

Kenosha Unified
School District No.1
Kenosha • Pleasant Prairie • Somers



REGULAR MONTHLY BOARD MEETING

February 22, 2011

7:00 P.M.

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



Regular School Board Meeting
 Tuesday, February 22, 2011
 Educational Support Center
 7:00 P.M.

- I. Pledge of Allegiance
- II. Roll Call of Members
- III. Awards
 - Martin Luther King, Jr. Celebration Awards
 - Wisconsin Cross Country Coaches Association All-American Award
 - VFW Teacher of the Year
 - Construction & Development of Athletic Facilities
- IV. Administrative and Supervisory Appointments
- V. Introduction and Welcome of Student Ambassador
- VI. Legislative Report
- VII. Views and Comments by the Public
- VIII. Remarks by the President
- IX. Superintendent's Report
- X. Consent Agenda
 - A. Consent/Approve Recommendations Concerning Appointments, Leaves of Absence, Retirements and Resignations.....Page 1
 - B. Consent/Approve Minutes of 1/25/11, 1/31/11, 2/7/11 and 2/8/11 Special Meetings and Executive Sessions, and 1/25/11 Regular MeetingPages 2-15
 - C. Consent/Approve Summary of Receipts, Wire Transfers and Check RegistersPages 16-17

SCHOOL BOARD AGENDA

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- X. Consent Agenda - Continued
 - D. Consent/Approve Rule 6456 - Graduation Requirements Policy Change Pages 18-20
(Second Reading)
 - E. Consent/Approve Policy 5111 – Harassment/Hate Pages 21-27
(Second Reading)
 - F. Consent/Approve Policy and Rule 5534 - Medication Pages 28-32
(Second Reading)
 - G. Consent/Approve Alcohol and Drug-Free Workplace Pages 33-35
(Second Reading)
- XI. Old Business
 - A. Discussion/Action Electronic Communication - Policy and Rule 5435 Pages 36-38
(Second Reading)
 - B. Discussion/Action Entrance Age – Policy 5210 Pages 39-41
(First Reading)
- XII. New Business
 - A. Discussion/Action Donations to the District Page 42
 - B. Discussion/Action Preliminary Notice of Teacher Nonrenewals
- XIII. Other Business as Permitted by Law
 - Tentative Schedule of Reports, Events and Legal Deadlines For School Board (February-March) Page 43
- XIV. Predetermined Time and Date of Adjourned Meeting, If Necessary
- XV. Adjournment

Kenosha Unified School District No. 1
Kenosha, Wisconsin
February 18, 2011

The Human Resources recommendations regarding the following actions:

Action	Board Date	Code	Staff	Employee Last Name	Employee First Name	School/Dept.	Position	Effective Date	Yrs. of Svc	Salary or Hourly Rate	Reason	Step / Level	Letter or Contract
Resignation	2/8/11		ESP	Green	Diane C	Bullen Middle School	Title 1 ESP	3/1/11	11	\$15.21	Resignation		Contract
Appointment	2/8/11		ESP	Conley	Wanda	Indian Trail	Special Education	1/3/11	0	\$14.02	Appointment		Contract
Appointment	2/8/11		Instructional	Gallo	Marcus	Tremper High School	Cross Categorical Special Education	1/3/11	0	\$39,840.00	Appointment	M Step 3	Letter
Early Early Retirement	2/8/11		Instructional	Kerns	Susan	Grant Elementary	Grade 1	1/31/11	35	\$72,517.00	Early Early Retirement	M30 Step 15	Contract
Resignation	2/8/11		Instructional	Bushman	Andrew	Brass Elementary	Intervention Specialist	1/27/11	3	\$44,421.00	Resignation	B Step 8	Contract
Appointment	2/8/11		Instructional	Hodges	Shauna	Bradford High School	Guidance Counselor	1/6/11	0	\$36,174.00	Appointment	B Step 3	Letter
Appointment	2/18/11	**	Instructional	Tatay	Jack	Washington Middle	Art Teacher	1/17/11	0	\$36,174.00	Appointment	B Step 3	Letter
Appointment	2/18/11	**	Instructional	DeShaney	Joel	Bradford High School	Technology Education	1/31/11	0	\$36,174.00	Appointment	B Step 3	Letter
Appointment	2/18/11	**	Instructional	Hackeloer	Lisa	Tremper High School	School Nurse	2/21/11	0	\$36,174.00	Appointment	B Step 3	Letter
Resignation	2/18/11	**	ESP	Gwinnup	Lindsey	Indian Trail Academy	Security	1/6/11	6	\$13.64	Resignation		Contract
Appointment	2/18/11	**	Instructional	Schluckebier	John	Lakeview Technology Academy	Biology Teacher	1/28/11	0	\$39,840.00	Appointment	M Step 3	Letter
Appointment	2/18/11	**	Instructional	Kopesky	Justin	Tremper High School	History Teacher	1/3/11	0	\$36,174.00	Appointment	B Step 3	Letter
Separation	2/18/11	**	Service Employee	Cameron	Robert	Facilities Department	Custodian	1/27/11	21	\$41,808.00	Separation		Contract
Resignation	2/18/11	**	ESP	Stoner	Lynette	Special Education	Harvey Intervention Specialist	1/24/11	9	\$17,854.76	Resignation		Contract
Appointment	2/18/11	**	Instructional	Halverson	Emily	Hillcrest	Intervention Specialist	1/31/11	0	\$17,725.00	Appointment		Letter

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SPECIAL MEETING & EXECUTIVE SESSION
OF THE KENOSHA UNIFIED SCHOOL BOARD
HELD JANUARY 25, 2011

A special meeting of the Kenosha Unified School Board was held on Tuesday, January 25, 2011, in the Small Board Room at the Educational Support Center. The purpose of this meeting was to vote on holding an executive session to follow immediately.

The meeting was called to order at 5:30 P.M. with the following members present: Mrs. Taube, Mr. Bryan, Ms. P. Stevens, Mr. Gallo and Mrs. Snyder. Dr. Hancock was also present. Mr. Ostman and Ms. R. Stevens arrived later.

Mrs. Snyder, President, opened the meeting by announcing that this was a special meeting of the School Board of the Kenosha Unified School District No. 1. Notice of this special meeting was given to the public by forwarding a copy of the notice to all requesting radio stations and newspapers.

Mrs. Snyder announced that an executive session had been scheduled to follow this special meeting for the purpose of Review Findings/Order by Independent Hearing Officer, Personnel: Problems; Personnel: Position Assignments, Personnel: Compensation and/or Contracts, Personnel: Evaluation Consideration and Collective Bargaining Deliberations.

Ms. P. Stevens moved that this executive session be held. Mr. Gallo seconded the motion.

Roll call vote. Ayes: Mrs. Taube, Mr. Bryan, Ms. P. Stevens, Mr. Gallo and Mrs. Snyder. Noes: None. Unanimously approved.

Mr. Bryan moved to adjourn to executive session. Mr. Gallo seconded the motion. Unanimously approved.

1. Review Findings/Orders of Independent Hearing Officers

Ms. Lauer arrived at 5:34 P.M. and provided Board members with information relating to an expulsion.

Mr. Ostman arrived at 5:36 P.M.

Ms. Lauer and Dr. Hancock were excused at 5:40 P.M.

Ms. R. Stevens arrived at 5:41 P.M.

Mrs. Taube moved to concur with the recommendation of the hearing officer with respect to the expulsion. Ms. P. Stevens moved to amend the motion to concur with the recommendation of the hearing officer with the removal of the school performance report to the hearing officer. Mr. Gallo seconded the motion as amended. Motion carried. Mr. Ostman dissenting.

Dr. Hancock returned to the meeting at 5:44 P.M.

2. Personnel: Problems, Position Assignments, Compensation and/or Contracts, Evaluation Consideration

Mrs. Glass and Mrs. Gutierrez arrived at 5:45 P.M. and updated Board members on several personnel issues. Discussion followed.

Meeting adjourned at 6:00 P.M.

Stacy Schroeder Busby
School Board Secretary

REGULAR MEETING OF
THE KENOSHA UNIFIED SCHOOL BOARD
HELD JANUARY 25, 2011

A regular meeting of the Kenosha Unified School Board was held on Tuesday, January 25, 2011, at 7:00 P.M. in the Board Room of the Educational Support Center. Mrs. Snyder, President, presided.

The meeting was called to order at 7:03 P.M. with the following Board members present: Ms. R. Stevens, Mrs. Taube, Mr. Ostman, Mr. Bryan, Ms. P. Stevens, Mr. Gallo and Mrs. Snyder. Dr. Hancock was also present.

