MONTHLY SCHOOL BOARD STANDING COMMITTEE MEETINGS

September 8, 2015

5:30 P.M. Personnel/Policy

September 2015
Planning/Facilities/Equipment, Audit/Budget/Finance and Curriculum/Program Committee Meetings Canceled
I. PERSONNEL/POLICY - 5:30 P.M.

A. Approval of Minutes June 9 and August 11, 2015 Joint Curriculum/Program and Personnel/Policy and June 9, July 14, and August 11, 2015 Personnel/Policy

B. Policy and Rule 6440 - Course Options Enrollment

C. Policy and Rule 4332 - Criminal Background Checks

D. Information Item
   1. Recommendations Concerning Appointments, Leaves of Absence, Retirements and Resignations

E. Future Agenda Items
   1. Official Third Friday Enrollment Report - October
   2. Joint Personnel/Policy & Curriculum/Program - Policy 6320 - Instructional Program Adoption & Review - October/November

F. Adjournment

NOTE: The September 2015 Planning/Facilities/Equipment, Audit/Budget/Finance and Curriculum/Program Standing Committee meetings have been canceled.

There may be a quorum of the board present at these Standing Committee meetings; however, under no circumstances will a board meeting be convened nor board action taken as part of the committee process. The three board members who have been appointed to each committee and the community advisors are the only voting members of the Standing Committees.
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A joint meeting of the Kenosha Unified Curriculum/Program and Personnel/Policy Committees chaired by Mrs. Snyder was called to order at 6:42 P.M. with the following Committee members present: Mr. Kunich, Mr. Wade, Mrs. Karabetsos, Mrs. Santoro, Mrs. Renish-Ratelis, Mrs. Wickersheim, Mr. Wojciechowicz, Ms. Stevens, Mrs. Burns, Mrs. Dahl, Mrs. Stephens, and Mrs. Snyder. Dr. Savaglio-Jarvis was also present. Mrs. Daghfal, Mrs. Kenefick, and Mrs. Hamilton were excused. Mrs. Butler, Mr. Riley, and Ms. Connor were absent.

Approval of Minutes – March 10, 2015 Joint Personnel/Policy & Curriculum/Program
Mr. Wade moved to approve the minutes as contained in the agenda. Mr. Kunich seconded the motion. Unanimously approved.

Policy and Rule 6456 – Graduation Requirements
Dr. Bethany Ormseth, Assistant Superintendent of Secondary School Leadership, and Mr. Kristopher Keckler, Executive Director of Information and Accountability, gave a PowerPoint presentation pertaining to Policy and Rule 6456 – Graduation Requirements. Mr. Keckler presented information on the revised policy language for assessments, clarification language of diploma recognition for students with special needs, high school enrollment alignment for full time status and release language, removal of prior credit cap, revised competency diploma option (Iowa) timeline, board recognition of WI National Guard Challenge Academy, modification of the online learning requirement, and alignment to WI Act 63 (2013) graduation expectations. Dr. Ormseth presented information on the impact of increasing the graduation requirement within the current student schedule structures. Mr. Keckler and Dr. Ormseth answered questions from Committee members.

Mrs. Karabetsos inquired on the option of students getting physical education credit for participation in sports. Dr. Savaglio-Jarvis indicated that information is being provided to the Committee in July.

Mr. Kunich moved to forward Policy and Rule 6456 – Graduation Requirements to the full board for approval. Ms. Stevens seconded the motion. Unanimously approved.

Future Agenda Items
Mr. Flood requested the review of graduation class rank. Dr. Savaglio-Jarvis and Dr. Ormseth indicated that the review of graduation class rank would happen over the next school year.

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

Meeting adjourned at 7:21 P.M.  
Stacy Schroeder Busby  
School Board Secretary
A meeting of the Kenosha Unified Personnel/Policy Committee chaired by Mr. Kunich was called to order at 7:22 P.M. with the following Committee members present: Ms. Stevens, Mrs. Snyder, Mrs. Burns, Mrs. Dahl, Mrs. Stephens, and Mr. Kunich. Dr. Savaglio-Jarvis was also present. Mrs. Hamilton was excused. Mrs. Butler, Mr. Riley, and Ms. Connor were absent.

**Policy 5120 – Student Enrollment Reporting**

Mr. Kristopher Keckler, Executive Director of Information and Accountability, presented Policy 5120 – Student Enrollment Reporting as contained in the agenda. He explained that the policy was last updated in 1997; therefore, the policy was being brought forward for updating to reflect current enrollment options and accountability.

