

Board Business Meeting Packet

January 25, 2016

Operational Expectations (OE)



**Racine Unified School District
Operational Expectations Monitoring Report**

**OE-7 ASSET PROTECTION
SUMMARY OF COMPLIANCE STATUS**

Date: January 25, 2016

SUPERINTENDENT CERTIFICATION

With respect to Operational Expectation 7 (Asset Protection), taken as a whole, the superintendent certifies that the proceeding information is accurate and complete, and is:

_____	In Compliance
<u> X </u>	In Compliance with Exception (as noted in the evidence)
_____	Not In Compliance

Executive Summary:

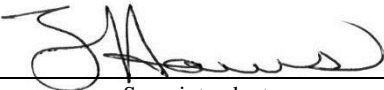
This OE-7 Monitoring Report is for the reporting period of January 1, 2015 to December 31, 2015. This monitoring report is compliant with exception. The District is compliant with assuring organizational assets are protected, maintained, appropriately used, and not placed at undue risk.

The areas of non-compliance are:

- 7.4.2 Systems are not fully in place to protect physical records from damage or loss.
- 7.4.3 Intellectual property has not been submitted for copyright protection.

There are elements of OE-7 that better align with other Operational Expectations. Administration requests that the Board consider the following:

- OE 7.7 (Investment of Funds) is thoroughly reviewed as part of the annual District financial audit. Therefore, monitoring may be most appropriate as part of OE-6-External and removed from OE-7.

Signed: 
Superintendent

Date: 1/20/16

BOARD OF EDUCATION ACTION

With respect to Operational Expectation 7 (Asset Protection), the Board:

_____	Accepts the report as fully compliant
_____	Accepts the report as compliant with noted exceptions
_____	Finds the report to be noncompliant

Summary statement/motion of the Board _____

Signed: _____
Board President

Date: _____



Racine Unified School District
Operational Expectations Monitoring Report
DATE: January 25, 2016

OE-7 (ASSET PROTECTION)

The superintendent will assure that all organizational assets are adequately protected, properly maintained, appropriately used and not placed at undue risk.

Interpretation: The Board of Education expects the superintendent to ensure that all of the District's assets are fully insured, are used for their intended purpose and are kept in working order.

- District assets: All tangible property and equipment with a cost of more than \$5,000 and intangible property such as data and operational systems that are vital to the operation of the District.
- Adequately protected: Fully insured for replacement of the asset with appropriate limits and deductibles.
- Appropriately used: Assets utilized by District staff as intended according to training, operational guidelines, legal requirements, and the operational or academic purpose for which the asset was acquired.
- Not placed at undue risk: Appropriate limits and coverage for replacement cost for property and liability coverage that is comparable to other districts with similar risks.

<p>7.1 The superintendent will: Maintain property and casualty insurance coverage on District property with limits equal to 100% of replacement value.</p>	<p><i>In Compliance</i></p>
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Interpretation: The Board of Education expects the superintendent to insure all property against loss at 100% replacement value and that the District is insured against liability claims.

- Property Insurance: Protection from financial losses due to damage to facilities, vehicles, equipment and materials.
- Casualty Insurance: Liability coverage of staff and individuals for which the District may be liable and incur costs.
- 100% of replacement value: Ability to replace or restore to comparable conditions subject to any deductible, or subrogation with third-party insurance coverage, with remaining costs paid through the operating budget of the District.

<p>Indicator 1: Property and contents insurance is at 100% replacement value.</p>	<p>In Compliance</p>
<p>Evidence: Property and contents insurance is with Catlin Indemnity Company. Coverage is at \$648,551,464 replacement cost coverage with \$50,000 deductible and \$259,034 premium for 2015-2016, which is \$132,566 higher than last year. The District was informed last Fall that the previous carrier (LGPIF) was no longer available. The District was able to secure a coverage package including liability coverage. <i>(See Appendix A, Page 1)</i></p>	
<p>Indicator 2: District vehicles are insured for comprehensive and collision with claims settlement at actual cash value.</p>	<p>In Compliance</p>
<p>Evidence: The District’s fleet of 67 vehicles is covered by Catlin Indemnity Company for comprehensive and collision with claims settlement at actual cash value (like kind and quality). With a \$1,000 deductible and premium of \$10,949, this is a \$39,503 decrease from last year (included in coverage package). <i>(See Appendix A, Pages 2-6)</i></p>	

<p>7.2 The superintendent will: Maintain both Errors and Omissions and Comprehensive General Liability insurance coverage protecting Board members, staff and the District itself in an amount that is reasonable for school districts of comparable size and character.</p>	<p><i>In Compliance</i></p>
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Interpretation: The Board of Education expects the superintendent to ensure that the Board, all staff and the District are protected from liability claims. This protection is in the form of insurance that has limits comparable to other school districts with similar exposure. Legal reference: State Statute provides:

Wis. Stats. 893.80 (Claims Against Governmental Bodies, Officers and Employees) and Wis. Stats 345.05 (Municipal Liability for Motor Vehicle Accidents):

“If a civil action is filed in Wisconsin courts, the most a person can recover is \$50,000 except auto accident. For automobile liability claims the limitation per claim is \$250,000.”

Wis. Stats. 895.52 (Recreational Activities; Limitation of Property Owners Liability):

The statute provides property owners, public school district being one kind, immunity from claims arising out of the recreational use of property (i.e. if our playgrounds are being used after hours and someone is injured, they will have no course of action against the district). All liability claims require that negligence be proved in order for a payment to be made.

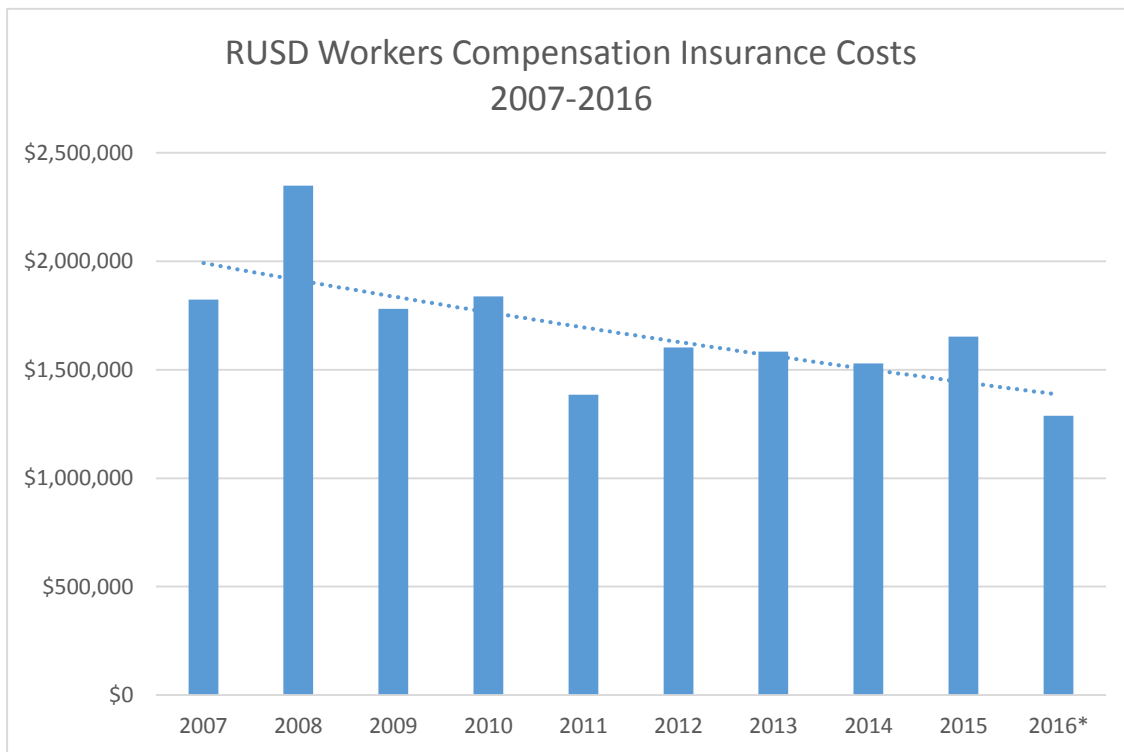
- **Errors and Omissions Insurance:** Protection from harm to the District for Board members and staff who make a mistake as part of the good faith performance of their duties.
- **Comprehensive and General Liability Insurance:** Protection from loss due to claims made against the District due to bodily injury or property damage.

<p>Indicator 1: The District has general liability insurance coverage in force with limits comparable to other school district.</p>	<p>In Compliance</p>
<p>Evidence 1: The District’s General liability coverage policy is through Catlin Indemnity Company, along with an umbrella policy. The District carries a \$3,000,000 general liability policy and a \$9,000,000 umbrella policy. (See Appendix A, Pages 10-13)</p>	
<p>Evidence 2: Research indicates that other districts are carrying similar amounts of umbrella coverage:</p> <ul style="list-style-type: none"> • Madison: \$8,000,000 • Janesville: \$9,000,000 • Waukesha: \$6,000,000 	
<p>Indicator 2: The District maintains general liability coverage for employee benefits.</p>	<p>In Compliance</p>
<p>Evidence: Under the Catlin Indemnity general liability policy, the District has coverage for employee benefits liability should there be any errors or omissions made on employee benefits. The District’s coverage is at \$1,000,000. (See Appendix A, Pages 14-15)</p>	
<p>Indicator 3: The District maintains Education Legal Liability coverage.</p>	<p>In Compliance</p>
<p>Evidence: The District maintains Education Legal Liability coverage with RSUI. There is a \$50,000 deductible per claim and employment practices liability with a \$100,000 deductible. Each has a \$2,000,000 limit of coverage. This coverage continues to have a sub-limit on IEP claims. (See Appendix A, Page 16-17)</p>	

Indicator 4: The District maintains workers' compensation insurance.