Mrs. Snyder, President, opened the meeting by announcing that this was a regular meeting of the School Board of Kenosha Unified School District No. 1. 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.

Mr. Gary Vaillancourt, Chief of Communications, presented the Apple Distinguished School Award and the Outstanding Administrator Award.

There were no Administrative or Supervisory Appointments.

Ms. P. Stevens introduced the Student Ambassador, Chelsea Merrow, from Indian Trail Academy and she made her comments.

Dr. Hancock gave the Superintendent's report.

Views and comments were made by the public.

Mrs. Snyder made her comments.

Ms. P. Stevens gave the Legislative Report.

The Board considered the following Consent-Approve items:

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

Consent-Approve item X-B – Minutes of the 12/14/10 and 1/4/11 Special Meetings and Executive Sessions, 12/14/10 Regular Meeting and 1/11/11 Special Meeting as presented in the agenda.

Consent-Approve item X-C – Summary of Receipts, Wire Transfers and Check Registers submitted by Mrs. Eileen Coss, Accounting Manager; Mr. Johnston, Chief Financial Officer; and Dr. Hancock, excerpts follow:

"It is recommended that receipt numbers CR047993 through CR048522 that total \$398,678.99 be approved.

Check numbers 460837 through 462036 totaling \$8,409,167.97 are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that wire transfers to First National Bank of Chicago and Nations Bank dated December 1, (2 deposits), December 16, (2 deposits), December 30, and December 31, 2010 totaling \$4,660,609.16; to US Bank of Milwaukee dated December 1, and December 30, 2010 totaling \$950,357.85 and to the Wisconsin Retirement System dated December 31, 2010 totaling \$1,293,273.55 be approved."

Ms. P. Stevens moved to approve the Consent Agenda as presented in the agenda. Mr. Bryan seconded the motion. Unanimously approved.

Mr. Patrick Finnemore, Director of Facilities, presented the 2011-12 Capital Projects Plan submitted by Mr. John Setter, Project Architect; Mr. Finnemore; and Dr. Hancock, excerpts follow:

"Board Policy 3711 requires that a major maintenance project list be developed annually by the Department of Facilities Services and that the list be reviewed by the Planning, Facilities, and Equipment Committee and taken to the School Board for action no later than April 1st of each year. This report includes the proposed major maintenance and energy savings projects plans for 2011-12.

The overall major maintenance plan is updated on a regular basis with annual evaluations of each project on the list by the Facilities Department. The plan includes "place marks" for annual-type projects, which include roof, boiler, asphalt/concrete, and carpet replacements. Each project is prioritized by the Facilities Department based on the priority system detailed in the Board Policy. This report also includes the capacity projects for the 2011-12 school year as required by Board Policy 7210.

The 2011-12 capital project plan is provided as the attachment to this report. The plan is a continuation of the overall major maintenance plan initiated ten years ago, and the energy savings project program started eight years ago. The major maintenance plan includes a proposed contingency of \$50,000 or 2.86% of the overall budget. Board Policy 3711 recommends that a contingency of not more than 5% be reserved at the beginning of each year; contingencies have ranged from 0.86% to 4.25% over the past ten years.

The plan presented in this report was reviewed by the Planning, Facilities and Equipment Committee at their January 11, 2011 meeting, and the Committee unanimously approved forwarding the report on to the full Board for approval.

Administration recommends Board approval of the 2011-12 Capital Plan that is summarized in this report."

Ms. P. Stevens moved to approve the 2011-12 Capital Plan as presented. Mr. Ostman seconded the motion. Unanimously approved.

Mrs. Kathleen Barca, Assistant Superintendent of Strategic Planning, Innovation and Community Partnerships, indicated notification was received in regards to agenda items XI-B – Wisconsin Department of Public Instruction Wisconsin Schools of Recognition Grant – Washington and McKinley Middle Schools and XI-C - Wisconsin Department of Public Instruction Wisconsin Schools of Recognition Grant – Bose and Columbus Elementary Schools stating that neither grant was awarded; therefore, no action was needed.

Mr. Anderson Lattimore, Assistant Superintendent of Educational Accountability, presented Policy 5260 – Open Enrollment – Full Time submitted by Ms. Renee Blise, Research Analyst; Mr. Lattimore; and Dr. Hancock, excerpts follow:

“The management of the state-mandated Open Enrollment Program in the Kenosha Unified School District has transitioned from the Office of School Leadership–Secondary to the Office of Educational Accountability (OEA). Additionally, in late November 2010, the Wisconsin Department of Public Instruction (DPI) informed all school districts throughout the state that local open enrollment policies should be updated to reflect current DPI guidance and guidance from the Office of the State Attorney General.

Pursuant to this advisory from DPI the Office of Educational Accountability reviewed KUSD Policy 5260 and prepared appropriate changes to the existing policy. The proposed changes were reviewed by the Superintendent’s Leadership Council and additional modifications were made to the existing policy to ensure its alignment with current state guidance.

It should be noted that the DPI Open Enrollment Office indicated during its most recent workshop for school districts that any proposed changes to local policies needed to be staffed and ratified by the local school board prior to the start of the statewide open enrollment window which is from February 7 thru February 25, 2011 (inclusive).

Should a school district fail to modify their existing policy(ies) by the beginning of the open enrollment window, DPI would have to rule in favor of an appealing applicant should an appeal center on one of the newly surfaced areas of concern. DPI rulings on appeals by petitioning applicants would as always be decided based upon existing local policies which were in effect as of the start date of the state’s open enrollment cycle. To that end it is critical that local KUSD school policy reflect the necessary revisions prior to the acceptance of open enrollment applications at the state level.

Based upon approval by the Personnel/Policy Standing Committee, Administration recommends that the full School Board approve the proposed new changes to KUSD Policy 5260, and that the School Board approve the recommendations as both a “first” and “second” reading at the Regular School Board Meeting on January 25, 2011.”

Ms. P. Stevens moved to approve the proposed changes to Policy 5260 – Open Enrollment – Full Time as a first and second reading. Mr. Ostman seconded the motion. Unanimously approved.

Mrs. Vickie Brown-Gurley, Executive Director of Teaching and Learning, presented Rule 6456 – Graduation Requirements Policy Change submitted by Mr. David Tuttle, Coordinator of Talent Development; Mr. Mark Hinterberg, Coordinator of Social Studies; Mrs. Brown-Gurley; and Dr. Hancock, excerpts follow:

“In April 2010 the School Board approved an exception to Rule 6456 for a select number of students and a new course proposal to add an Honors U. S. Government and Politics course. The purpose of the course addition was to provide a one-half credit choice for students desiring a rigorous honors course to meet the graduation requirement.

Students who seek to take an honors level course to satisfy the government and politics portion of the social studies graduation requirement were in need of an honors U.S. government and politics course. In the past, students seeking this option were required to take Advanced Placement U.S. Government and Politics since no other honors level course was in existence. This is the only advanced placement course connected to a graduation requirement. The revision of this policy will now provide an honors level course option. This may also better prepare some students who choose to participate in the Advanced Placement U. S. Government and Politics course at a later date.

Some students, parents, and even counselors, interpreted the policy with the understanding that only one-half credit of the Advanced Placement U.S. Government and Politics course was needed to meet the graduation requirement. Unfortunately, if a student completed the first half of the course and chose not to continue with the second half of the course, for whatever reason, under the interpretation of the current policy, the student has not met the graduation requirement. Students who chose the advanced placement option for meeting the graduation requirement will now be expected to complete the course. In the event that a student does not, the student will be required to take the (1/2 credit) regular or honors level course to meet the graduation requirement.

The line below the graduation requirement box indicated by an asterisk (*) is a remnant of a previous policy change. The line was in reference to the Integrated Science course at the freshman level. This course no longer exists and any reference to it no longer applies.

It is proposed that the School Board accept the addition of ½ credit of U.S. Government & Politics-Honors to the Social Studies portion of Rule 6456 Graduation Requirements. Addendum A reflects the changes made to the rule.

It is proposed that the School Board accept the removal of the required science course sequence that does not apply to those courses in the honors program. This

asterisk line at the bottom of Rule 6456 addressed the freshman level Integrated Science course that is no longer a science course offering.

At its January 11, 2011 meeting, the Personnel/Policy and Curriculum/Program Committees voted to forward revised Rule 6456 to the Board for approval. Administration recommends that the Board approve revised Rule 6456 – Graduation Requirements as a first reading at its January 25, 2011 meeting and as a second reading on February 22, 2011.”

