 \$ 16,060

TOTAL: \$41,518 \$16,060

KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, Wisconsin

May 26, 2015

Open Enrollment Applicants for School Year 2015-2016

Background:

The Wisconsin Department of Public Instruction (DPI) requires school districts to allocate open enrollment allocations prior to the start of the open enrollment application period. The Wisconsin open enrollment application period began on February 2, 2015, and closed on April 30, 2015. Aside from the regular Open Enrollment process, students from a non-resident district may continue to apply for immediate admittance to a non-resident district if he/she meets one of the criteria as noted by the Alternative Open Enrollment Application process.

Process:

At the January 27, 2015 Board of Education Regular Meeting the Kenosha Unified School Board formally affirmed the availability of spaces for both general and special education students seeking entrance into the Kenosha Unified School District under the Open Enrollment Statute for School Year 2015-16. **The School Board affirmed the availability of 457 general education spaces, 93 of which were allocated as special education spaces.**

The Offices of Educational Accountability, Elementary School Leadership, Secondary School Leadership, Teaching and Learning – Special Education/Student Support and Early Childhood identified district locations for the approved spaces during April and May. Additionally, guidelines concerning student enrollment preferences and sibling preferences were also revisited.

With the close of this year's open enrollment application window by DPI on April 30, 2015, all students in the OPAL system were listed on a master roster in alphabetical order. Each student was then assigned an applicant sequence number with the first person listed on the roster being tagged as number one and the remaining students who were on the OPAL listing were also assigned a sequence number.

As required by Wisconsin statute and Board Policy 5260, preference was given to students currently attending Kenosha Unified and their siblings. Each student was provided a lottery ranking even though a student's denial may have been recommended in the application review process. This is done because some special education or expulsion records may not have been received from the resident district at the time of the selection process. A lottery ranking selection process is conducted separately for each grade. If there are more applicants than spaces available at a given grade then lottery rank is used to select which student gets their preference. School placements are also made on a random basis when no school preference or restriction is indicated on the OPAL application. Policy 5260 was updated this past fall to allow for tuition waiver

students to not impact Open Enrollment allocations if they submit a valid application for the ensuing school year and meet all of the respective OE criteria.

On May 6, 2015, a lottery meeting was conducted in the Office of Educational Accountability to assign petitioning students to available District spaces. A representative from the Fine Arts Department served as the “unbiased” witness to the student assignment process and drew lots during the lottery proceeding.

Example: If the highest-ranked lottery student at a particular grade level indicates a preference for a particular school and that school has space available, then the student will be granted his/her preference. If there is no space available at the preferred school, then the school assignment is randomly drawn from the existing list of school vacancies (provided by School Leadership/Special Education/Early Childhood) available at the applicant’s specified grade level.

As indicated earlier, the Office of Educational Accountability (OEA) always provides an independent witness to the lottery process by requesting a Kenosha Unified staff member outside of the managing or affected department(s) draw the lottery ranks and school assignments for each open enrollment applicant.

Important Timelines:

Nonresident school districts must mail notices of approval or denial by June 5, 2015. If the application is approved, the school district must notify the parents of the *specific school* to which the student applicant will be assigned. Resident districts must notify applicants if their application is being denied by June 12, 2015. If an application is denied, parent(s)/guardian(s) have 30 days to file an appeal. Parents/guardians of accepted applicants must notify the nonresident district if their student will be attending the non-resident district in the 2015-16 school year by June 26, 2015.

Summary Statistics:

231 resident students from the Kenosha Unified School District have applied for admission to schools outside of KUSD under the guidelines of open enrollment. Below is a listing of the applicants by grade level.

KUSD Resident Students Applying to Schools Outside the District:

Grade Level	Number of Students
Pre-Kindergarten	26
Kindergarten	30
1	13
2	16
3	10
4	15
5	12
6	18
7	12
8	17
9	36
10	5
11	16
12	5
Total	231

115 non-resident students have applied for admission to the Kenosha Unified School District under the guidelines of open enrollment. Below is a listing of the applicants by grade level.

Non-resident Students Applying into Kenosha Unified

Grade Level	Number of Students
Pre- Kindergarten	9
Kindergarten	17
1	7
2	4
3	7
4	2
5	4
6	10
7	5
8	4
9	16
10	6
11	14
12	10
Total	115

The following table provides an administrative listing of the applicants recommended for approval and denial by grade level for School Year 2015-16.