In Compliance

Evidence: Workers' compensation coverage is through Church Mutual Insurance Company, a February 1, 2015 – January 31, 2016 policy. The current premium is \$1,786,326, a decrease of \$44,463. The District is expected to receive a 5% dividend. (See Appendix A, Pages 7-9)



* Figure represents the budgeted net workers' compensation insurance premium which has been reduced by dividends.

<p>7.3 The superintendent will: Assure that all personnel who have access to material amounts of District funds are covered by employee loss insurance.</p>	<p><i>In Compliance</i></p>
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Interpretation: The Board of Education expects the superintendent to ensure that the District is insured for loss due to employee theft and that employee theft coverage covers loss of all sizes subject to deductible and limits.

- All personnel: Any District employee.
- Employee loss insurance: A coverage for loss due to employee theft.

<p>Indicator: The District carries employee loss insurance.</p>	<p>In Compliance</p>
<p>Evidence: The District carries a Government Crime Policy with Hanover Insurance which covers employee theft up to \$500,000 with a \$1,000 deductible. There is no requirement that an employee must be bonded. The District has continued Faithful Performance coverage to the crime policy. This coverage is secondary to general liability coverage. (See Appendix A, Page 18.)</p>	

<p>7.4 The superintendent will: Protect intellectual property, information, files, records and fixed assets from loss or significant damage.</p>	<p><i>Not In Compliance</i></p>
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Interpretation: The Board of Education expects the superintendent to ensure that assets, including files, records and intellectual property, are protected from loss and damage.

- Intellectual property: Creations, inventions, artistic works, images, names and designs used in the operation of the District. This includes original curriculum, teaching materials and other items created by District employees as part of their job for use by the District or its employees.
- Information, files and records: All data and documents, electronic and non-electronic.
- Fixed assets: Property or equipment with an original cost of \$5,000 or more.

<p>Indicator 1: <u>Intellectual Property:</u> The District protects all intellectual property from damage or loss and no legal complaints are received due to an employee violating intellectual property rights.</p>	<p>Not In Compliance</p>
<p>Evidence: The District received no legal complaints related to an employee violating intellectual property rights. The District continues to identify intellectual property in need of protection. <i>(Refer to Action Plan)</i></p>	
<p>Indicator 2: <u>Information:</u> The District’s data systems are backed up regularly to preserve data, property, documents and information that are in a digital form.</p>	<p>In Compliance</p>
<p>Evidence: The District experienced no loss or damage of digital data, documents, property or information.</p> <ul style="list-style-type: none"> • The District’s ERP system (Infor), is hosted off site and is backed up nightly. <i>(See Appendix I)</i> • The District’s Student Information System (Infinite Campus) is hosted off site and backed up nightly <i>(see Appendix C)</i>. • The District’s email system (Google) is hosted in the Cloud. Emails are archived with a 10 year retention. <i>(see Appendix B and D)</i> • The District’s Transportation system (Edulog) is hosted locally and backed up nightly. • The District’s staff storage array is hosted locally and is backed up nightly. • The District’s IEP system (Filemaker Pro) is hosted locally and backed up nightly. 	
<p>Indicator 3: <u>Files:</u> The District fully protects digitized files from unauthorized access.</p>	<p>In Compliance</p>
<p>Evidence: There were no breaches of electronic files that resulted in damage or loss to the District. <i>(See Appendix B and E)</i></p>	
<p>Indicator 4: <u>Records:</u> The District protects all physical records from damage or loss.</p>	<p>Not In-Compliance</p>
<p>Evidence: The District has no reported loss of physical records due to damage or loss. However, it is not known if adequate protections are in place to assure physical records will not be damaged or lost. Each department, school or entity of the District maintains physical records used as part of their operations. Physical records are archived in ASC facilities based on records retention policies. <i>(See Action Plans and Capacity Building)</i></p>	

Indicator 5: <u>Fixed Assets</u> : The District carries property insurance.	In Compliance
Evidence 1: Catlin Indemnity property policy covers equipment and data on an all risk basis, but does exclude breakdown. Coverage limits \$648,551,464, with a \$50,000 deductible. (<i>See Appendix A, Page 1.</i>)	
Evidence 2: Equipment Breakdown Protection coverage is with Federal Insurance Company (Chubb Group of Insurance Companies) and includes breakdown. Breakdown is defined as “direct physical loss that causes damage to covered equipment and necessitates its repair or replacement ... by electrical failure”. Data and media are covered with a limit of \$150,000,000 with a \$1,000 deductible. The premium for 2015-2016 is \$13,410, which is \$645 more than last year. (<i>See appendix A, Pages 19-24.</i>)	

<p>7.5 The superintendent will: Properly preserve and dispose of all records related to affairs or business of the District.</p>	<p><i>In Compliance</i></p>
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Interpretation: The Board of Education expects the superintendent to maintain records per DPI and legal requirements, and to follow a protocol that maintains security and privacy when disposing of any records.

- Properly: Legal guidelines are met following a security and privacy protocol that meets legal guidelines.
- Preserve: The maintenance of documents, files, and records in a usable and available form.
- Dispose: The permanent destruction or elimination of documents, files and records.
- Records: All required physical and digital historical documents (e.g financial audits, employee and student files) and documents that are used in day-to-day operations (e.g. student cumulative files, bank statements, employee information).

<p>Indicator 1: Records are retained and disposed of per legal guidelines.</p>	<p>In Compliance</p>
<p>Evidence 1: Using the District’s electronic records retention system called OnBase, all records have been appropriately retained as per legal guidelines. A record retention audit completed in December 2015 shows that required records are available and accessible. <i>(See Appendix E)</i></p>	
<p>Evidence 2: Routine records disposal occurs in June and December. The December disposal shredded approximately 33,377 pounds of material. <i>(See Appendix N)</i></p>	
<p>Indicator 2: Required records are retained, available and accessible.</p>	<p>In Compliance</p>
<p>Evidence: All public records requests were fulfilled. There are no known requests for records or documents that were not met. All required records are archived. All records for day-to-day operations are available in District systems and/or file storage. There are no known cases where needed files were unavailable. <i>(See Appendix E)</i></p>	
<p>Indicator 3: Disposal of records follows a protocol that maintains security and privacy.</p>	<p>In Compliance</p>
<p>Evidence 1: Records were disposed of as required in June and December according to requirements outlined by state and federal regulations. The latest disposal shredded approximately 33,377 pounds of material and the Certificate of Destruction that assures confidential disposal was provided. <i>(See Appendix N)</i></p>	
<p>Evidence 2: A self-audit of DPI record retention requirements was performed in December and indicates compliance. <i>(See Appendix T)</i></p>	

<p>7.6 The superintendent may not: Unnecessarily expose the District, the Board or staff to legal liability.</p>	<p><i>In Compliance</i></p>
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Interpretation: The Board of Education expects the superintendent to ensure that District actions will follow Coherent Governance Policy and Administrative Regulations that have been through legal review. The Board of Education also expects that liability insurance will be in place to cover the cost of legal defense and claims should they arise.

- Unnecessarily expose: Negligent actions that put the District in a legally untenable position.
- Legal liability: Litigation with another party where attorney fees are incurred.

<p>Indicator 1: The District uses legal services to guard against losses to the District.</p>	<p>In Compliance</p>
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Evidence: Major contracts entered into by the District are reviewed by legal counsel. The District uses legal counsel in the specialty areas of real estate, contract negotiations, revisions to administrative regulations, RFP preparation, construction contract negotiation, special education, general school law, technology leasing, employment law, environmental law, and debt issuance.

- 1,388 hours of legal services was utilized from the District’s primary law firm. In addition, time was used for specialist related financing issuance and to employment issues.
- There were no paid out losses by our insurance carrier for the 2015. The District has Errors and Omissions coverage as part of the overall insurance coverage for the District. This insurance helps to cover costs should legal issues occur that are caused by errors and/or omissions by District staff and/or Board members. (See Appendix A, Pages 28-30)

<p>Indicator 2: The District carries educator legal liability insurance.</p>	<p>In Compliance</p>
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Evidence: The District has Errors and Omissions coverage as part of the overall insurance coverage. This insurance helps to cover costs should legal issues occur that are caused by error and/or omissions by District staff and/or Board members. There were no losses due to legal actions for 2015. (See Appendix A, pg. 30)

<p>7.7 The superintendent may not: Invest funds in investments that are not secured or that are not authorized by law.</p>	<p><i>In Compliance</i></p>
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Interpretation: The Board of Education expects the superintendent to ensure that all investments are in statutorily allowable instruments separated in distinct accounts.