Ms. P. Stevens moved to approve revised Rule 6456 – Graduation Requirements as a first reading. Mr. Ostman seconded the motion. Unanimously approved.

Mrs. Barca presented Policy 5111 Harassment/Hate submitted by Mr. Joseph Kucak, Coordinator of Student Support; Ms. Lauer, Executive Director of Special Education and Student Support; Mrs. Barca; and Dr. Hancock, excerpts follow:

“The District has received notification from WASB that School Boards are required by a new state law to revise or develop a policy prohibiting bullying by students. Our current Policy 5111 which addresses harassment/hate was reviewed and updated to reflect current terminology and issues. Changes made to Policy 5111 include a title change “BULLYING/HARASSMENT/HATE” and suggested DPI policy language.

The Personnel/Policy Committee reviewed and approved the revisions to Policy/Rule 5111 at its January 11, 2011 meeting and recommended that the Board approve on a first reading at its January 25, 2011 regular meeting and on a second reading at its February 22, 2011 regular meeting.”

Ms. P. Stevens moved to approved Policy 5111 – Harassment/Hate as a first reading. Mr. Bryan seconded the motion. Unanimously approved.

Ms. Lauer presented Policy and Rule 5534 – Medication submitted by Ms. Lauer, Mrs. Barca, and Dr. Hancock, excerpts follow:

“On March 15, 2010, Governor Doyle signed into law Act 160. This legislation update, Wis. Stat Ch. 118.29, or the Administration of Drugs to Pupils and Emergency Care. The legislation is intended to improve the safety of medication administration to students in Wisconsin schools. As a result of this Act, Kenosha’s Policy and Rule 5534 was reviewed and required revisions are attached.

These changes define the District’s responsibility to provide medication administration training. School personnel and administrators must receive the DPI approved medication training to be eligible for civil liability exemption. All drugs except for prescription medication are referred to as “nonprescription medication”. This includes all over the counter medications.

District medication authorization form, criteria for dispensing medication, and recording system will be revised to include terminology and DPI training.

At its January 11, 2011 meeting, the Personnel/Policy Committee voted to forward Policy and Rule 5534 to the Board for approval. Administration recommends that Policy and Rule 5534 - Medication be approved for a first reading on January 25, 2011 and a second reading on February 22, 2011.”

Ms. P. Stevens moved to approve Policy and Rule 5534 - Medication as a first reading. Mr. Bryan seconded the motion. Unanimously approved.

Mrs. Sheronda Glass, Assistant Superintendent of Business Services, presented Policy and Rule 4221 – Alcohol and Drug-Free Workplace submitted by Mrs. Martha Gutierrez, Director of Human Resources; Mrs. Glass; and Dr. Hancock, excerpts follow:

“Kenosha Unified School District is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace. To this end, we understand that alcohol abuse and drug use pose a threat to our goal. Therefore, we suggest significant changes be made to the existing policy. The changes to the policy will help to establish a drug-free workplace expectation that balances our respect for all individuals with the need to maintain an alcohol and drug-free environment.

This policy recognizes that employee involvement with alcohol and other drugs can be very disruptive, adversely affect the quality of work and performance of employees, pose serious health risks to users and others, and have a negative impact on productivity, morale and the students we serve.

At its January 11, 2011 meeting, the Personnel/Policy Committee voted to forward Policy and Rule 4221 to the Board for approval. Administration recommends that the Board approve Policy/Rule 4221 – Alcohol and Drug-Free Workplace on a first reading at its January 25, 2011 regular meeting and as a second reading at its February 22, 2011 meeting.”

Ms. P. Stevens moved to approve Policy and Rule 4221 – Alcohol and Drug-Free Workplace as a first reading. Mr. Ostman seconded the motion. Unanimously approved.

Mrs. Barca presented Policy and Rule 5435 – Electronic Communication submitted by Mrs. Barca, Mrs. Brown-Gurley, and Dr. Hancock, excerpts follow:

“The Electronic Communication Policy and Rule 5435 was reviewed with the understating that use of electronic devices may contribute to learning and educational experiences.

Revisions will allow student use for instruction during the school day. This would be directed by the staff as authorized by the principal.

The Superintendent and Personnel/Policy Committee revised and discussed Policy and Rule 5435 at its January 11, 2011 meeting. Administration recommends Board approval for a first reading at the January 25, 2011 regular meeting and a second reading at the February 22, 2011 regular meeting.”

Ms. P. Stevens moved to approve Policy and Rule 5435 – Electronic Communication as a first reading. Mrs. Taube seconded the motion. Motion carried. Ms. R. Stevens and Mr. Ostman dissenting.

Mr. Lattimore presented the 2009-10 Annual Report Card submitted by Ms. Blise; Mrs. Linda Langenstroer, Coordinator of Research; Mr. Lattimore; and Dr. Hancock, excerpts follow:

The 2009-10 Kenosha Unified School District Annual Report Card is being submitted by the Office of Educational Accountability to comply with School Board Policy 2110, State Statute 115.38, and the No Child Left Behind (NCLB) Act of 2001. NCLB seeks to raise the bar for school districts by demonstrating adequate yearly progress in terms of meeting learning expectations for of all students. The Kenosha Unified School District (KUSD) is consistently striving to reach academic success for all students at every grade level and is committed to high student performance on all measures of academic achievement.

The Annual Report Card (ARC) disaggregates the following items by NCLB student sub-groups: student enrollment and demographic information, standardized testing, mobility and stability rates, and other performance indicators (including attendance, suspension, retention, truancy, dropout, expulsion, graduation, Advanced Placement, Youth Options, and Mandatory Extended Year Summer School). The report further summarizes student achievement by NCLB objectives and School Board approved academic indicators. *Please note that student subgroup names (i.e. “African American”, “Students With Disabilities”, “Economically Disadvantaged”, etc.) are consistent with those reported by the Wisconsin Department of Public Instruction (DPI) and are required by the NCLB.*

The reviewer of this report is advised that the data used to report student achievement in the Annual Report Card are time sensitive. For example, enrollment data were based on the official Third Friday enrollment count collected every year in September and may have changed since that time. Other data, such as test results, were collected at the time the data were available. In addition, numerous performance indicators were extracted from the SPR (School Performance Report), ISES (Individual Student Enrollment System), and WSLs (Wisconsin Student Locator System), which have been submitted to the Wisconsin DPI but have not yet been verified by DPI. *Therefore, reviewers should note that there may be some slight variances in the reported student achievement data when the SPR is returned in its verified form to KUSD.*

On January 11, 2011, both the Personnel/Policy and the Curriculum/Program Standing Committees accepted the 2009-10 Annual Report Card and recommended that it be forwarded to the full School Board for approval. Administration recommends that the School Board review and accept the 2009-10 Annual Report Card. Additionally, Administration recommends that the Office of Educational Accountability (OEA) continue to monitor student achievement related to academic indicators and submit the 2010-11 Annual Report Card to the School Board in January 2012.”

Ms. P. Stevens moved to accept the 2009-10 Annual Report Card, that the Office of Educational Accountability continue to monitor student achievement related to academic indicators, and that the Office of Educational Accountability submit the 2010-11 Annual Report Card to the School Board in January 2012. Mr. Gallo seconded the motion. Unanimously approved.

Mrs. Taube presented the Donations to the District as presented in the agenda.

Mrs. Taube moved to approve the Donations to the District as presented in the agenda. Ms. R. Stevens seconded the motion. Unanimously approved.

Meeting adjourned at 8:50 P.M.

Stacy Schroeder Busby
School Board Secretary

SPECIAL MEETING & EXECUTIVE SESSION
OF THE KENOSHA UNIFIED SCHOOL BOARD
HELD JANUARY 31, 2011

A special meeting of the Kenosha Unified School Board was held on Monday, January 31, 2011, in Room 125 at the Educational Support Center. The purpose of this meeting was to vote on holding an executive session to follow immediately.

The meeting was called to order at 10:03 A.M. with the following members present: Mrs. Taube, Mr. Bryan, Ms. P. Stevens, Mr. Gallo and Mrs. Snyder. Dr. Hancock, Mrs. Glass and Mr. Bert Nuehring and Mr. Tom Guevara of Crowe Horwath were also present. Ms. R. Stevens and Mr. Ostman arrived later.

Mrs. Snyder, President, opened the meeting by announcing that this was a special meeting of the School Board of the Kenosha Unified School District No. 1. Notice of this special meeting was given to the public by forwarding a copy of the notice to all requesting radio stations and newspapers.