Ms. Stevens moved to forward Policy 5120 – Student Enrollment Reporting to the full board for approval. Mrs. Burns seconded the motion. Unanimously approved.

**Information Items**

There were no questions on the Recommendations Concerning Appointments, Leaves of Absence, Retirements and Resignations.

**Future Agenda Items**

There were no future agenda items noted.

Meeting adjourned at 7:24 P.M.

Stacy Schroeder Busby
School Board Secretary
A meeting of the Kenosha Unified Personnel/Policy Committee chaired by Mr. Kunich was called to order at 5:33 P.M. with the following Committee members present: Ms. Stevens, Mrs. Snyder, Mrs. Butler, and Mr. Kunich. Dr. Savaglio-Jarvis was also present. Mrs. Dahl arrived later. Mrs. Burns and Mrs. Stephens were excused. Mrs. Hamilton, Mr. Riley, and Ms. Connor were absent.

Mr. Kunich indicated that no action would be taken on any agenda items due to lack of a quorum.

Approval of Minutes – June 9, 2015 Joint Curriculum/Program & Personnel/Policy and June 9, 2015 Personnel/Policy
Mr. Kunich indicated that due to lack of a quorum the minutes would be addressed at next month’s Committee meeting.

School Board Policy and Rule 4333 – Chaperone Requirements and Expectations
Dr. Savaglio-Jarvis introduced School Board Policy and Rule 5120 – Chaperone Requirements and Expectations and noted that an updated policy was handed out which included additional revisions. Mrs. Annie Petering, Chief Human Resources Officer, was present and indicated that the district does not currently have a chaperone policy; therefore, there is a need for the policy in order to provide a safe environment for any off campus activity. She noted the following additional revisions which were added to the distributed updated policy: the cross reference of policy 4332, the addition of “All individuals seeking to act as a Chaperone will submit to a criminal background check” to the rule, and the title change of the acknowledgment (Attachment B) to “Non-Employee Chaperone Policy Acknowledgement.”

Mrs. Dahl arrived at 5:36 P.M.

Mrs. Petering noted that Policy 4332 - Criminal Background Checks will be brought to the Committee for language updating pertaining to volunteers and chaperones and to specify how often background checks will occur.

Mr. Kunich indicated that no action would be taken due to lack of a quorum, and the item would be forwarded to the board for consideration

Information Items
There were no questions on the Recommendations Concerning Appointments, Leaves of Absence, Retirements and Resignations.

Future Agenda Items
Mr. Kunich noted that Policy 4332 - Criminal Background Checks would be coming to the Committee as noted above.
Meeting adjourned at 5:40 P.M.

Stacy Schroeder Busby
School Board Secretary
A meeting of the Kenosha Unified Personnel/Policy Committee chaired by Mr. Kunich was
called to order at 6:39 P.M. with the following committee members present: Ms. Stevens,
Mrs. Snyder, Mrs. Burns, Mrs. Stephens, and Mr. Kunich. Dr. Savaglio-Jarvis was also
present. Mrs. Butler, Mrs. Hamilton, Mrs. Dahl, Mr. Riley, and Ms. Connor were absent.

Mr. Kunich indicated that no action would be taken on any agenda items due to lack of a
quorum.

Approval of Minutes – June 9, 2015 Joint Curriculum/Program & Personnel/Policy and
June 9, 2015 and July 14, 2015 Personnel/Policy

Mr. Kunich indicated that due to lack of a quorum the minutes would be addressed at next
month's committee meeting.

School Board Policy and Rule 1520 – Notification of Materials and Literature to
Students

Mrs. Tanya Ruder, Executive Director of Community Partnerships and Media Relations,
presented School Board Policy and Rule 1520 – Notification of Materials and Literature to
Students. She explained that the policy has been updated to provide a more definitive
guideline of what may and may not be sent home with students and the language simplified
for outside organizations seeking to distribute materials to students. There were no questions
from committee members.

Mr. Kunich noted that no action would be taken on this item due to lack of a quorum and that
it would be forwarded to the board for consideration.

School Board Policy and Rule 3643 – Emergency School Closing (Inclement Weather)

Dr. Savaglio-Jarvis presented School Board Policy and Rule 3643 – Emergency School
Closing (Inclement Weather). She noted that the policy has been updated to reflect current
staff requirements regarding who reports to work, what items are taken into consideration
when deciding to close due to the inclement weather, and the notification time changed to
5:30 a.m. in an effort to better meet parental needs when scheduling childcare, etc. when the
district closes. There were no questions from committee members.