- Funds: Money or capital.
- Investments: The commitment of District funds or other assets with the purpose of gaining profitable returns in the form of interest, income, dividend and appreciation of value.
- Secured: Providing certainty or a guarantee in conformance with law to minimize the risk of loss.

<p>Indicator 1: The District uses legal services to minimize investment losses to the District.</p>	<p>In Compliance</p>
<p>Evidence: Invested cash is restricted by Wisconsin statutes and may only consist of the following: time deposits, repurchase agreements; securities issued by federal, state, and local government entities, statutorily authorized commercial paper and corporate securities and the Wisconsin local government pool. Investments in OPEB and private purpose trust funds may be invested in other types of investments and are governed by Wisconsin statute 881.01 “Uniform Prudent Investor Act. (See the 2014-15 Audit Report, Pages 29-31)</p>	
<p>Indicator 2: No losses are incurred by the District on deposits and investments.</p>	<p>In Compliance</p>
<p>Evidence: Deposits and investments by the District are subject to various risks. Wisconsin statutes require repurchase agreements to be fully collateralized by bonds or securities issued or guaranteed by the federal government or its instrumentalities. The agreement with the District’s bank, Johnson Bank, include collateralization of deposits. No losses were experienced in 2015. (See the 2014-15 Audit Report, Pages 29-31)</p>	

7.8 The superintendent may not: Dispose of personal property except as associated with the normal course of business.	<i>In Compliance</i>
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Interpretation: The Board of Education expects the superintendent to ensure that processes are maintained and followed that govern the appropriate disposal of District personal property.

- Dispose: To discard or sell so that it is no longer under District control or ownership.
- Personal Property: Non-real estate assets and materials.

Indicator 1: District personal property was disposed of fairly and appropriately according to administrative regulation 3230.	In Compliance
<p>Evidence: All District personal property was disposed of according to administrative regulation 3230.</p> <ul style="list-style-type: none"> • The District uses approved vendors to resell or recycle textbooks that are no longer needed. No textbooks were resold or recycled this year. • Schools are in the process of recycling weeded library books which is tracked through the Destiny software system. During 2015, the amount of books that were weeded amounted to 19,511. • The Department of Buildings and Grounds used scrap metal vendors (Miller Compressing) to dispose of or recycle District personal property. As of December 2015, \$11,634.25 was received from the sale of scrap metal. 	
Indicator 2: The sale of surplus property uses a fair and public process.	In Compliance
<p>Evidence: No sales were conducted this year.</p>	

Action Plan to Improve/Enhance OE-7:

Through the Chief of Finance Office, Chief of Operations Office, and Chief of Information Office, the superintendent will continue to address areas of non-compliance in OE-7. The 2015-16 action plan includes:

7.4.2: Develop a plan to digitize physical records which would be electronically stored, preserved and protected. Improve systems to track and protect physical files, records, and information.

7.4.3: A method for protecting intellectual property of the District has been developed in coordination with legal counsel. District administration will begin submitting logos, trademarks and other intellectual property for protection.

7.7: Create a system for tracking the legal review of matters that reduce liability to the District. In subsequent reports, include staff training or other programs that will prevent the exposure of the District to legal liability.

Capacity Building - Funding/Staffing:

1. A plan has been developed to digitize physical records and archives at an estimated cost of \$500,000. This plan will be implemented based on the availability of funds and this budget item will be included as part of the 2016-17 budget priorities list.

NOTE: The Superintendent requests that the Governance Committee consider moving Policy OE-7.7 to OE-6-External because it is an aspect reviewed as part of the annual District financial audit.

Appendix A

CATLIN

Policy Number: **CND-WI-EPP-27066-000**

NAMED INSURED AND MAILING ADDRESS: Racine Unified School District 2220 Northwestern Avenue Racine, WI 53406	INSURER: Catlin Indemnity Company 160 Greentree Drive, Suite 101 Dover, DE 19904	PRODUCER: Arthur J. Gallagher Risk Management Services, Inc. 1289 Derring Way, Suite 208 Madison, WI 53717
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ISSUED BY

Wright Specialty Insurance Agency, LLC

COMMERCIAL PROPERTY POLICY POLICY DECLARATIONS

POLICY PERIOD: FROM 7/1/2015 to 7/1/2016 12:01 A.M. AT THE INSURED'S MAILING ADDRESS

Coverage	Cause of Loss	Deductible	Coinsurance	Limit of Insurance
Building and Business Personal Property	SPECIAL Includes Theft	\$50,000 Honor Roll Deductible \$5,000	100%	\$648,551,464
Agreed Value: Yes	Blanket: Yes	Expiration Date: 7/1/2016		
Building: Replacement Cost	Personal Property: Replacement Cost			
Total Property Premium				\$259,034
Total TRIA Premium				\$8,360
COVERAGE EXTENSIONS/ADDITIONAL COVERAGE		LIMIT	DEDUCTIBLE	
Business Income Including Rental Value and Extra Expense		\$5,000,000	72 hours	
Ordinance Or Law				
Coverage A	110% of Building Value		\$50,000	
Coverage B	\$250,000		\$50,000	
Coverage C	\$250,000		\$50,000	
Flood	\$1,500,000		\$50,000	
Earthquake	Not Included		Not Included	

Policy Number: **CND-WI-CAP-27067-000**

NAMED INSURED AND MAILING ADDRESS: Racine Unified School District 2220 Northwestern Avenue Racine, WI 53406	INSURER: Catlin Indemnity Company 160 Greentree Drive, Suite 101 Dover, DE 19904	PRODUCER: Arthur J. Gallagher Risk Management Services, Inc. 1289 Derring Way, Suite 208 Madison, WI 53717
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ISSUED BY

**Wright Specialty Insurance Agency, LLC
COMMERCIAL AUTOMOBILE
POLICY DECLARATIONS**

POLICY PERIOD: FROM 7/1/2015 to 7/1/2016 12:01 A.M. AT THE INSURED'S MAILING ADDRESS

Coverages	Covered Autos	Limit	Premium
Liability	1	\$1,000,000	Included
Personal Injury Protection (Or Equivalent Added No-Fault Coverage)		Separately Stated In Each Personal Injury Protection Endorsement Minus	
Added Personal Injury Protection (Or Equivalent Added No- Fault Coverage)		Separately Stated In Each Added Personal Injury Protection Endorsement.	
Property Protection Insurance (Michigan Only)		Separately Stated In The Property Protection Insurance Endorsement Minus For Each Accident.	
Auto Medical Payments	2	\$10,000	Included
Medical Expense And Income Loss Benefits (Virginia Only)		Separately Stated In Each Medical Expense And Income Loss Benefits Endorsement.	
Uninsured Motorist	2	\$1,000,000	Included
Underinsured Motorists (When Not Included In Uninsured Motorists Coverage)	2	\$1,000,000	Included
Total Item One Premium			\$ 44,697

Policy Number: **CND-WI-CAP-27067-000**

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ISSUED BY

**Wright Specialty Insurance Agency, LLC
 COMMERCIAL AUTOMOBILE
 POLICY DECLARATIONS**

POLICY PERIOD: FROM 7/1/2015 to 7/1/2016 12:01 A.M. AT THE INSURED'S MAILING ADDRESS

ITEM TWO Schedule Of Coverages And Covered Autos (Cont'd)			
Coverages	Covered Autos	Limit	Premium
Physical Damage Comprehensive Coverage	2, 8	Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus \$1,000 Deductible For Each Covered Auto, But No Deductible Applies To Loss Caused By Fire Or Lightning. See Item Four For Hired Or Borrowed Autos.	\$3,296
Physical Damage Specified Causes Of Loss Coverage		Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus deductible amount Deductible For Each Covered Auto For Loss Caused By Mischief Or Vandalism. See Item Four For Hired Or Borrowed Autos.	
Physical Damage Collision Coverage	2, 8	Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus \$1,000 Deductible For Each Covered Auto. See Item Four For Hired Or Borrowed Autos	\$7,653
Physical Damage Towing And Labor		See For Each Disablement Of A Schedule Private Passenger Auto.	
Rental Reimbursement		See Schedule	
Total Item Two Premium			\$ 10,949

Policy Number: **CND-WI-CAP-27067-000**

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ISSUED BY

**Wright Specialty Insurance Agency, LLC
COMMERCIAL AUTOMOBILE**

POLICY DECLARATIONS

POLICY PERIOD: FROM 7/1/2015 to 7/1/2016 12:01 A.M. AT THE INSURED'S MAILING ADDRESS

ITEM FOUR

Schedule Of Hired Or Borrowed Covered Auto Coverage And Premiums

Liability Coverage - Rating Basis, Cost Of Hire				
State	Estimated Cost Of Hire For Each State	Rate Per Each \$100 Cost Of Hire	Factor (If Liability Coverage Is Primary)	Premium
WI	If Any			\$ 128

Liability Coverage - Rating Basis, Number Of Days - (For Or Farm Equipment - Rental Period Basis)				
State	Estimated Number Of Days Equipment Will Be Rented	Base Premium	Factor	Premium
Total Premium				\$ 128

Cost of hire means the total amount you incur for the hire of "autos" you don't own (not including "autos" you borrow or rent from your partners or "employees" or their family members). Cost of hire does not include charges for services performed by motor carriers of property or passengers.