Mrs. Snyder announced that an executive session had been scheduled to follow this special meeting for the purpose of Personnel: Problems.

Ms. P. Stevens moved that this executive session be held. Mr. Gallo seconded the motion.

Roll call vote. Ayes: Mrs. Taube, Mr. Bryan, Ms. P. Stevens, Mr. Gallo and Mrs. Snyder. Noes: None. Unanimously approved.

Ms. P. Stevens moved to adjourn to executive session. Mr. Gallo seconded the motion. Unanimously approved.

1. Personnel: Problems

Ms. R. Stevens and Mr. Ostman arrived at 10:10 a.m.

Discussion took place in reference to personnel issues.

Meeting adjourned at 12:30 P.M.

These minutes were composed by notes take by Mrs. Glass.

Stacy Schroeder Busby
School Board Secretary

SPECIAL MEETING & EXECUTIVE SESSION
OF THE KENOSHA SCHOOL BOARD
HELD FEBRUARY 7, 2011

A special meeting of the Kenosha Unified School Board was held on Monday, February 7, 2011, in the Board Room at the Educational Support Center. The purpose of this meeting was to vote on holding an executive session to follow immediately.

The meeting was called to order at 5:09 P.M. with the following members present: Mrs. Taube, Mr. Ostman, Mr. Bryan, Ms. P. Stevens, Mr. Gallo, and Mrs. Snyder. Mrs. Glass, Mrs. Gutierrez, Mr. Dimitrijevic, Mr. van Kuilenburg, and a previous employee of the District were also present. Dr. Hancock and Mr. Kiriaki arrived later. Ms. R. Stevens was absent.

Mrs. Snyder opened the meeting by announcing that this was a special meeting of the School Board of the Kenosha Unified School District No. 1. Notice of this special meeting was given to the public by forwarding a copy of the notice to all requesting radio stations and newspapers.

Mrs. Snyder announced that an executive session had been scheduled to follow this special meeting for the purpose a Grievance Hearing.

Mr. Ostman moved that this executive session be held. Ms. P. Stevens seconded the motion.

Roll call vote. Ayes: Mrs. Taube, Mr. Ostman, Mr. Bryan, Ms. P. Stevens, Mr. Gallo, and Mrs. Snyder. Noes: None. Unanimously approved.

Mr. Ostman moved to adjourn to executive session. Ms P. Stevens seconded the motion. Unanimously approved.

Dr. Hancock and Mr. Kiriaki arrived at 5:11 P.M.

1. Grievance Hearing

Mr. van Kuilenburg distributed documents and presented his argument relating to the termination of a District employee.

District personnel distributed documents pertaining to the termination of a District employee and responded to the information presented by the complainant's representative.

Board members asked questions and the complainant, union representatives and District personnel responded.

The hearing was concluded at 5:45 P.M.

Board members met privately and discussed the information provided to them.

Ms. P. Stevens moved to uphold the recommendation of Administration for the termination of the employee. Mr. Gallo seconded the motion. Motion failed. Mrs. Taube, Mr. Ostman and Mr. Bryan abstaining.

Discussion continued on the information provided to Board members.

Ms. P. Stevens moved to uphold the recommendation of Administration for the termination of the employee. Mr. Gallo seconded the motion. Motion carried. Mr. Ostman and Mr. Bryan abstaining.

Meeting adjourned at 6:05 P.M.

Stacy Schroeder Busby
School Board Secretary

SPECIAL MEETING & EXECUTIVE SESSION
OF THE KENOSHA UNIFIED SCHOOL BOARD
HELD FEBRUARY 8, 2011

A special meeting of the Kenosha Unified School Board was held on Tuesday, February 8, 2011, in the Small Board Room at the Educational Support Center. The purpose of this meeting was to vote on holding an executive session to follow immediately.

The meeting was called to order at 5:04 P.M. with the following members present: Ms. R. Stevens, Mrs. Taube, Mr. Ostman, Mr. Bryan, Ms. P. Stevens, Mr. Gallo and Mrs. Snyder. Dr. Hancock was also present.

Mrs. Snyder, President, opened the meeting by announcing that this was a special meeting of the School Board of the Kenosha Unified School District No. 1. Notice of this special meeting was given to the public by forwarding a copy of the notice to all requesting radio stations and newspapers.

Mrs. Snyder announced that an executive session had been scheduled to follow this special meeting for the purpose of Collective Bargaining Deliberations.

Ms. Taube moved that this executive session be held. Mr. Bryan seconded the motion.

Roll call vote. Ayes: Ms. R. Stevens, Mrs. Taube, Mr. Ostman, Mr. Bryan, Ms. P. Stevens, Mr. Gallo and Mrs. Snyder. Noes: None. Unanimously approved.

Mr. Bryan moved to adjourn to executive session. Mr. Gallo seconded the motion. Unanimously approved.

1. Collective Bargaining Deliberations

Mrs. Glass arrived at 5:06 P.M. and updated Board members on a collective bargaining issue. Discussion followed.

Meeting adjourned at 5:30 P.M.

Stacy Schroeder Busby
School Board Secretary

Kenosha Unified School District No. 1
Kenosha, Wisconsin
Summary of Receipt
February 22, 2011

	From	To	Date	Amount
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Receipts:

Total Receipts	CR048523	CR049046	12/01/2010 - 12/31/2010	\$ 365,900.82
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Wire Transfers from Johnson Bank to:

First Natl Bank of Chicago/NationsBank <i>(for federal payroll taxes)</i>			January 13, 2011	1,277,769.58
First Natl Bank of Chicago/NationsBank <i>(for federal payroll taxes)</i>			January 18, 2011	147,618.11
First Natl Bank of Chicago/NationsBank <i>(for federal payroll taxes)</i>			January 27, 2011	1,351,794.30
First Natl Bank of Chicago/NationsBank <i>(for federal payroll taxes)</i>			January 31, 2011	146,899.60
US Bank of Milwaukee <i>(for state payroll taxes)</i>			January 18, 2011	327,239.34
US Bank of Milwaukee <i>(for state payroll taxes)</i>			January 31, 2011	313,390.85
Wisconsin Retirement System			January 31, 2011	2,030,373.34
Total Outgoing Wire Transfers				\$ 5,595,085.12

Check Registers:

General	462037	462041	January 4, 2011	2,113.98
General	462042	462473	January 7, 2011	1,030,249.70
General	462474	462894	January 14, 2011	1,159,668.34
General	462895	462908	January 14, 2011	7,061.03
General	462909	463305	January 21, 2011	8,988,638.54
General	463306	463311	January 25, 2011	16,177.88
General	463312	463647	January 27, 2011	1,291,076.46
General	463648	463662	January 27, 2011	55,853.03
General	463663	463675	January 27, 2011	6,939.67

Total Check Registers				\$ 12,557,778.63
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Administrative Recommendation

It is recommended that receipt numbers CR048523 through CR049046 that total \$365,900.82 be approved.

Check numbers 462037 through 463675 totaling \$12,557,778.63 are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that wire transfers to First National Bank of Chicago and Nations Bank dated January 13, January 18, January 27, and January 31, 2011 totaling \$2,924,081.59; to US Bank of Milwaukee dated January 18, and January 31, 2011 totaling \$640,630.19 and to the Wisconsin Retirement System dated January 31, 2011 totaling \$2,030,373.34 be approved.

Dr. Michele Hancock
Superintendent of Schools

Sheronda Glass
Assistant Superintendent of
Business Services

Eileen Coss
Accounting Manager

Kenosha Unified School District No. 1
Kenosha, Wisconsin

February 22, 2011

RULE 6456 GRADUATION REQUIREMENTS POLICY CHANGE

Background

In April 2010 the School Board approved an exception to Rule 6456 for a select number of students and a new course proposal to add an Honors U. S. Government and Politics course. The purpose of the course addition was to provide a one-half credit choice for students desiring a rigorous honors course to meet the graduation requirement.

Rationale for Change

Students who seek to take an honors level course to satisfy the government and politics portion of the social studies graduation requirement were in need of an honors U.S. government and politics course. In the past, students seeking this option were required to take Advanced Placement U.S. Government and Politics since no other honors level course was in existence. This is the only advanced placement course connected to a graduation requirement. The revision of this policy will now provide an honors level course option. This may also better prepare some students who choose to participate in the Advanced Placement U. S. Government and Politics course at a later date.