Mr. Kunich indicated that no action would be taken due to lack of a quorum, and the item
would be forwarded to the board for consideration.

School Board Policy 5471 – Corporal Punishment/Use of Physical Force and Resolution
for Off Duty Law Enforcement Officers Who Serve as Security Officers in Schools

Ms. Susan Valeri, Director of Special Education and Student Support, presented School
Board Policy 5471 – Corporal Punishment/Use of Physical Force and Resolution for Off Duty
Law Enforcement Officers Who Serve as Security Officers in Schools. She indicated that the
policy was being updated to align with new requirements outlined in Wisconsin State Statute Section 118.305, Seclusion and Restraint Law. There were no questions by committee members.

Mr. Kunich indicated that no action would be taken due to lack of a quorum, and the item would be forwarded to the board for consideration.

**Information Items**
There were no questions on the Recommendations Concerning Appointments, Leaves of Absence, Retirements and Resignations.

**Future Agenda Items**
Mr. Kunich noted that Policy 4332 - Criminal Background Checks would be coming to the committee as noted on the agenda.

Mr. Kunich thanked Mrs. Burns for her service as a community member.

Meeting adjourned at 6:52 P.M.

Stacy Schroeder Busby
School Board Secretary
A joint meeting of the Kenosha Unified Personnel/Policy Committee and Curriculum/Program Committees chaired by Mr. Kunich was called to order at 6:54 P.M. with the following committee members present: Ms. Stevens, Mrs. Snyder, Mrs. Burns, Mrs. Stephens, Mr. Wade, Mrs. Karabetsos, Mrs. Santoro, Mrs. Wickersheim, Mr. Wojciechowicz, and Mr. Kunich. Dr. Savaglio-Jarvis was also present. Mrs. Daghfal, Mrs. Kenefick, and Mrs. Renish-Ratelis were excused. Mrs. Butler, Mrs. Hamilton, Mrs. Dahl, Mr. Riley, and Ms. Connor were absent.

Mr. Kunich indicated that no action would be taken on any agenda items due to lack of a quorum.

**Athletics for Physical Education Credit Waiver**

Mr. Steven Knecht, Coordinator of Athletics/Physical Education, gave an Athletics for Physical Education Credit Waiver PowerPoint presentation which covered the following topics: the charge, basis of option, physical education sub-committee, the work of the committee, committee recommendation, pros, cons, and right v. privilege.

Committee members along with Mr. Flood made their views and comments.

Mr. Knecht and Mrs. Julie Housaman, Assistant Superintendent of Teaching and Learning, answered questions from Committee members.

Ms. Stevens requested a list of high school coaches which notes if they are certified or uncertified teachers.

Mr. Kunich noted that this item was for information only and no action would be taken.

**School Board Policy 4370 – Professional Development Opportunities**

Mrs. Julie Housaman, Assistant Superintendent of Teaching and Learning, and Ms. Jennifer Navarro, Coordinator of Organizational training and Development, presented School Board Policy 4370 – Professional Development Opportunities. They noted that the policy was outdated and that the last revisions to the policy were made 13 years ago. A professional learning steering committee was composed, consisting of 32 members, which focused on the administrative recommendations in the curriculum audit and Learning Forward’s learning system components to update the policy.

There were no questions from Committee members.

Mr. Kunich noted that no action would be taken on this item due to lack of a quorum and that it would be forwarded to the Board for consideration.
Future Agenda Items
Mr. Kunich noted that Policy 6320 – Instructional Program Adoptions and Review would be presented to the committee in October as noted on the agenda.

Meeting adjourned at 8:08 P.M.

Stacy Schroeder Busby
School Board Secretary
Policy and Rule 6440 – Course Options Enrollment

Policy and Rule 6440 – Course Options Enrollment, was recently approved as a new KUSD policy in July. The Wisconsin 2015-17 State Budget Bill, Act 55, made changes to the Course Options statute (s. 118.52 WIS. Stats.). These changes took effect upon passage of the bill and are in effect for the 2015-16 school year. The new changes do not alter the current practice of enrollment options for students. However, the updated rules relate to the ability for postsecondary institutions to charge additional tuition and fees to students and parents. The original Course Options process called for students and parents to incur zero costs associated with participation, while the resident school district and the Institute of Higher Education (IHE) negotiated a DPI approved amount per enrollment. With these changes, the student and parent would still have zero costs if the student only obtains high school credit for the Course Options enrollment. However, if the student would earn college/postsecondary credit for successful completion, then the IHE may charge the pupil, or the parent or guardian of a minor pupil, additional tuition and fees. These fees would be in addition to any amount paid by the school district to the IHE.