Policy Number: **CND-WI-CAP-27067-000**

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ISSUED BY

Wright Specialty Insurance Agency, LLC
COMMERCIAL AUTOMOBILE
POLICY DECLARATIONS

POLICY PERIOD: FROM 7/1/2015 to 7/1/2016 12:01 A.M. AT THE INSURED'S MAILING ADDRESS

Physical Damage Coverage

Coverages	Limit Of Insurance		
Collision	Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus \$500		
	Limit \$25,000		
	For Each Covered Auto.		
	Estimated Annual Cost Of Hire	Rate Per Each \$100 Annual Cost Of Hire	Premium
	If Any		\$ 169
Comprehensive	Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus \$500		
	Limit \$25,000		
	For Each Covered Auto, But No Deductible Applies To Loss Caused By Fire Or Lightning.		
	Estimated Annual Cost Of Hire	Rate Per Each \$100 Annual Cost Of Hire	Premium
	If Any		\$ 110
Specified Causes of Loss	Actual Cash Value Or Cost Of Repair, Whichever Is Less, Minus		
	Limit		
	Estimated Annual Cost Of Hire	Rate Per Each \$100 Annual Cost Of Hire	Premium
	If Any		
Total Item Four Premium			\$ 407

Policy Number: **CND-WI-CAP-27067-000**

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ISSUED BY

**Wright Specialty Insurance Agency, LLC
 COMMERCIAL AUTOMOBILE
 POLICY DECLARATIONS**

POLICY PERIOD: FROM 7/1/2015 to 7/1/2016 12:01 A.M. AT THE INSURED'S MAILING ADDRESS

**ITEM FIVE
 Schedule For Non-Ownership Liability**

Named Insured's Business	Rating Basis	Number	Premium
Other Than Garage Service Operations And Other Than Social Service Agencies	Number Of Employees	3333	\$ 2,757
	Number Of Partners		
Garage Service Operations	Number Of Employees Whose Principal Duty Involves The Operation Of Autos		
Social Services Agencies	Number Of Employees		
	Number Of Volunteers		
Total Item Five Premium			\$ 2,757

WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY

INFORMATION PAGE

**MUTUAL COMPANY
NONASSESSABLE POLICY**

Policy Number 0305722-07-770811

NCCI COMPANY NO. 16853

Prior Policy No. 0305722-07-662759

CHURCH MUTUAL INSURANCE COMPANY

**3000 Schuster Lane, P.O. Box 357
Merrill, WI 54452**

Item 1. INSURED. The Insured and Mailing Address
**RACINE UNIFIED SCHOOL DISTRICT
3109 MOUNT PLEASANT ST
RACINE WI 53404-1511**

AGENT NO. 35 - 322

RACINE

Individual Partnership Corporation Other: _____

Other workplaces not shown above:
SEE ATTACHED SCHEDULE

FEIN # 39-6031430
SIC 8211
Contact:
Phone:

Item 2. POLICY PERIOD.

The policy period is from 02-01-2015 to 02-01-2016 12:01 A.M. Standard Time at the Insured's Mailing Address

Item 3. COVERAGE.

- A. Workers Compensation Insurance: Part One of the policy applies to the Workers Compensation Law of the states listed here: **WI**
- B. Employers Liability Insurance: Part Two of the policy applies to work in each state listed in item 3.A. The limits of our liability under Part Two are:

Bodily Injury by Accident	Bodily Injury by Disease	Bodily Injury by Disease
\$ 100,000 each accident	\$ 100,000 each employee	\$ 500,000 policy limit
- C. Other States Insurance: Part Three of the policy applies to the states, if any, listed here:
All states except North Dakota, Ohio, Washington, Wyoming, and states designated in Item 3.A. of the Information Page
- D. This policy includes these endorsements and schedules: **See Schedule Attached**

Item 4. PREMIUM. The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates, and Rating Plans. All information required below is subject to verification and change by audit.

Classifications	Code No.	Premium Basis Total Estimated Standard Remuneration	Rate Per \$100 of Remuneration	Estimated Standard Premium
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SEE INFORMATION PAGE EXTENSION WC 00 00 01A TO FOLLOW

TOTAL ESTIMATED STANDARD PREMIUM IS: \$ 1,786,326 TAXES AND SURCHARGES \$

DEDUCTIBLE PREMIUM CREDIT: \$

DEPOSIT PREMIUM: \$ 1,786,326

MINIMUM PREMIUM: \$ 900

PREMIUM ADJUSTMENT PERIOD: **ANNUAL AUDIT**

Countersigned Date:
28th DAY OF January, 2015

By: _____

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National Council on
Compensation Insurance



INFORMATION PAGE EXTENSION

WORKERS' COMPENSATION

THIS SCHEDULE IS A PART OF POLICY # 0305722-07-770811

EFFECTIVE 02-01-2015
 EXPIRATION 02-01-2016

RACINE UNIFIED SCHOOL DISTRICT
 3109 MOUNT PLEASANT ST
 RACINE WI 53404-1511

CORPORATION

Classification	Code No	Premium Basis Total Estimated Standard Remuneration	Rate Per \$100 Of Remuneration	Estimated Standard Premium
0001-01 RACINE UNIFIED SCHOOL DISTRICT FEIN # 39-6031430 SIC CODE 8211 3109 MOUNT PLEASANT ST RACINE WI 53404-1511				
DRIVERS, CHAUFFEURS MESSENGERS, AND THEIR HELPERS NOC - COMMERCIAL	7380	\$ 465,496	6.98 \$	32,492.00
SCHOOL: PROFESSIONAL EMPLOYEES & CLERICAL	8868	\$127,937,893	.52 \$	665,277.00
SCHOOL: ALL OTHER EMPLOYEES	9101	\$ 9,365,734	5.25 \$	491,701.00



INFORMATION PAGE EXTENSION

WORKERS' COMPENSATION

THIS SCHEDULE IS A PART OF POLICY # 0305722-07-770811

EFFECTIVE 02-01-2015

EXPIRATION 02-01-2016

RACINE UNIFIED SCHOOL DISTRICT
 3109 MOUNT PLEASANT ST
 RACINE WI 53404-1511

CORPORATION

Classification	Code No	Premium Basis Total Estimated Standard Remuneration	Rate Per \$100 Of Remuneration	Estimated Standard Premium
TOTAL CLASS PREMIUM				\$ 1,189,470.00
TOTAL SUBJECT PREMIUM				\$ 1,189,470.00
EXPERIENCE PREMIUM 1.65	9898			\$ 773,156.00
TOTAL MODIFIED PREMIUM				\$ 1,962,626.00
STANDARD TOTAL				\$ 1,962,626.00
PREMIUM DISCOUNT .889	0063			\$ -217,851.00
EXPENSE CONSTANT	0900			\$ 220.00
TERRORISM .02	9740			\$ 27,554.00
CATASTROPHE (OTHER THAN CERTIFIED ACTS OF TERRORISM) .01	9741			\$ 13,777.00
TOTAL ESTIMATED PREMIUM				\$ 1,786,326.00
FINAL TOTAL				\$ 1,786,326.00
POLICY TOTAL ESTIMATED COST				\$ 1,786,326.00



Policy Number: CND-WI-EXL-27069-000

NAMED INSURED AND MAILING ADDRESS: Racine Unified School District 2220 Northwestern Avenue Racine, WI 53406	INSURER: Catlin Indemnity Company 160 Greentree Drive, Suite 101 Dover, DE 19904	PRODUCER: Arthur J. Gallagher Risk Management Services, Inc. 1289 Deming Way, Suite 208 Madison, WI 53717
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ISSUED BY

Wright Specialty Insurance Agency, LLC

**EDUCATORS EXCESS LIABILITY POLICY
POLICY DECLARATIONS**

POLICY PERIOD: FROM 7/1/2015 to 7/1/2016 12:01 A.M. AT THE INSURED'S MAILING ADDRESS

LIMITS OF INSURANCE

EACH OCCURRENCE LIMIT	\$9,000,000
PRODUCTS-COMPLETED OPERATIONS AGGREGATE LIMIT	\$9,000,000
POLICY AGGREGATE LIMIT	\$9,000,000

TOTAL EDUCATORS EXCESS LIABILITY PREMIUM	\$33,522
TOTAL TRIA PREMIUM	\$93

SCHEDULE OF UNDERLYING INSURANCE

SEE ATTACHED SCHEDULE OF UNDERLYING INSURANCE

DISCOVERY PERIOD

EDUCATORS LEGAL LIABILITY POLICY

Discovery period:

Policy Number: **CND-WI-EXL-27069-000**

NAMED INSURED AND MAILING ADDRESS: Racine Unified School District 2220 Northwestern Avenue Racine, WI 53406	INSURER: Catlin Indemnity Company 160 Greentree Drive, Suite 101 Dover, DE 19904	PRODUCER: Arthur J. Gallagher Risk Management Services, Inc. 1289 Deming Way, Suite 208 Madison, WI 53717
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ISSUED BY