Some students, parents, and even counselors, interpreted the policy with the understanding that only one-half credit of the Advanced Placement U.S. Government and Politics course was needed to meet the graduation requirement. Unfortunately, if a student completed the first half of the course and chose not to continue with the second half of the course, for whatever reason, under the interpretation of the current policy, the student has not met the graduation requirement. Students who chose the advanced placement option for meeting the graduation requirement will now be expected to complete the course. In the event that a student does not, the student will be required to take the (1/2 credit) regular or honors level course to meet the graduation requirement.

Additional Change

The line below the graduation requirement box indicated by an asterisk (*) is a remnant of a previous policy change. The line was in reference to the Integrated Science course at the freshman level. This course no longer exists and any reference to it no longer applies.

Recommendations

It is proposed that the School Board accept the addition of ½ credit of U.S. Government & Politics-Honors to the Social Studies portion of Rule 6456 Graduation Requirements. Addendum A reflects the changes made to the rule.

It is proposed that the School Board accept the removal of the required science course sequence that does not apply to those courses in the honors program. This asterisk line at the bottom of Rule 6456 addressed the freshman level Integrated Science course that is no longer a science course offering.

At its January 11, 2011 meeting, the Personnel/Policy and Curriculum/Program Committees voted to forward revised Rule 6456 to the Board for approval. The Board approved revised Rule 6456 as a first reading at its January 25, 2011 meeting. Administration recommends that the Board approve revised Rule 6456 – Graduation Requirements as a second reading at its February 22, 2011 regular Board meeting.

Dr. Michele Hancock
Superintendent of Schools

Mrs. Vickie Brown-Gurley
Assistant Superintendent of Teaching and Learning

Mr. Mark Hinterberg
Coordinator of Social Studies

Mr. David Tuttle
Coordinator of Talent Development

Addendum A

*Kenosha Unified School District No. 1
Kenosha, Wisconsin*

*School Board Policies
Rules and Regulations*

RULE 6456 GRADUATION REQUIREMENTS

A. Credit Requirements

1. Specific 26 Credits Required

ENGLISH	4 credits
SOCIAL STUDIES	4 credits: 3 credits of required courses- 1 credit U.S. History 9th-grade , 1 credit World History 10th-grade , ½ credit U.S. Government & Politics, or U.S. Government & Politics-Honors or 1 credit Advanced Placement Government & Politics *, ½ credit Behavioral Science (e.g. psychology, sociology, American Society); plus 1 credit elective course
MATHEMATICS	4 credits
SCIENCE	4 credits: 2 credits of required courses including one credit of Biology or Biotechnology in grade 9 and one credit in a course that incorporates physical science (e.g., Chemistry, Physics, or Matter and Energy), plus 2 credits of elective courses.
PHYSICAL EDUCATION	1 ½ credits**
HEALTH	½ credit
CONSUMER EDUCATION	½ credit***
ELECTIVES	7 ½ credits
SPECIAL DIPLOMA REQUIREMENTS	For Honors with Distinction Diploma: 16 credits in honors courses are required along with completion of all other specified requirements.

~~*The required science course sequence does not apply to those in the honors program.~~

***Note: Students selecting the Advanced Placement U.S. Government & Politics option will be required to satisfactorily complete the entire course. Failure to do so will require students to take either U.S. Government & Politics or U.S. Government & Politics-Honors in order to satisfy the requirement.**

**Unless exempted pursuant to Wisconsin Statutes, exemption shall be granted for medical reasons upon presentation of a physician's statement. Students excused from physical education for all four years of high school for medical reasons shall be required to make up ½ credit in another elective subject for each semester excused from physical education.

***Waived for students who successfully complete ½ credit Honors Economics, ½ credit Economics, 1 credit Advanced Placement Economics, or 1 credit Marketing.

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KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
Kenosha, Wisconsin

February 22, 2011

POLICY 5111 HARASSMENT/HATE

The District has received notification from WASB that School Boards are required by a new state law to revise or develop a policy prohibiting bullying by students. Our current Policy 5111 which addresses harassment/hate was reviewed and updated to reflect current terminology and issues. Changes made to Policy 5111 include a title change “BULLYING/HARASSMENT/HATE” and suggested DPI policy language.

It was requested that Policy 5111 be returned to the Personnel/Policy Committee at its January 11, 2010 meeting and include information regarding Bullying programs in place in the schools, training for staff and copies of Policy 4111, Employee Harassment.

Bullying prevention information was requested from School Principals, Assistant Principals, Deans, and Counselors. The information is sorted by high school, middle school and elementary. Charter Schools and Academies; as well as Pre-School.

The information summarizes activities performed at each level by:

- District wide activities;
- School wide activities;
- Small Group Activities.

Underlined Activities/Programs are delivered consistently throughout the District.

Senior High School

District Wide

Mediation and individual counseling (Counselors and Social Workers)

School Wide Activities:

- Assemblies
- Advisory presentations related to bullying (Counselors)

Small Group Activities:

- Service Learning project by Bradford Senior Football Players (Student Liaison)
- Service Learning project by "Leading Ladies at Bradford" (Freshman Intervention Specialist)
- ‘Bully Beware’ ongoing girls’ small group guidance (Dean at Bradford)
- “Positive Bradford Men”, (Bradford Counselors)
- Freshman Transition Coaches (upperclassmen coaching new students) Bradford and Tremper
- Freshman Academy (Tremper)
- Student Government/Peer Helpers (Tremper, Bradford)

Resources and Activities
“Dare to Move” video

Middle School

District Wide

Mediation and individual counseling (Counselors and Social Workers)

Mentoring

Motivational Speakers

DPI program, “It’s Time to React” Lessons 1&2 - all 6th graders

Beginning 2nd Semester: “Second Step Student Success through Prevention” will be delivered to all 6th grade students

Project Alert 7th and 8th grade Drug and Alcohol Awareness Program

Signs of Suicide

School wide philosophies/activities toward positive student behavior:

Mahone: “Reclaiming Youth at Risk” Treating violations as learning opportunities while explicitly following the KUSD Code of Conduct.

Bullen: Olweus Bully Prevention Program Preventive measures on school wide; classroom, parent, bully, and victim levels.

PBIS: District Initiative that focuses on teaching positive behaviors to students. (This was only mentioned once.)

Daily announcements with character words or thought provoking messages

Advisory Bully Presentation by teacher twice a week

Small Group/Advisory Topics and Activities:

(This data for this item is interesting because of the wide variety of providers: Counselors, Social Workers, teachers, Dean of Students, Parent Liaison, At-Risk Intervention Teacher, representative of the Boy’s and Girl’s Club.)

Topics:

Internet Safety

Social skills

Self Assertiveness Training for victims

Anger Management

Stress Management

“Boys’ Club”

Resources and Activities:

“Youth Life Skills workbooks and videos

Extreme Etiquette software

Ripple Effect software (change behavior)

“Don’t Laugh at Me” video

“Signs of Suicide”

“Project Alert”

Second Step Student Success Through Prevention

Elementary School

District Wide

Mediation and individual counseling (Counselors and Social Workers)

Second Step A Violence Prevention Curriculum Grade 5 (Counselors)

PBIS in schools adopting model this year

Comprehensive School Counseling Program (designed by staff w/DPI consultant)

Grades K-5 (Counselors)

Includes; social skills, communication skills, self-knowledge, diversity, tolerance, self management, safety skills

DPI Counseling Lessons Grades 3-5 (Counselors)

Mentoring

School wide philosophies/activities toward positive student behavior:

Several schools use variations of “Character Traits” as a school wide philosophy.

Traits include: caring, responsibility, citizenship, trustworthiness, respect, and fairness.

The materials are delivered by announcements, school-wide and individual pledges, and reward programs.

Second Step Grade K-3 Violence Prevention Program

“Soar Like an Eagle”

Chat & Chew Programs

A few schools use;

“Terrific Kids” another reward program for positive behavior

The TRIBES Program for positive school-wide and classroom environment

Peace Learning Circles of Kenosha and Racine, sponsored by UW-Parkside

Reported by a single school:

District “3 School Rules”

“Bucket Filler” program

Steps to Respect anti-bullying program Grades 3 – 4

Teacher book: “Bully Busters, A Teacher’s Manual for Helping Bullies, Victims and Bystanders” Grade K-5

Small Group Topics and Activities

Anger Management (Counselor and Social Worker)

Youth Empowerment Program, (Community Agency)

Self-respect and conflict resolution skills (Community Agency and Counselors)

Friendship groups (Counselors)

Social Skills groups (Counselors)

Resources and Materials

Books for classroom, individual and small group use

Games related to bullying, self esteem, self-management

AV materials related to bully prevention and character education

Second Step Kits K-3 and Grade 5

DPI Bullying Curriculum

Tribes Curriculum

Pre-School

District Wide

Second Step Pre-K

Charter Schools and Academies

Various School Programs

Cyber bullying Prevention (2 schools)

Character Education (2 schools)

One School gives students character grades along with an academic grade for each class.