Administrative Recommendation on Non-resident Applicants

Grade Level	Approval Recommended (Regular / SPED)		Denial Recommended (Regular / SPED)		Total Number of Students (Regular / SPED)	
Pre - Kindergarten	6	2	0	1	6	3
Kindergarten	15	0	2	0	17	0
1	3	1	3	0	6	1
2	0	0	3	1	3	1
3	0	0	5	2	5	2
4	0	0	1	1	1	1
5	4	0	0	0	4	0
6	8	1	1	0	9	1
7	1	0	4	0	5	0
8	2	1	1	0	3	1
9	8	0	2	6	10	6
10	5	0	1	0	6	0
11	4	0	9	1	13	1
12	1	1	7	1	8	2
<i>Category Totals</i>	57	6	39	13	96	19
DISTRICT TOTALS	63		52		115	

Administration Recommendation:

Administration recommends **approval** of applicants identified as numbers 1,2,3,4,5,6,7,9,10,11,13,14,15,17,18,19,20,21,22,23,24,25,26,32,35,37,39,48,50,51,52,53,54, 56,59,60,61,62,64,66,71,72,73,74,75,79,82,83,84,85,86,87,89,90,91,92,93,110, 111,112,113,114,115 due to available space at the grade level or school requested.

Administration recommends **denial** of applicants identified as numbers 8,12,16,27,28,29,30,31,33,34,36,38,40,41,42,43,44,45,46,47,49,55,57,58,63,65,67,68, 69,70,76,77,78,80,81,88,94,95,96,97,98,99,100,101,102,103,104,105,106,107,108,109 due to overcapacity at the grade level or school requested and/or expulsion or habitual truancy in the current or preceding two years.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Kristopher Keckler
Executive Director
of Information & Accountability

Dr. Floyd Williams Jr.
Assistant Superintendent
of Elementary School Leadership

Dr. Beth Ormseth
Assistant Superintendent
of Secondary School Leadership

Susan Valeri
Director of Special Education
and Student Support

Belinda Grantham
Director of Early Education Programs

Renee Blise
Research Coordinator

Kenosha Unified School District
Kenosha, Wisconsin

May 26, 2015

Fiscal 2015-2016 Preliminary Budget Projection

Per Board Policy 3110, Annual Operating Budget, the Kenosha Unified School District administration is currently in the process of developing a preliminary budget incorporating assumptions based on information from Governor Walker's biennial budget proposal, the Department of Public Instruction guidance, and estimated district variables.

Those assumptions include:

- **Revenue (net loss of projected \$3.2 million)**
 - Increase of \$0 in per pupil funding for revenue limit calculation
 - The current proposed budget sets this amount at \$0 in 2015-16 and 2016-17
 - Decrease of 175 student FTEs which decreases revenue limit authority
 - The non-recurring declining enrollment and hold harmless exemptions will temporarily provide some offset to this loss in revenue limit authority
 - Decrease of \$150 in categorical per-pupil aid which is an immediate loss of revenue
 - The current proposed budget sets this amount at \$0 in 2015-16 and \$165 in 2016-17

- **Expenses (net reductions of \$3.2 million)**

- Increase in health insurance premiums of 9% (projected at \$3.2 million)
- Increase in property insurance due to dissolving of LGPIF (\$150 thousand)
 - In the current proposed budget, the Local Government Property Insurance Fund (LGPIF) will be closed down in two years
- Decrease in existing budgeted expenditures (\$6.55 million – see below for proposed budget reduction breakdown)

Item	Description	Reduction
1	District ESC Department Reductions	\$ 3,039,008
2	School Operating Budget Reductions - 20%	\$ 746,000
3	Leave District Educator Effectiveness and Curriculum Audit Position Unfilled	\$ 90,000
4	Reduce Secondary Schools Due to Declining Enrollment (9)	\$ 810,000
5	Reduce Elementary Schools Due to Declining Enrollment (5)	\$ 450,000
6	Move District PBIS Staff to Grant Funding (CEIS)	\$ 117,000
7	Move District Professional Development Staff to Grant Funding (Title II-A)	\$ 141,000
8	Move District KUSD Homeless Busing to Grant Funding (Title I)	\$ 90,000
9	Eliminate District Instructional Technology Teacher Consultant (1)	\$ 108,000
10	Eliminate District Facilities Staff (1)	\$ 70,000
11	Move District Training and Development Teacher Consultant to Grant Funding (Title II-A)	\$ 92,000
12	Adjust Staffing Budget For Assumed Vacancies	\$ 800,000
Total Reduction		\$ 6,553,008

Since January, 2015, there have been continuous budget discussions and planning meetings which involved a wide range of stakeholders. Leadership council members, school principals, content coordinators, budget managers, the superintendent, and school board members have all been included in a variety of focus groups and meetings that produced the recommended budget reductions necessary to eliminate the projected budget deficit.