Wright Specialty Insurance Agency, LLC

**EDUCATORS EXCESS LIABILITY POLICY
POLICY DECLARATIONS**

POLICY PERIOD: FROM 7/1/2015 to 7/1/2016 12:01 A.M. AT THE INSURED'S MAILING ADDRESS

SCHEDULE OF UNDERLYING INSURANCE

TYPE OF POLICY: COMMERCIAL GENERAL LIABILITY POLICY	
Company:	Catlin Indemnity Company
Policy No:	CND-WI-EPP-27066-000
Effective Date:	7/1/2015
Expiration Date:	7/1/2016
EBL Retro Date:	07/01/2002
	Limits of Liability
General Aggregate Limit	\$3,000,000
Products-Completed Operations Aggregate Limit	\$3,000,000
Each Occurrence Limit	\$1,000,000
Employee Benefits Liability Limit	\$1,000,000
Employee Benefits Liability Aggregate Limit	\$1,000,000
Sexual Misconduct Each Occurrence	\$1,000,000
Sexual Misconduct Aggregate	\$1,000,000

TYPE OF POLICY: AUTO LIABILITY POLICY	
Company:	Catlin Indemnity Company
Policy No:	CND-WI-CAP-27067-000
Effective Date:	7/1/2015
Expiration Date:	7/1/2016
	Limits of Liability
Bodily Injury/Property Damage Liability Combined Single Limit Per Accident	\$1,000,000

Policy Number: **CND-WI-EPP-27066-000**

NAMED INSURED AND MAILING ADDRESS: Racine Unified School District 2220 Northwestern Avenue Racine, WI 53406	INSURER: Catlin Indemnity Company 160 Greentree Drive, Suite 101 Dover, DE 19904	PRODUCER: Arthur J. Gallagher Risk Management Services, Inc. 1289 Dering Way, Suite 208 Madison, WI 53717
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ISSUED BY

Wright Specialty Insurance Agency, LLC

COMMERCIAL GENERAL LIABILITY POLICY

POLICY DECLARATIONS

POLICY PERIOD: FROM 7/1/2015 to 7/1/2016 12:01 A.M. AT THE INSURED'S MAILING ADDRESS

LIMITS OF INSURANCE

EACH OCCURRENCE	\$1,000,000
GENERAL AGGREGATE	\$3,000,000
PRODUCTS-COMPLETED OPERATIONS AGGREGATE	\$3,000,000
PERSONAL & ADVERTISING INJURY	\$1,000,000
DAMAGES TO PREMISES RENTED TO YOU	\$500,000
MEDICAL EXPENSE	\$10,000 ANYONE PERSON
EMPLOYEE BENEFITS LIABILITY	\$1,000,000 EACH OCCURRENCE \$1,000,000 AGGREGATE LIMIT
RETRO DATE	07/01/2002
COMMERCIAL GENERAL LIABILITY POLICY TERMS AND CONDITIONS APPLY TO ALL PREMISES YOU OWN, RENT OR OCCUPY.	
TOTAL COMMERCIAL GENERAL LIABILITY PREMIUM	\$136,779
TOTAL TRIA PREMIUM	\$527

Policy Number: CND-WI-EPP-27066-000

NAMED INSURED AND MAILING ADDRESS: Racine Unified School District 2220 Northwestern Avenue Racine, WI 53406	INSURER: Catlin Indemnity Company 160 Greentree Drive, Suite 101 Dover, DE 19904	PRODUCER: Arthur J. Gallagher Risk Management Services, Inc. 1289 Derring Way, Suite 208 Madison, WI 53717
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ISSUED BY

Wright Specialty Insurance Agency, LLC
COMMERCIAL GENERAL LIABILITY POLICY
POLICY DECLARATIONS

POLICY PERIOD: FROM 7/1/2015 to 7/1/2016 12:01 A.M. AT THE INSURED'S MAILING ADDRESS

CLASSIFICATIONS	CODE	RATE
Public K - 8	47471	INCLUDED
Public 9 - 12	47473	INCLUDED

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

EMPLOYEE BENEFITS LIABILITY COVERAGE

THIS ENDORSEMENT PROVIDES CLAIMS-MADE COVERAGE.
PLEASE READ THE ENTIRE ENDORSEMENT CAREFULLY.

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Coverage	Limit Of Insurance	Each Employee Deductible	Premium
Employee Benefits Programs	\$1,000,000.00	\$1,000.00	\$250.00
Retroactive Date:	7/1/2002		
Information required to complete this Schedule, if not shown above, will be shown in the Declarations			

A. The Following is added to **Section I - Coverages:**
COVERAGE - EMPLOYEE BENEFITS LIABILITY

No other obligation or liability to pay sums or perform acts or services is covered unless explicitly provided for under Supplementary Payments.

1. Insuring Agreement

a. We Will pay those sums that the insured becomes legally obligated to pay as damages because of any act, error or omission, of the insured, or of any other person for whose acts the insured is legally liable, to which this insurance applies. We Will have the right and duty to defend the insured against any "suit" seeking those damages. However, we will have no duty to defend the insured against any "suit" seeking damages to which this insurance does not apply. We may, at our discretion, investigate any report of an act, error or omission and settle any "claim" or "suit" that may result. BUT:

- (1) The amount we will pay for damages is limited as described in Paragraph D. (Section III - Limits Of Insurance); and
- (2) Our right and duty to defend ends when we have used up the applicable limit of insurance in the payment of judgements or settlements

b. This insurance applies to damages only if:

- (1) The act, error or omission is negligently committed in the "administration" of your "employee benefit program";
- (2) The act, error or omission, did not take place before the Retroactive Date, if any, shown in the Schedule nor after the end of the policy period; and
- (3) A "claim" for damages, because of an act, error or omission, is first made against any insured, in accordance with Paragraph c. below, during the policy period or an Extended Reporting Period we provide under Paragraph F. of this endorsement

c. A "claim" seeking damages will be deemed to have been made at the earlier of the following times:

- (1) When notice of such "claim" is received and recorded by an insured or by us, whichever comes first, or

ADVERSE EVENT RESPONSE COVERAGE FOR SCHOOLS

CGL 76 13 01 12

THIS ENDORSEMENT CHANGES THIS POLICY. PLEASE READ IT CAREFULLY.

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE FORM

Schedule

Aggregate Limit – Adverse Event Response Expenses and Loss	\$ 300,000
Each Adverse Event Limit – Response Expenses and Loss	\$ 300,000
Each Person Limit - Loss	\$ 50,000

This policy is amended to provide Adverse Event Response Coverage for Schools pursuant to the terms, definition, conditions and exclusions set forth below:

A. The following is added to SECTION I – COVERAGES:

ADVERSE EVENT RESPONSE COVERAGE FOR SCHOOLS

1. Insuring Agreement

a. Response Expenses

We will reimburse the Named Insured for “response expenses” that result from an “adverse event” to which this insurance applies, up to the amount of the Adverse Event Response Limit of Insurance, but only if the “response expenses” are incurred and reported to us within one year of the “adverse event.”

b. Loss

We will pay for a “loss” that results from an “adverse event” to which this insurance applies but only if the “loss” is incurred and reported to us within one year of the “adverse event.”

2. This insurance applies to an “adverse event” only if the “adverse event”:

- a.** First commences during the policy period; and
- b.** Takes place in the “coverage territory” on premises that you own or lease, or during activities that you sponsor.

3. Exclusions

a. War

“Response Expenses” arising directly or indirectly out of:

**DIRECTORS AND OFFICERS LIABILITY POLICY
DECLARATIONS**



Corporate Office
945 E. Paces Ferry Rd.
Suite 1800
Atlanta, GA 30326

COMPANY SYMBOL N	POLICY PREFIX & NUMBER HP662988	RENEWAL OF NHP657913
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●THIS IS A CLAIMS MADE POLICY. PLEASE READ IT CAREFULLY.●

THIS POLICY IS ISSUED BY: RSUI Indemnity Company (hereinafter referred to as the Insurer)

ITEM 1. INSURED'S NAME AND MAILING ADDRESS PRODUCER'S NAME AND ADDRESS

RACINE UNIFIED SCHOOL DISTRICT
3109 MT. PLEASANT STREET
RACINE, WI 53404

IN CONSIDERATION OF THE PAYMENT OF THE PREMIUM, IN RELIANCE UPON THE STATEMENTS HEREIN OR ATTACHED HERETO, AND SUBJECT TO ALL THE TERMS OF THIS POLICY, THE INSURER AGREES TO PROVIDE THE INSURANCE AS STATED IN THIS POLICY.

ITEM 2. POLICY PERIOD:

FROM 7/1/2015 TO 7/1/2016 12:01 AM Standard Time at the Insured's address as stated herein

ITEM 3. LIMIT OF LIABILITY:

\$ 2,000,000 Aggregate Limit of Liability each policy period

ITEM 4. RETENTION:

\$ 0 Insuring Agreement A
\$ 50,000 Insuring Agreement B
\$ 50,000 Insuring Agreement C
\$ 100,000 Employment Practices Claim

ITEM 5. PREMIUM:

\$ 62,150.00

ITEM 6. POLICY FORM AND ENDORSEMENTS MADE A PART OF THIS POLICY AT THE TIME OF ISSUE:

SEE RSG 200007 0204 - SUPPLEMENTAL DECLARATIONS - SCHEDULE OF ENDORSEMENTS; RSG 211003 0609 - DIRECTORS AND OFFICERS LIABILITY POLICY - NOT FOR PROFIT ORGANIZATION - 2009

To Report a Loss

- Dial toll-free #1 (844)777-8323 or visit our
- Website: <https://my.rpsins.com/claimsfnol>
- Contact Insurer directly (see policy section)

THESE DECLARATIONS TOGETHER WITH THE COMPLETED, SIGNED AND DATED APPLICATION, POLICY FORMS AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THEREOF, COMPLETE THE ABOVE NUMBERED POLICY.