The current Course Options enrollment timeline requires that students submit enrollment requests at least six weeks prior to the start of the course. KUSD currently has approved Course Options enrollments for the upcoming fall term, and will work to communicate these new changes to these families so they may understand the current developments. The minor revision to the policy will help KUSD students and parents better understand this program and potential costs.

Administrative Recommendation:

Due to the recently approved Wisconsin State Budget Bill, Act 55, administration recommends that the Personnel/Policy Committee forward the proposed revision of Policy and Rule 6440 Course Options Enrollment to the Board of Education for approval as a first reading at the September 22, 2015, regular school board meeting, and approval as a second reading at the October 27, 2015, regular school board meeting.

Dr. Sue Savaglio-Jarvis Superintendent of Schools
Kristopher Keckler Executive Director of Information & Accountability
Dr. Beth Ormseth Assistant Superintendent of Secondary Schools
Julie Housaman Assistant Superintendent of Teaching & Learning
Marsha Nelson Career and Technical Education Coordinator
The district shall accommodate resident students who wish to participate in the Wisconsin Course Options Program. District resident students, and those accepted full-time through Open Enrollment, may submit an application to an Institute of Higher Education (IHE), or other Department of Public Instruction (DPI) approved program. The Course Options program is not available to private school or home-based students.

Through the Course Options Program, students may receive both high school and postsecondary credit for successfully completed courses. District high schools grant a diploma to students who successfully complete district high school graduation requirements, regardless of whether the student satisfied all or any portion of the requirements through the Course Options Program.

The School Board is responsible for the costs associated with student enrollments for any course under the Course Options Program. The district shall pay the educational institution a calculated amount in a manner determined by DPI. An IHE may charge a pupil, or the parent or guardian of a minor pupil, additional tuition and fees for attending a course at the IHE for postsecondary credit.

LEGAL REF.: Wisconsin Statutes
Sections 115.28(59)(a) (Academic and career planning) 118.13 (Student discrimination prohibited) 118.15 (Compulsory school attendance) 118.15(4) (Broad board power to do all things reasonable to promote education of students) 118.16 (School attendance enforcement) 118.33 (High school graduation standards) 118.51 (Full-time open enrollment) 118.52 (Course options) 121.004(7)(em) (Inclusion of pupils attending school outside or in his or her district shall be counted accordingly)

CROSS REF.: 5110 Equal Education Opportunities 5120 Student Enrollment Reporting 5200 School Admissions 5210 Entrance Age 5260 Open Enrollment Full Time 5310 Student Attendance 5320 School Attendance Areas 6100 Mission, Principals, Goals, Results 6421 Programs for Students with Disabilities 6423 Talent Development Program 6426 Student Program and Curriculum Modifications 6434.2 Youth Options Program 6456 Graduation Requirements Special Education Program and Procedure Manual
All district resident students in grades K-12 by law are eligible to participate in the Course Options Program. The student and parent/guardian must submit an application (PI-8900) to the Institute of Higher Education (IHE) or other DPI approved educational institution no later than six weeks prior to the start of the requested course. A student may take up to two courses at any one time under Course Options, though there is no limit to the total number of courses in this program. The courses may be taken at different educational institutions at any time. Educational institutions are defined under the Course Options Program as:

- A public school in a nonresident school district;
- The University of Wisconsin System;
- A technical college;
- Nonprofit institutions of higher education;
- A tribal college;
- A charter school; and
- A nonprofit organization that has been approved by DPI.

To accommodate the Course Options Program for district resident students, and those enrolled full-time through open enrollment, the district shall:

- Provide assistance and information to students and parents/guardians who seek information regarding the Wisconsin Course Options Program.
- Cover the related enrollment costs associated with the approved Course Options course for a calculated amount in a manner determined by DPI.
- Ensure that beginning no later than the 2017-18 school year, academic and career planning services are provided to pupils enrolled in grades 6-12.

A resident district must deny the application if the course conflicts with the student’s individualized education plan. A resident district may deny the application if:

- The course does not satisfy a high school graduation requirement; or
- The course does not conform to or support a student’s academic and career plan, if one exists.

The student’s parent/guardian is responsible for satisfactory student attendance and compliance with the state compulsory school attendance law. It is also the responsibility of the student to ensure that their schedule can accommodate any participation in the Course Options Program. The student and parent/guardian are accountable for obtaining any related prerequisites or other requirements prior to participation.