Classroom Presentations by Principal Grades 6-8

Sticks and Stones (DPI curriculum) Grades 3-8

Second Step a Violence Program Grades 5-6

In 2009-2010, Bullying/Safety Programs were offered for parents in conjunction with the Office of Community and School Relations at 15 schools. To date, eleven schools have been scheduled for the 2010-2011 school.

Administration Recommendation:

The Board approved the revisions to Policy/Rule 5111 as a first reading at its January 25, 2011 meeting. Administration recommends Board approval as a second reading at its February 22, 2011 regular Board meeting.

Dr. Michele Hancock
Superintendent of Schools

Kathleen Barca
Assistant Superintendent of Strategic
Planning, Innovation and Community Partnerships

Kathy Lauer
Executive Director of Special Education
and Student Support

Joseph Kucak
Coordinator of Student Support

POLICY 5111
BULLYING/HARASSMENT/HATE

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying, harassment/hate, may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; sex, ancestry, creed, pregnancy, marital, parental status,; race; ethnicity; religion; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status. Bullying, harassment/hate has a harmful social, physical, psychological and academic impact on children, targets of bullying and bystanders.

The Kenosha Unified School District strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, school buses and at school-sponsored activities. Bullying, harassment/hate behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

Bullying behavior can be:

- 1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)**
- 2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)**
- 3. Written (e.g. graffiti, notes, signs, epithet)**
- 4. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion)**
- 5. Electronic (e.g. Cyber bullying, mean vulgar messages, images, video, posting sensitive private information)**

~~Students are prohibited from sexually harassing other students or staff as defined by the Board's policy on sexual harassment.~~

The District also prohibits ~~other~~ **all** forms of student harassment and/or hate activities, actions, or speech on school premises, at school activities, or on sites normally considered to be under school control. Harassment and/or hate activities, actions and/or speech are defined as any acts or attempted acts of speech intended to cause physical injury, emotional suffering, or property damage through intimidation, hazing, harassment, stress, bigoted epithets, vandalism, force or threat of any of the above, motivated all or in part out of hostility to the victim's real or perceived race, ethnicity, religion, sexual orientation, **disability**, or individual circumstances— **such as appearance, social, economic or family status.**

Students, **parents** and ~~staff~~ **employees** shall be informed of this policy ~~and its implementing procedures~~ annually. ~~Staff~~ **Employee** training shall also be provided as necessary/appropriate to help employees implement the District's policy and procedures.

POLICY 5111
BULLYING/HARASSMENT/HATE
PAGE 2

LEGAL REF.: Wisconsin Statutes
Sections **118.01(2)(d)8** **Instructional Programs**
118.02 (9t) **Special observance days**
118.13 Student discrimination, including harassment, prohibited
118.46(2) **Policy on bullying**
120.13 (1) Board power to set student conduct rules
813.125 Harassment restraining order
947.0125 Unlawful use of computerized communication systems
947.013 Harassment prohibited
~~947.51 Hazing prohibited~~
948.51 (2) **Hazing**
Wisconsin Administrative Code
PI 9, Wisconsin Administrative Code (Rules implementing student nondiscrimination law)
Title IX, Educational Amendments of 1972 (Sex discrimination, including sexual harassment, prohibited)

CROSS REF.: 2810, Incident Reporting
4111, Employee Harassment
4226, On-Line Forum
5110, Equal Educational Opportunities
5430, Student Conduct and Discipline
5435, Electronic Devices
5437, Threats and/or Assaults by Students
5438, Gangs and Gang-Related Activities
5473, Student Suspensions
5474, Student Expulsions
5475, Discipline of Students with Disabilities
5540, Abused/Neglected Students

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: January 11, 1994

REVISED: October 8, 1996
January 29, 2002

RULE 5111
BULLYING/HARASSMENT/HATE

All school employees and school officials who observe an act are expected to intervene. Following an observation or becoming aware of acts of bullying, harassment/hate employees are required to report these acts to an administrator/designee. Any other person, including a student who is either a target of the bullying or is aware of the bullying of any other concerned individual is encouraged to report the conduct to a school staff member or administrator/designee.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such documented reports, whether verbal or in writing, will be taken seriously, investigated, and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the receipt of the report.

~~The District will act to investigate all harassment/hate complaints, either formal or informal, verbal or written, and to discipline any student involved in such behaviors, activities, actions, or speech.~~

If it is determined that a student(s) someone participated in bullying, harassment/hate acts or retaliated against anyone due to the reporting of bullying acts, the school district administration/school board will take disciplinary action, including but not limited to: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Student Support staff will provide support for the identified targets and follow-up interventions as needed, for the students who bullied.

The policy will be disseminated annually to all students enrolled in the school district, their parents and/or guardians, and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools and any person who requests it. Records will be maintained on the number and types of reports made, and intervention or sanctions imposed for incidents found to be in violation of this policy.

~~Student(s) involved in harassment of staff or other students or in any other harassment and/or hate activities, actions or speech will face disciplinary action including notification to parents, participation in the Harassment/Hate Educational Intervention, possible suspension, and/or possible expulsion from school. When appropriate, the Department of Children and Family Services and law enforcement officials will be notified.~~

~~Student(s) involved in activities, actions, or speech referenced above, are prohibited from repeating these behaviors and/or retaliating against those who report such activities, actions, or speech.~~

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KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
Kenosha, Wisconsin

February 22, 2011

Policy and Rule 5534 Medication

On March 15, 2010, Governor Doyle signed into law Act 160. This legislation update, Wis. Stat ch. 118.29, or the Administration of Drugs to Pupils and Emergency Care. The legislation is intended to improve the safety of medication administration to students in Wisconsin schools. As a result of this Act, Kenosha's Policy and Rule 5534 was reviewed and required revisions are attached.

These changes define the District's responsibility to provide medication administration training. School personnel and administrators must receive the DPI approved medication training to be eligible for civil liability exemption. All drugs except for prescription medication are referred to as "nonprescription medication". This includes all over the counter medications.

District medication authorization form, criteria for dispensing medication, and recording system will be revised to include terminology and DPI training.

Administrative Recommendation:

The Board approved Policy and Rule 5534 as a first reading at its January 25, 2011 meeting. Administration recommends Board approval as a second reading at its February 22, 2011 regular Board meeting.

Dr. Michele Hancock
Superintendent of Schools

Kathleen Barca
Assistant Superintendent of Strategic Planning,
Innovation and Community Partnerships

Kathy Lauer
Executive Director
Special Education and Student Support

POLICY 5534
MEDICATION

~~Medication~~ **Nonprescription** and ~~prescription~~ **prescription** drugs shall be taken by students and administered by authorized school employees in accordance with this policy, established District procedures, and state law requirements.

~~Authorized school employees may administer any drug which may lawfully be sold over the counter without a prescription in compliance with the written instructions on the container and with the written consent of the student's parent/guardian.~~

“Administer” means the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion or other means, to the human body. “Drugs” means any substance recognized as a drug in the official U.S. pharmacopoeia and national formulary or official homeopathic pharmacopoeia of the United States or any supplement to either of them. “Drug product” means a specific drug or drugs in a specific dosage form and strength from a known source of manufacture. “Nonprescription drug product” means any nonnarcotic drug product which may be sold without a prescription order and which is prepackaged for use by consumers and labeled in accordance with the requirements of state and federal law.

Authorized school employees may administer a prescription drug to a student in compliance with the written directions of a physician if the student's parent/guardian consents in writing. **The nonprescription drug product is supplied by the pupil's parent or guardian in the original manufacturer's package and the package lists the ingredients and recommended therapeutic dose in a legible format.**

A copy of all written directions by a physician and written consent by a parent/guardian shall be on file in the school office. These directions shall be renewed annually or more frequently if there is a change in medication or dosage. Primary responsibility for the medical management and welfare of the children rests with the parent. The District's intention will be to administer as few doses as possible during the school day without impacting the health care of any student.

No school employee, except a health care professional (e.g. physician, registered nurse, or licensed practical nurse), shall be required to administer medication to a student by injection. Each principal shall arrange to have volunteer employees for administration of medication by injection for emergency situations or situations in which the well-being of a student is involved. Such employee volunteers may administer medication by injection in accordance with the written directions of a physician, written consent of a student's parent/guardian, and the written authorization of the principal. Training and periodic monitoring of the employee volunteer shall be completed by a health care professional prior to the administration of any medication to a student by injection.