RPSEXEC/SC/2015.07.30/PR

Countersigned: _____

July 24, 2015

DATE

AUTHORIZED REPRESENTATIVE

**DIRECTORS AND OFFICERS LIABILITY POLICY
SUPPLEMENTAL DECLARATIONS**



POLICY NUMBER: NHP662988

SCHEDULE OF ENDORSEMENTS

TITLE	FORM NUMBER
Disclosure Pursuant to Terrorism Risk Insurance Act	RSG 204123 0315
Amended Definition of Insured Person - Additional Positions	RSG 204089 0204
Amended Settlement Provision	RSG 204160 1210
Cap on Losses From Certified Acts of Terrorism	RSG 204081 0315
Exclusion - Amended Bodily Injury and Property Damage	RSG 216014 0609
Exclusion - Prior and or Pending Litigation Backdated	RSG 206071 0204
Exclusion - Professional Errors and Omissions With Educational Carve Back	RSG 216009 0204
Exclusion - Sexual Misconduct and Child Abuse	RSG 206076 0204
Full Severability	RSG 214044 0204
Fully Non-Rescindable Coverage	RSG 204157 0808
Insuring Agreement A - Separate Limit	RSG 204143 0407
Modified Insured vs. Insured Exclusion (Carve Back Former D&O's)	RSG 216020 0609
Severability of All Exclusions	RSG 204144 0407
Severability of the Entity	RSG 214049 0407
State Amendatory Discrepancy	RSG 204150 1207
Sublimit - Defense Expenses - Wage and Hour Claims	RSG 204153 0609
Sublimit-Defense Expense for Personal Injury Wrongful Acts	
Sublimit-IEP	
Sublimit-Integration and/or Desegregation	
Sublimit-Network and Information Security	
Sublimit-Telecommunications Claims	
Third Party Including Title IX Wording	
Wisconsin Changes - Amendment of Policy Conditions	RSG 212002 0204
Wisconsin Changes - Cancellation and Nonrenewal	RSG 203037 0611
Wisconsin Important Information to Policyholders Right to File a Complaint	RSG 99001 0803

June 30, 2014

Arthur J. Gallager
1289 Deming Way #208
Madison, WI 53717

Re: Racine Unified School District
Effective Date 7/1/2014
Policy No: BD1-1820058
Issuing Company: the Hanover Insurance Company

Dear Sherry,

Thank you for your order to bind the above referenced proposal:

INSURING AGREEMENTS	Limit	Deductible Amount
1. Employee Theft – Per Loss	\$500,000	\$1,000
2. Employee Theft – Per Employee	Not Covered	Not Covered
3. Forgery Or Alteration	\$100,000	\$1,000
4. Inside The Premises - Theft of Money And Securities	\$15,000	\$1,000
5. Inside The Premises - Robbery Or Safe Burglary Of Other Property	Not Covered	Not Covered
6. Outside The Premises	\$15,000	\$1,000
7. Computer Fraud	\$100,000	\$1,000
8. Funds Transfer Fraud	\$100,000	\$1,000
9. Money Orders And Counterfeit Paper Currency	Not Covered	Not Covered
One Year Premium		\$6,973
Three Year Premium		\$20,919
Commission: 20%		

This binder is subject to receipt, review and acceptability of the following:

N/A

Endorsements – as expiring:

CR 2508, CR 2513, Endorsement A, Endorsement, B CR 02 45

Should you have any questions, please do not hesitate to call.

Regards,
Dana Carter
Underwriter



Chubb Equipment Breakdown Defender

Premium Summary

Named Insured and Mailing Address

RACINE UNIFIED SCHOOL DISTRICT
3109 MT. PLEASANT ST.
RACINE, WI 53404

Producer No. 0030391

Producer ARTHUR J GALLAGHER RISK MANAGEMENT SERVICES, INC.
TWO PIERCE PLACE
ITASCA, IL 60143-0000

Chubb Group of Insurance Companies
15 Mountain View Road
Warren, NJ 07059

Policy Number 7643-59-05 WUC

Effective Date JULY 01, 2015

Issued by the stock insurance company indicated below, herein called the company.

FEDERAL INSURANCE COMPANY

Incorporated under the laws of
INDIANA

Policy Period

From: JULY 1, 2015 To: JULY 1, 2016
12:01 A.M. standard time at the Named Insured's mailing address shown above.

Premium Payment

The first Named Insured shown in the Declarations is responsible for the payment of all premiums and will be the payee for any return premiums we pay.

Coverage	Premium *
Property Damage	\$ 13,410.00
Business Income With Extra Expense	\$Included
TOTAL	\$ 13,410.00



Chubb Equipment Breakdown Defender

Declarations

Chubb Group of Insurance Companies
15 Mountain View Road
Warren, NJ 07059

Named Insured and Mailing Address

RACINE UNIFIED SCHOOL DISTRICT
3109 MT. PLEASANT ST.
RACINE, WI 53404

Policy Number 7643-59-05 WUC

Effective Date JULY 01, 2015

Issued by the stock insurance company indicated below, herein called the company.

FEDERAL INSURANCE COMPANY

Producer No. 0030391

Incorporated under the laws of INDIANA

Producer ARTHUR J GALLAGHER RISK MANAGEMENT SERVICES, INC.
TWO PIERCE PLACE
ITASCA, IL 60143-0000

Policy Period

From: JULY 1, 2015 To: JULY 1, 2016
12:01 A.M . standard time at the Named Insured's mailing address shown above.

Deductible \$1,000

The deductible shown above applies to all coverages, except Business Income and Extra Expense, and all premises shown in this and all other property declarations, unless a specific deductible is shown following a coverage.

Waiting Period 12 HOURS

The waiting period shown above applies to all business income coverages and all premises shown in this and all other property declarations, unless a specific waiting period is shown following a business income coverage.

The following displays the coverages provided at the premises stated below:

Premises Coverages

Premises Coverages - Blanket Limits

BLANKET LIMIT OF INSURANCE	\$ 150,000,000
EXTENDED PERIOD	
NUMBER OF DAYS	Unlimited
BLANKET WAITING PERIOD	Included in PD

COVERAGES

PROPERTY DAMAGE
BUSINESS INCOME WITH EXTRA EXPENSE



Chubb Equipment Breakdown Defender

Supplementary Declarations – Property

Chubb Group of Insurance Companies
15 Mountain View Road
Warren, NJ 07059

Named Insured and Mailing Address

RACINE UNIFIED SCHOOL DISTRICT
3109 MT. PLEASANT ST.
RACINE, WI 53404

Policy Number 7643-59-05 WUC

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FEDERAL INSURANCE COMPANY

Incorporated under the laws of
INDIANA

Producer No. 0030391

Producer ARTHUR J GALLAGHER RISK MANAGEMENT SERVICES, INC.
TWO PIERCE PLACE
ITASCA, IL 60143-0000

Policy Period

From: JULY 1, 2015 To: JULY 1, 2016
12:01 A.M. standard time at the Named Insured's mailing address shown above.

Covered Premises \$250,000 Blanket Limit Of Insurance

The Blanket Limit Of Insurance shown above applies only for the Premises Coverages shown below. Unless otherwise stated, this Blanket Limit Of Insurance applies separately at each covered premises shown in the Declarations. This Blanket Limit Of Insurance applies in excess of the applicable deductible shown in the Declarations.

At time of loss, the first Named Insured may elect to apportion this Blanket Limit Of Insurance to one or any combination of the Premises Coverages shown, but under no circumstance will the aggregate apportionment be permitted to exceed the Blanket Limit Of Insurance shown above at any one covered premises. For the purpose of the application of this \$250,000 Blanket Limit Of Insurance, all property at one premises shall constitute a single premises.

Separate specific Limits Of Insurance may be purchased for each of these Premises Coverages. If purchased, these Limits Of Insurance and any applicable deductible will be shown in the Declarations with the Premises Coverages. If no deductible is shown in the Declarations with the Premises Coverages, then the Property Damage Deductible will apply. When a specific Limit Of Insurance is purchased for any of these Premises Coverages, such specific Limit Of Insurance will apply in addition to whatever amount the first Named Insured apportions to that coverage at time of loss as provided in the previous paragraphs.

Coverages Included In The Blanket Limit Of Insurance:

ELECTRONIC DATA
EXPEDITING EXPENSES
PUBLIC SAFETY SERVICE CHARGES
SPOILAGE – SCHEDULED LOCATIONS
SPOILAGE – UTILITY OWNED EQUIPMENT
WATER DAMAGE

Property Coverages

The Limits Of Insurance shown below:

- are provided for the Premises Coverages and Additional Coverages shown at no additional cost to you;
- apply separately at each premises shown in the Declarations, except for Off Premises Property Damage, which applies anywhere within the Coverage Territory; and
- do not apply when the applicable coverage has been excluded as shown in the Declarations or by endorsement to this policy.