Planning and Discussion Meetings		
When	What	Who
January 7, 2015	Declining Enrollment Discussion	Leadership Council
January 14, 2015	Layoff/Staff Reduction Discussion	Leadership Council
January 21, 2015	Staffing Template & Budget Assumption Discussion	Leadership Council
February 4, 2015	Budget	Leadership Council
February 9, 2015	Budget Focus Groups	Principals and Coordinators
February 10, 2015	Budget Focus Groups	Principals and Coordinators
February 11, 2015	Elementary Staffing Options Update	Leadership Council
February 12, 2015	Budget Focus Groups	Principals and Coordinators
February 20, 2015	Open Positions & Budget Menu	Leadership Council
February 25, 2015	Budget Assumptions	Leadership Council
March 4, 2015	Reduction In Force Language & Budget Update	Leadership Council
March 4, 2015	Budget Discussion/Planning Meeting	Elementary Principals/Leadership Council
March 6, 2015	Budget Discussion/Planning Meeting	High School Principals/Leadership Council
March 11, 2015	Budget Update	Leadership Council
March 18, 2015	Budget Update	Leadership Council
March 25, 2015	Budget Update & Reduction In Force (RIF) Procedures	Leadership Council
April 1, 2015	Review Staffing Letter & HS/MS Staffing Update	Leadership Council
April 15, 2015	Budget Update	Leadership Council
April 22, 2015	Posting Vacancies/Hard To Fill Positions	Leadership Council
April 27, 2015	Budget Discussion/Planning Meeting	Middle School Principals/Leadership Council

School Board Agenda Review Meetings		
When	What	Who
March, 2015	Reduction in Force, Budget Update, Elementary Class Size Waiver	Board Members/Leadership Council
April, 2015	Staffing Update, Budget Update, Future of LTC	Board Members/Leadership Council
May, 2015	2015-16 Preliminary Budget Projections	Board Members/Leadership Council

One-On-One Meetings with the Superintendent		
When	What	Who
February, 2015	2015-16 Budget Planning	Board Members/Superintendent
March, 2015	2015-16 Budget Planning	Board Members/Superintendent
May, 2015	2015-16 Budget Planning	Board Members/Superintendent

The initial budget projections are built based on conservative estimates. Administration will continue to analyze the projected student enrollment throughout the process as well as monitor the state budget and may make recommendations to modify projections.

These next few weeks are critical to the district as we need a timely budget implementation in order to meet other timelines and prepare for the 2015-2016 school year.

The Kenosha Unified School District's proposed budget for 2015-2016 will be prepared in accordance with the budgeting and financial operations policies of the district and will conform to State of Wisconsin requirements. It is the desire of administration to present the board of education an appropriate balanced budget, taking into consideration the beliefs, parameters and objectives of the board, while maintaining the instructional and fiscal responsibilities of administration. As always, the budget is developed and implemented with the ultimate goal of meeting the needs of all our students.

Administration is providing this update as information only and requests that the board review these initial budget assumptions that will be the basis for ongoing budget discussions to be scheduled throughout the spring and summer.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Tarik Hamdan
Chief Financial Officer



May 26, 2015

DONATIONS TO THE DISTRICT

The District has received the following donations:

1. Elliott and Carol Engberg donated \$1,000.00 to the Bradford Scholarship Fund. The funds are to be used for the Scott Lee Engberg Memorial Scholarship.
2. Hal Guretzky and Land Air Communications, LTD. donated \$525.00 to the Lakeview Radio Club.
3. Jonathan and Amy Orthmann donated \$250.00 to the Bradford Student Government. The donation is to be used for the talent show in support of Children's Hospital.
4. Hamdia LTD. donated \$100.00 to the Bradford FBLA. The donation is to be used for the Wounded Warrior Fundraiser.

Administrative Recommendation

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

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

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KENOSHA UNIFIED SCHOOL DISTRICT
Kenosha, Wisconsin

May 26, 2015

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

May

- May 12, 2015 – Standing Committee Meetings – 5:30 p.m. in ESC Board Room
- May 19, 2015 – Special School Board Meeting – 5:30 P.M. in ESC Board Room
- May 21, 2015 – Special School Board Meeting – 5:30 P.M. in ESC Board Room
- May 22, 2015 – ½ Day for Students and Instructional Staff
- May 25, 2015 – Memorial Day – Schools & Offices Closed
- May 26, 2015 – Regular Board of Education Meeting – 7:00 P.M. in ESC Board Room

June

- June 9, 2015 – Standing Committee Meetings – 5:30 p.m. in ESC Board Room
- June 11, 2015 – Last Day for Students
- June 12, 2015 – Staff Work Day
- June 23, 2015 – Regular Board of Education Meeting – 7:00 P.M. in ESC Board Room

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