LEGAL REF.: Wisconsin Statutes

Sections	118.125	Confidentiality/maintenance of student records
	118.29	Medication administration by school personnel; policy/procedure requirements
	121.02(1)(g)	Emergency nursing services standard
	146.81 - 146.83	Confidentiality of patient health care records]
	PI 8.01(2)(g)	Wisconsin Administrative Code Emergency nursing services requirements; medication administration procedures required

**PI 34.01 (52m) Wisconsin Administrative Code
160 Wisconsin Act, 2009**

POLICY 5534
MEDICATION
Page 2

CROSS REF.: 5434 Student Alcohol and Other Drug Use
5531 Emergency Care Services

AFFIRMED: August 13, 1991

REVISED: January 23, 1996
February 10, 1998
September 26, 2000

RULE 5534
MEDICATION

A. Required Written Statements

1. Copies of all required written directions of a physician and written consent of a parent/guardian pertaining to administration of medication to a student shall be filed in the school nurse's or principal's office.
2. The physician providing the direction and prescribing the medication must state in writing, either on the prescription or in a letter, the name of the student, the name of the drug including strength, dosage, time indications, and duration of the prescription; the specific conditions under which he/she should be contacted regarding the condition or reactions of the student receiving the prescription medication. The physician must also express a willingness to accept communication from the person dispensing or administering the prescription medication.

B. Medication Administration

1. Designated school employees i.e. health/information assistants, principals, secretaries, teachers, counselors, will dispense and administer medication at the elementary and middle school level.
2. Senior high school students will be allowed to administer their own medication with written parent/guardian permission. Any secondary school student needing prescription medication during school hours must have **the prescription** on file in the nurse's office. ~~or in his/her possession the direction slip signed by the student's physician indicating the name of the medication, the dose, time, and indication (reason for medication).~~ If a student is unable to administer his/her own medication, a designated school employee will assume this responsibility.
3. Parents/guardians of students taking medications labeled twice daily shall administer these at home, unless otherwise ordered by a physician.
4. Parents/guardians of students taking medications labeled three times daily shall administer the first and last dosage, unless otherwise ordered by a physician - designated personnel shall administer the middle dosage.
5. Parents/guardians of students taking medications labeled four times daily shall administer the first, third and fourth dosage and the school shall administer the second.
6. **WI School Meds on line training course for school personnel will be provided.**

C. Medication Storage and Recordkeeping

- ~~1. Medication must be in a clean pharmaceutical container which has the name and unit quantity, student's name, strength, dosage, and times or situations to be administered affixed to the container. Such medication shall be stored in a locked cabinet or drawer. It shall be kept in the nurse's or school office or other appropriate office.~~
1. **All medication must be supplied in the original container. The label on the bottle must contain the name and telephone number of the pharmacy, the pupil's identification, name of the physician, medication name, number dispensed, strength, dose, route, times or circumstances for medication to be given, special directions for storage or dispensing. Non-prescription medication must be in the original container with the directions on the container including pupil's name. The prescribed medication shall be kept in a locked cubicle or drawer. Taking the medication shall be supervised by the designated school personnel at the time conforming with the indicated schedule.**
2. Anyone dispensing or administering medication under Board policy and these procedures shall record such action in a log kept in the school nurse's or school office. This log will contain the recorded time the medication was administered and the initials of the person who was responsible for the administration of the medication.
3. Any unused medication at the end of the period for which it was prescribed shall be picked up by the parent/guardian after notification to the parent/guardian, or the medication shall be destroyed.

RULE 5534
MEDICATION
PAGE 2

D. Liability Exemption

School employees, except health care professionals, shall be immune from civil liability for any acts or omissions in administering medication to students in accordance with Board policy, these procedures and state law requirements unless the act or omission constitutes a high degree of negligence.

School employees and volunteers, other than health care professionals, who in good faith render emergency care to a student, are immune from civil liability for any of their acts or omissions in rendering such emergency care.

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KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
Kenosha, Wisconsin

February 22, 2011

Alcohol and Drug-Free Workplace

Kenosha Unified School District is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace. To this end, we understand that alcohol abuse and drug use pose a threat to our goal. Therefore, we suggest significant changes be made to the existing policy. The changes to the policy will help to establish a drug-free workplace expectation that balances our respect for all individuals with the need to maintain an alcohol and drug-free environment.

This policy recognizes that employee involvement with alcohol and other drugs can be very disruptive, adversely affect the quality of work and performance of employees, pose serious health risks to users and others, and have a negative impact on productivity, morale and the students we serve.

Recommendation:

At its January 11, 2011 meeting, the Personnel/Policy Committee voted to forward revised Policy and Rule 4221 to the Board for approval. The Board approved revisions to Policy and Rule 4221 as a first reading at its January 25, 2011 meeting. Administration recommends that the Board approve revised Policy/Rule 4221 – Alcohol and Drug-Free Workplace as a second reading at its February 22, 2011 regular Board meeting.

Dr. Michele Hancock
Superintendent of Schools

Sheronda Glass
Assistant Superintendent of Business Services

Martha Gutierrez
Director, Human Resources

POLICY 4221

ALCOHOL AND DRUG-FREE WORKPLACE

The District recognizes alcohol and other drug abuse as a potential health, safety and security problem, and it is the District's intent and obligation to provide a drug-free, healthful, safe and secure work environment. Therefore, the ~~use, unlawful sale, purchase,~~ manufacture, distribution, dispensation, possession or ~~use~~ **presence in one's system** of alcohol or a controlled substance on District premises or while conducting District business off premises (**e.g., overnight trips, chaperoning or supervising students, athletic events**) is absolutely prohibited by the District. **The policy is applied in a manner which is consistent with the District's obligations under state and federal disability laws.**

All employees are advised that remaining drug and alcohol free is a condition of continued employment with the District. Any employee who fails to remain alcohol and drug free will be terminated.

Employees must, as a condition of employment, abide by terms of this policy. **In addition, an employee must** ~~and~~ notify the District of any criminal drug statute conviction for a violation occurring on District premises or while conducting District business off premises. Anyone violating this policy **will be terminated.** ~~shall be subject to disciplinary action in accordance with established procedures.~~

~~Employees shall be given a copy of this policy as required by law.~~

LEGAL REF.: Wisconsin Statutes

111.35 (Use of lawful products during working and non-working hours)
125.09 (Alcohol possession prohibited on school grounds)
Chapter 961 (Controlled Substances Act)
Drug-Free Workplace Act of 1988

CROSS REF.:

4223 - Staff Misconduct
4231 - Staff Physical Examinations
4233 - Employee Assistance Program
4362 - Employee Discipline
Current Employee Agreements

ADMINISTRATIVE REGULATIONS: None

REVISED: June 27, 2000

RULE 4221

~~PROCEDURES FOR IMPLEMENTING~~
ALCOHOL AND DRUG-FREE WORKPLACE POLICY

1. Employees are expected and required to report to work on time and in an alcohol and ~~other~~ drug free condition and to remain that way while at work.
2. The District recognizes alcohol and other drug dependency **can be a as an illness and a major** health problem. Employees needing help in dealing with **alcohol or** controlled substances are encouraged to use the District's Employee Assistance Program. Conscientious efforts to seek such help will not jeopardize an employee's job, and self-referrals will not be noted in any personnel record. ~~Supervisory referrals will be noted in the employee's personnel record.~~
3. Violations of the District's alcohol and other drug-free workplace policy will result in ~~disciplinary action up to and including~~ termination, and may have legal consequences.
4. **If there is a reason to suspect that an employee has reported to work or is at work in a condition which is not drug or alcohol free, the employee will be required to submit to both drug and alcohol tests.**
5. Employees must report any conviction under a criminal drug statute for policy violations occurring on or off District premises while conducting District business. A report of a conviction must be made within five days after the conviction to the Office of the Superintendent of Schools/designee. The Superintendent or designee shall notify the appropriate federal agency within 10 days after receiving a report of a drug conviction involving an employee engaged in the performance of a federal grant.

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KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
Kenosha, Wisconsin

February 22, 2011

ELECTRONIC COMMUNICATION – POLICY AND RULE 5435

The Electronic Communication Policy and Rule 5435 was reviewed with the understating that use of electronic devices may contribute to learning and educational experiences.

Revisions will allow student use for instruction during the school day. This would be directed by the staff as authorized by the principal.