The Limits Of Insurance for:

- Debris Removal; and
- Preparation Of Loss Fees; and
- Unintentional Errors Or Omissions

applies separately at each premises shown in the Declarations or anywhere within the Coverage Territory.

You may purchase increased Limits Of Insurance, and we will charge you an additional premium. If you purchase increased Limits Of Insurance for any of these coverages, the Limits Of Insurance shown in the Declarations will reflect your total Limit Of Insurance, including the Limits Of Insurance shown below. Any applicable deductible will be shown in the Declarations with the coverage. If no deductible is shown in the Declarations with the coverage, then the Property Damage Deductible will apply.

Property Coverages

Limit Of Insurance

AMMONIA CONTAMINATION	\$ 100,000
DEBRIS REMOVAL	\$ 100,000
FUNGUS CLEAN-UP OR REMOVAL	\$ 50,000
OFF PREMISES PROPERTY DAMAGE	\$ 50,000
PAIR AND SET	\$ 50,000
POLLUTANT CLEAN-UP OR REMOVAL	\$ 50,000
PREPARATION OF LOSS FEES	\$ 50,000
UNINTENTIONAL ERRORS OR OMISSIONS	\$ 50,000

Authorized Representative





Chubb Equipment Breakdown Defender

Supplementary Declarations – Business Income

Chubb Group of Insurance Companies
15 Mountain View Road
Warren, NJ 07059

Named Insured and Mailing Address

RACINE UNIFIED SCHOOL DISTRICT
3109 MT. PLEASANT ST.
RACINE, WI 53404

Policy Number 7643-59-05 WUC

Effective Date JULY 01, 2015

Issued by the stock insurance company indicated below, herein called the company.

FEDERAL INSURANCE COMPANY

Incorporated under the laws of
INDIANA

Producer No. 0030391

Producer ARTHUR J GALLAGHER RISK MANAGEMENT SERVICES, INC.
TWO PIERCE PLACE
ITASCA, IL 60143-0000

Policy Period

From: JULY 1, 2015 To: JULY 1, 2016
12:01A.M. standard time at the Named Insured's mailing address shown above.

Additional Business Income Coverages

The Limits Of Insurance shown below are provided for the Premises Coverages and Additional Coverages shown at no additional cost to you. You may purchase increased Limits Of Insurance, and we will charge you an additional premium. If you purchase increased Limits Of Insurance for any of these coverages, the Limits Of Insurance shown in the Declarations will reflect your total Limit Of Insurance, including the Limits Of Insurance shown below.

Except for Dependent Business Premises and Preparation Of Loss Fees, the Limits Of Insurance shown below apply at each premises for which you have purchased a Limit Of Insurance for Business Income as shown in the Declarations.

The Limit Of Insurance for Dependent Business Premises applies:

- at each of your premises for which you have purchased a Limit Of Insurance for Business Income as shown in the Declarations;
- separately to each **occurrence**, regardless of the number of **dependent business premises** that sustain covered direct physical damage; and

- only if such direct physical damage causes a business income or extra expense loss at your premises for which you have purchased a Limit Of Insurance for Business Income as shown in the Declarations,

provided that actual loss for such premises is the direct result of direct physical damage caused by or resulting from **breakdown to covered property of a dependent business premises.**

If you increase the \$100,000 Limit of Insurance for Dependent Business Premises as provided for in this Supplementary Declarations, such increased limit of insurance:

- will be shown in the Declarations and will reflect your total Dependent Business Premises Limit of Insurance; and
- is the most we will pay in any **occurrence** at all premises for which a Limit Of Insurance for Business Income is shown in the Declarations.

The Limit Of Insurance for Preparation Of Loss Fees applies at each premises shown in the Declarations or anywhere within the Coverage Territory.

Business Income Coverages

Limit Of Insurance

<i>DEPENDENT BUSINESS PREMISES</i>	\$ 100,000
<i>LOSS OF UTILITIES</i>	\$ 100,000
<i>POLLUTANT CLEAN-UP OR REMOVAL</i>	\$ 50,000
<i>PREPARATION OF LOSS FEES</i>	\$ 50,000

Authorized Representative



Racine Unified School District

Marketplace Review

We approached the following carriers in an effort to provide the most comprehensive and cost effective insurance program.

INSURANCE COMPANY	LINE OF COVERAGE	RESPONSE
Liberty Insurance Corporation	General Liability Business Auto	Quoted
Catlin Indemnity Company	General Liability Business Auto Umbrella Property Inland Marine	Quoted
RSUI Indemnity Company	D & O - Educators Legal Liability	Quoted
Allied World Surplus Lines Insurance Company	D & O - Educators Legal Liability	Quoted
Ohio Casualty Insurance Company	Umbrella	Quoted
Federal Insurance Company	Equipment Breakdown	Quoted
Hanover Insurance Company	Crime	Quoted
Lloyds of London	Cyber Liability	Quoted
Liberty Mutual Insurance Corporation	Property	Declined to quote
XL	D and O	Declined to quote

*The premium indicated is an estimate provided by the market. The actual premium and acceptance of the coverage requested will be determined by the market after a thorough review of the completed application.

Racine Unified School District

Insurance Company Ratings and Admitted Status

PROPOSED INSURANCE COMPANIES	A.M. BEST'S RATING	ADMITTED / NON-ADMITTED
Allied World Surplus Lines Insurance Company	A XV	Non-Admitted
Catlin Indemnity Company	A XV	Admitted
Federal Insurance Company	A++ XV	Admitted
Hanover Insurance Company	A XV	Admitted
Liberty Insurance Corporation	A XV	Admitted
Ohio Casualty Insurance Company	A XV	Admitted
RSUI Indemnity Company	A+ XIII	Admitted
Lloyds of London	AXV	Non- Admitted

If the above indicated coverage is placed with a Non-Admitted Carrier, the carrier is doing business in the state as a surplus lines or non-admitted carrier. As such, this carrier is not subject to the same regulations which apply to an admitted carrier nor do they participate in any insurance guarantee fund applicable in that state.

*The above A.M. Best Rating was verified on the date the proposal document was created.

Guide to Best Ratings Rating Levels and Categories

LEVEL	CATEGORY	Financial Size Categories <i>(In \$000 of Reported Policyholders' Surplus Plus Conditional Reserve Funds)</i>			
A++, A+	Superior	FSC I	Up to 1,000	FSC IX	250,000 to 500,000
A, A-	Excellent	FSC II	1,000 to 2,000	FSC X	500,000 to 750,000
B++, B+	Good	FSC III	2,000 to 5,000	FSC XI	750,000 to 1,00,000
B, B-	Fair	FSC IV	5,000 to 10,000	FSC XII	1,000,000 to 1,250,000
C++, C+	Marginal	FSC V	10,000 to 25,000	FSC XIII	1,250,000 to 1,500,000
C, C-	Weak	FSC VI	25,000 to 50,000	FSC XIV	1,500,000 to 2,000,000
D	Poor	FSC VII	50,000 to 100,000	FSC XV	2,000,000 or more
E	Under Regulatory Supervision	FSC VIII	100,000 to 250,000		
F	In Liquidation				
\$	Suspended				

Best's Insurance Reports, published annually by A.M. Best Company, Inc., presents comprehensive reports on the financial position, history, and transactions of insurance companies operating in the United States and Canada. Companies licensed to do business in the United States are assigned a Best's Rating which attempts to measure the comparative position of the company or association against industry averages.

A Best's Financial Strength Rating opinion addresses the relative ability of an insurer to meet its ongoing insurance obligations. It is not a warranty of a company's financial strength and ability to meet its obligations to policyholders. View the A.M. Best Important Notice: Best's Credit Ratings for a disclaimer notice and complete details at <http://www.ambest.com/ratings/notice>.

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Racine Unified School District

Insurance Company Ratings and Admitted Status (Cont.)