The Board or designee shall determine whether a postsecondary course is eligible for high school credit and how many high school credits may be awarded. Course Options courses that result in high school credit will be factored into the high school GPA. Such decisions shall be made consistent with state law requirements and established by district procedures.

The parent/guardian or student is responsible for transportation between the school and the assigned educational institution. Transportation assistance is available from DPI for students who are eligible for free/reduced-price meals under the federal school lunch program. Transportation costs may only be reimbursed if the student is taking a designated Course Options approved course. The transportation reimbursement form is available from DPI (oe.dpi.wi.gov) and must be submitted to DPI no later than July 15 for courses attended during the previous school year.

AFFIRMED: July 28, 2015
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SCHOOL BOARD POLICY AND RULE 4332 – CRIMINAL BACKGROUND CHECKS

Background

Currently, the Criminal Background Check, Policy 4332, does not reference doing background checks for chaperones. Although the current language states, “This includes, but is not limited to, volunteers, tutors, mentors and independent contractors”, it would be best to add “chaperones” to the explicitly listed individuals who are subject to criminal background checks. This addition would align with the proposed new Board Policy and Rule 4333 Chaperone Requirements and Expectations (see attached Criminal Background Check Policy 4332).

Administrative Recommendation:

Administration recommends that the Personnel/Policy Standing Committee forward proposed Policy and Rule 4332 – Criminal Background Checks to the school board for approval as a first reading at the September 22, 2015, regular meeting and a second reading at the October 28, 2015, regular board meeting.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Annie Petering, J.D.
Chief Human Resources Officer
A criminal background check shall be conducted for all persons recommended for employment as administrators, teachers, other certified employees, substitute teachers, and all other non-certified employees, including but not limited to substitutes, service employees, educational assistants, secretarial/clerical staff, educational interpreters, carpenters/painters, part-time/temporary, miscellaneous, advisors and coaching assignments.

Likewise, a criminal background check shall be conducted on any persons who have District approved access to children in supervised or unsupervised settings before they will be allowed to come in contact with students. This includes, but is not limited to, chaperones, volunteers, tutors, mentors and independent contractors.

Information from criminal background checks will not be used or considered in making employment or volunteerism decisions, unless there are past convictions or pending charges that are substantially related to the circumstances of the particular job.

Under the principle of federal supremacy and in accordance with the provisions of federal law requirements, all applicants recommended for employment with federally funded Head Start positions shall be required to disclose information regarding all prior arrests, in addition to convictions and pending charges.

LEGAL REF.: 42 U.S.C. 2928
Wisconsin Statutes
Sections 111.335 (Arrest or conviction record discrimination; exceptions and special cases)
118.19 (Teacher licenses; limits on DPI issuance of license based on conviction record)

CROSS REF.: 2210 Recruitment and Appointment of Superintendent
2211 Recruitment and Appointment of Administrative, Supervisory, and Technical Staff
4110 Equal Employment Opportunity and Affirmative Action
4260 Personnel Records
4330 Staff Selection and Hiring Process
4340 Substitute Personnel Employment
6530 Community Resources

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: May 10, 1994

REVISED: June 27, 2000
May 14, 2002
July 23, 2002
February 23, 2010
Rule 4332
Criminal Background Checks

1. The employment application will include a permission form for obtaining crime record information.

2. Applicants for federally funded Head Start positions shall complete a separate form detailing all arrests, in addition to convictions and pending charges. If an applicant for a Head Start position discloses that they have been arrested or convicted of a crime, the Office of Personnel will determine whether the nature of the offense or alleged offense precludes the applicant from serving in the position applied for. The Office of Personnel will keep all arrest and conviction record information confidential to the extent authorized by law, and will not disclose same to the interview teams.

3. If the person recommended for employment refuses to cooperate in fully completing the form or is found to have provided false, inaccurate or incomplete information on the employment application, the person will be disqualified from consideration for employment or may be considered for dismissal.

4. A crime records check shall be made through the Department of Justice for each applicant recommended for employment. The District will reimburse the Department of Justice for this service.

5. Persons recommended for employment will be provided a copy of the information from the crime records check upon request. Persons requesting copies of the information will reimburse the District for the cost of providing the copies. Persons recommended for employment may attach any statement or explanation to the report.
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The Human Resources recommendations regarding the following actions:

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Kenosha Unified School District  
Kenosha, WI  
September 8, 2015

The Human Resources recommendations regarding the following actions:

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