Administrative Recommendation:

The Board approved Policy and Rule 5435 as a first reading at its January 25, 2011 meeting. Administration recommends Board approval as a second reading at its February 22, 2011 regular Board meeting.

Dr. Michele Hancock
Superintendent of Schools

Vickie Brown-Gurley
Assistant Superintendent of
Teaching and Learning

Kathleen M. Barca
Assistant Superintendent Strategic Planning,
Innovation and Community Partnerships

POLICY 5435
ELECTRONIC COMMUNICATION DEVICES

The School Board recognizes that student ~~possession use and possession use~~ of personal electronic devices ~~are- may be disruptive but also may in the~~ **contribute to their learning and** educational experience. ~~Use and possession of cellular telephones by students will be allowed as defined by board policy and rule. Under no circumstances will personal electronic communication devices with photographic capabilities be in possession or used in any school or during school activities.~~

Students who bring electronic ~~communication~~ devices to school are responsible for keeping them turned off and out of sight during the school day, within the school building. This includes the full period of time between the beginning of the first class and the end of the last class of the school day. **Students may use electronic devices for learning during the school day when directed by a staff member as authorized by the principal.**

~~Students who violate this policy will be subject to disciplinary action.~~

~~Use of E~~ **Use of electronic communication devices** during school activities beyond the school day may be monitored by the principal/designee. **In emergency situations where that jeopardize the safety of students, staff, chaperones, or the bus driver is in jeopardy, use of personal electronic devices is permitted.** ~~are exceptions to this policy.~~

Students shall not use electronic devices in a manner that poses a threat to academic integrity, disrupts the learning environment, or violates the privacy right of others. Students shall not send, share, view, or possess pictures, text messages, emails, or other material depicting sexually explicit or offensive content in electronic or any other form on a cell phone or other electronic device, while the student is on school grounds, at school sponsored events or on school buses or vehicles provided by the District.

The District ~~shall is not be~~ responsible for the safety or security of personal electronic ~~equipment~~ **devices** that students choose to bring to school.

LEGAL REF.: Wisconsin Statutes
Section: 118.258 Electronic communication devices prohibited

CROSS REF.: 5430 Student Conduct and Discipline
5473 Student Suspension
5474 Student Expulsion
5475 Discipline of Students with Exceptional Educational Needs

AFFIRMED:

REVISED: September 9, 1997
December 14, 2004

RULE 5435

~~ELECTRONIC COMMUNICATION~~

~~No student shall be permitted to use an electronic communication device on school premises, except as specifically outlined in this policy. Use of electronic communication devices during school hours is strictly forbidden unless authorized by the principal/designee.~~

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KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
Kenosha, Wisconsin

February 22, 2011

ENTRANCE AGE– POLICY AND RULE 5210

Policy and Rule 5210 – Entrance Age was reviewed to reflect changes in Wisconsin State Statutes, School District Standards.

A child who is six (6) years old on or before September 1 must complete a five (5) year old kindergarten program as a prerequisite to being admitted to first grade. Exception to this prerequisite is a student who is six (6) years old on or before September 1 that transfers into the District from a state where completion of kindergarten is not a prerequisite for first grade or they were exempted in a previous district.

This policy and rule has been updated to reflect changes in the current Statute.

Administrative Recommendation:

At its February 8, 2011 meeting, the Personnel/Policy Committee voted to forward revised Policy 5210 to the School Board for approval. Administration recommends that the Board approve revised Policy 5210 – Entrance Age as a first reading this evening and as a second reading on March 22, 2011.

Dr. Michele Hancock
Superintendent of Schools

Kathleen Barca
Assistant Superintendent of Strategic Planning,
Innovation and Community Partnerships

Karen Davis
Assistant Superintendent of
Elementary School Leadership

POLICY 5210
ENTRANCE AGE

A child may be admitted to 4 year old kindergarten in the District if four (4) years old on or before September 1 and kindergarten if five (5) years old on or before September 1. ~~In the year the child proposes to enter school, and may be~~ **a child may be** admitted to the first grade if the child is six (6) years old on or before September 1. ~~Such admission shall be subject to proof of age.~~ **A child who is six (6) years old on or before September 1 must complete a five (5) year old kindergarten program as a prerequisite to being admitted to first grade. Exception to this prerequisite is a student who is six (6) years old on or before September 1 that transfers into the District from a state where completion of kindergarten is not a prerequisite for first grade or they were exempted in a previous district.**

LEGAL REF.: Wisconsin Statutes

115.28(8) Admission to kindergarten and first grade
115.80(4) Individualized education program
118.14(1)(am) Age of Pupils
121.02(1)(d) School district standards

CROSS REF.: 5200 School Admissions
5116.2 Individual Education Program

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: August 13, 1991

REVISED: May 27, 1997
September 14, 1999

RULE 5210
ENTRANCE AGE
~~EARLY ADMISSION PROCEDURES~~

Except as outlined below, no child may be admitted to kindergarten unless the child is five (5) years old on or before September 1 in the year the child proposes to enter school, and no child may be admitted to first grade unless the child is six (6) years old on or before September 1. A District certification form attesting to the age of the child shall be signed by the parent/guardian in the presence of a District employee for school admission. Proof of age shall consist of a birth certificate, medical record, or baptismal certificate. A parent/guardian failing to provide proof of age shall be referred to the ~~Executive Director of School Leadership~~ **Assistant Superintendent of School Leadership – Elementary** who will make a recommendation to the Superintendent of Schools for final disposition. Procedures to be used in determining early admission are as follows:

1. A child who becomes five years old after September 1 and before October 1 of the same year may be considered for early admission to kindergarten. A child who turns six during the same period may also be considered for admission to first grade.
2. Application is to be made through the building principal prior to June 1 of the year in which the child is to enroll.
3. A kindergarten classroom visitation will be scheduled.
4. Evaluation of the child, at no cost to the parent/guardian, shall be made by designated professional personnel. The student should be in the top ten percent of their age group (91st percentile or above in all abilities - intellect, academic readiness, fine motor development, and social maturity in order to be recommended for Early Entrance.
5. After the evaluation has been completed, a conference with school personnel and the parent/guardian shall be held to consider the appropriateness of early admission. On the basis of the evaluation findings, the Superintendent/designee may authorize early admission of the child.
6. A student who transfers from a kindergarten or first grade class in another district and has not attained the proper age by September 1 may be placed following a review by the ~~Executive Director of School Leadership/designee~~ **Assistant Superintendent of Secondary Leadership – Elementary**.

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KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
Kenosha, Wisconsin

February 22, 2011

DONATIONS TO THE DISTRICT

The District has received the following donations:

1. Kenosha Barracuda Swim Team Booster Club, Inc. donated \$10,000.00 to the Bradford and Tremper swim program.
2. Scamps, Inc. donated the use of their facilities to the KUSD gymnastics team. The value of this donation is \$2,000.00.
3. Price Engineering donated miscellaneous items to LakeView Technology Academy to be used for robot assembly. The value of this donation is \$882.80.
4. UW-Milwaukee donated \$200.00 to the LakeView Technology Academy ROV club.
5. Target Corporation donated \$200.00 to the LakeView Technology Academy ROV club.
6. Mike and Cathy Savaglio donated \$160.00 to the Bradford Girls Tennis Team.
7. Sarah Wajerski donated a camera valued at \$100.00 to Vernon Elementary School.
8. Jill Traxler donated new carpeting valued at \$100.00 to Vernon Elementary School.
9. Norma Jones donated a multitude of felt valued at \$50.00 to Vernon Elementary School.
10. Edward and Monica Wallen donated \$50.00 to the Bradford Men's Swim Team.
11. Della Mauser donated 124 handmade knit hats and 1 afghan for the students of Kenosha Unified School District. The estimated value of the hats and afghan is unknown.

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 3280, 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. Michele Hancock
Superintendent of Schools

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KENOSHA UNIFIED SCHOOL DISTRICT NO. 1
Kenosha, Wisconsin

February 22, 2011

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

February

- February 8, 2011 - Standing Committee Meetings – 5:30, 6:20, 7:10 and 8:00 P.M. in ESC Board Meeting Room
- February 9, 2011 – Professional Inservice – ½ Day for Students
- February 22, 2011 – Regular Board of Education Meeting – 7:00 P.M. in ESC Board Meeting Room

March

- March 8, 2011 – Standing Committee Meetings – 5:30, 6:20, 7:10 and 8:00 P.M. in ESC Board Meeting Room
- March 14-18, 2011 – Spring Recess – Schools Closed
- March 22, 2011, – Regular Board of Education Meeting – 7:00 P.M. in ESC Board Meeting Room

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