GUIDE TO BEST'S FINANCIAL STRENGTH RATINGS			
A Best's Financial Strength Rating is an independent opinion of an insurer's financial strength and ability to meet its ongoing insurance policy and contract obligations. The rating is based on a comprehensive quantitative and qualitative evaluation of a company's balance sheet strength, operating performance and business profile.			
Best's Financial Strength Ratings			
	Rating	Descriptor	Definition
Secure	A++, A+	Superior	Assigned to companies that have, in our opinion, a superior ability to meet their ongoing insurance obligations.
	A, A-	Excellent	Assigned to companies that have, in our opinion, an excellent ability to meet their ongoing insurance obligations.
	B++, B+	Good	Assigned to companies that have, in our opinion, a good ability to meet their ongoing insurance obligations.
Vulnerable	B, B-	Fair	Assigned to companies that have, in our opinion, a fair ability to meet their ongoing insurance obligations. Financial strength is vulnerable to adverse changes in underwriting and economic conditions.
	C++, C+	Marginal	Assigned to companies that have, in our opinion, a marginal ability to meet their ongoing insurance obligations. Financial strength is vulnerable to adverse changes in underwriting and economic conditions.
	C, C-	Weak	Assigned to companies that have, in our opinion, a weak ability to meet their ongoing insurance obligations. Financial strength is very vulnerable to adverse changes in underwriting and economic conditions.
	D	Poor	Assigned to companies that have, in our opinion, a poor ability to meet their ongoing insurance obligations. Financial strength is extremely vulnerable to adverse changes in underwriting and economic conditions.
	E	Under Regulatory Supervision	Assigned to companies (and possibly their subsidiaries/affiliates) placed under a significant form of regulatory supervision, control or restraint - including cease and desist orders, conservatorship or rehabilitation, but not liquidation - that prevents conduct of normal, ongoing insurance operations.
	F	In Liquidation	Assigned to companies placed in liquidation by a court of law or by a forced liquidation.
	S	Suspended	Assigned to rated companies when sudden and significant events impact operations and rating implications cannot be evaluated due to a lack of timely or adequate information; or in cases where continued maintenance of the previously published rating opinion is in violation of evolving regulatory requirements.
Rating Modifiers			
Modifier	Descriptor	Definition	
u	Under Review	Indicates the rating may change in the near term, typically within six months. Generally is event driven, with positive, negative or developing implications.	
pd	Public Data	Indicates rating assigned to insurer that chose not to participate in A.M. Best's interactive rating process. (Discontinued in 2010)	
s	Syndicate	Indicates rating assigned to a Lloyd's syndicate.	
Rating Outlooks			
Indicates potential direction of a Best's Financial Strength Rating over an intermediate term, generally defined as 12 to 36 months.			
Positive	Indicates possible rating upgrade due to favorable financial/market trends relative to the current rating level.		
Negative	Indicates possible rating downgrade due to unfavorable financial/market trends relative to the current rating level.		
Stable	Indicates low likelihood of a rating change due to stable financial/market trends.		
Under Review Implications			
Indicates the potential direction of a Best's Financial Strength Rating that is in Under Review status based on information currently available.			
Positive	Indicates there is a reasonable likelihood the company's rating will be raised as a result of A.M. Best's analysis of a recent event.		
Negative	Indicates there is a reasonable likelihood the company's rating will be lowered as a result of A.M. Best's analysis of a recent event.		
Developing	Indicates there is uncertainty as to the final rating outcome, but there is a reasonable likelihood the company's rating will change as a result of A.M. Best's analysis of a recent event.		
Not Rated Designation			
NR: Assigned to companies that are not rated by A.M. Best.			
Rating Disclosure			
A Best's Financial Strength Rating opinion addresses the relative ability of an insurer to meet its ongoing insurance obligations. The ratings are not assigned to specific insurance policies or contracts and do not address any other risk, including, but not limited to, an insurer's claims-payment policies or procedures; the ability of the insurer to dispute or deny claims payment on grounds of misrepresentation or fraud; or any specific liability contractually borne by the policy or contract holder. A Best's Financial Strength Rating is not a recommendation to purchase, hold or terminate any insurance policy, contract or any other financial obligation issued by an insurer, nor does it address the suitability of any particular policy or contract for a specific purpose or purchaser. In arriving at a rating decision, A.M. Best relies on third-party audited financial data and/or other information provided to it. While this information is believed to be reliable, A.M. Best does not independently verify the accuracy or reliability of the information. For additional details, see A.M. Best's Terms of Use at www.ambest.com .			
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Loss Run for NHP662988 - Racine Unified School District

Insured Name: **Racine Unified School District** Policy No: **NHP662988 0** Term: **7/1/2015 - 7/1/2016** Underwriter: **Chasse, Kristy**
 Policy Limit: **\$2,000,000** Claim Prof: **Magaro**

Claim No: **7030090488** Status: **O** Date of Loss: **7/14/2015** Location of Loss: **Racine, WI**
 Date Reported: **7/14/2015** Loss Description: **Summary - On July 14, 2015, RIC received a copy of correspondence sent from U.S. Department of Education, Office for Civil Rights (OCR) dated July 13, 2015. The OCR letter indicates that they have opened an investigation. Insured received correspondence from OCR investigator which included request for information. Claimant apparently filed with OCR includes allegations of discrimination based on disability.**

Claimants:	Suffix	Claimant	Status	Paid
	00		O	\$0.00

Claim No: **7030093809** Status: **O** Date of Loss: **10/29/2015** Location of Loss: **Racine, WI**
 Date Reported: **10/30/2015** Loss Description: **Summary - On October 30, 2015, RIC received notice of an attorney letter dated October 29, 2015, which the insured received from Attorney C.J. Szaflir with the Wisconsin Institute for Law & Liberty. The allegations include illegally denying transportation to children who attend private schools based on discrimination and alleged violation of the U.S. and Wisconsin Equal Protection Clause.**

Claimants:	Suffix	Claimant	Status	Paid
	00		O	\$0.00
	01		O	\$0.00
	02		O	\$0.00

Policy Gross Incurred	Paid
Indemnity	\$0.00
Expense	\$0.00
Total	\$0.00

Insured Name: **Racine Unified School District** Policy No: **NHP657913 0** Term: **7/1/2014 - 7/1/2015** Underwriter: **Chasse, Kristy**
 Policy Limit: **\$2,000,000** Claim Prof: **Magaro**

Claim No: **7030079798** Status: **C** Date of Loss: **8/12/2014** Location of Loss: **Racine, WI**
 Date Reported: **8/12/2014** Loss Description: **Claimant alleges racial hostility**

Claimants:	Suffix	Claimant	Status	Paid
	00		C	\$0.00



Loss Run for NHP662988 - Racine Unified School District

Claim No:	7030080265	Status:	C	Date of Loss:	9/8/2014	Location of Loss:	Racine, WI
				Date Reported:	9/12/2014	Loss Description:	Alleged discrimination based on disability
Claimants:	<u>Suffix</u>		<u>Claimant</u>			<u>Status</u>	<u>Paid</u>
	00					C	\$0.00
Claim No:	7030083500	Status:	C	Date of Loss:	12/5/2014	Location of Loss:	Racine, WI
				Date Reported:	12/17/2014	Loss Description:	
Claimants:	<u>Suffix</u>		<u>Claimant</u>			<u>Status</u>	<u>Paid</u>
	00					C	\$0.00
	01					C	\$0.00
	02					C	\$0.00
							\$0.00
Claim No:	7030084428	Status:	O	Date of Loss:	1/20/2015	Location of Loss:	Racine, WI
				Date Reported:	1/20/2015	Loss Description:	On January 20, 2015, RIC received notice regarding a Discrimination Complaint, Wisconsin Fair Employment Law. Insured received notice of complaint of discrimination on January 20, 2015 filed with Department of Workforce Development, Equal Rights Division (ERD) and Equal Employment Opportunity Commission (EEOC). The complaint was filed by _____ which alleges discrimination based on disability.
Claimants:	<u>Suffix</u>		<u>Claimant</u>			<u>Status</u>	<u>Paid</u>
	00					O	\$0.00
Claim No:	7030086046	Status:	O	Date of Loss:	3/10/2015	Location of Loss:	Racine, WI
				Date Reported:	3/11/2015	Loss Description:	Suit alleges deprivation of civil rights, discrimination.
Claimants:	<u>Suffix</u>		<u>Claimant</u>			<u>Status</u>	<u>Paid</u>
	00					O	\$0.00
Claim No:	7030087071	Status:	O	Date of Loss:	4/16/2015	Location of Loss:	Racine, WI
				Date Reported:	4/16/2015	Loss Description:	Summary - RIC received notice of issues on April 16, 2015. Insured received correspondence on April 16, 2015 from Attorney Ronald Bornstein notifying of circumstances related to a bodily injury. _____ is a student who was involved in an incident at recess on March 19, 2015. The letter indicates that both _____ and his mother, _____, sustained injury. At this time, the insured has received no documentation regarding specific demands made by claimant.
Claimants:	<u>Suffix</u>		<u>Claimant</u>			<u>Status</u>	<u>Paid</u>
	00					O	\$0.00



Loss Run for NHP662988 - Racine Unified School District

01 McFarland, Nakreisha O \$0.00 \$0.00

Claim No: 7030089365 Status: O Date of Loss: 6/16/2015 Location of Loss: Racine, WI
Date Reported: 6/16/2015 Loss Description: On June 16, 2015, RIC received a copy of notice regarding a Discrimination Complaint, Wisconsin Fair Employment Law. The Complaint was filed with the Equal Employment Opportunity Commission (EEOC) and the Department of Workforce Development, Equal Rights Division (ERD) dated June 4, 2015. On June 16, 2015, the insured received notice of complaint alleging that insured discriminated or took action against claimant based on age.

Table with columns: Claimants, Suffix, Claimant, Status, Paid. Includes summary rows for Policy Gross Incurred, Indemnity, Expense, and Total.

Insured Name: Racine Unified School District Policy No: NHP652214 0 Term: 7/1/2013 - 7/1/2014 Underwriter: Chasse, Kristy
Policy Limit: \$2,000,000 Claim Prof: Magaro

Claim No: 7030069752 Status: O Date of Loss: 10/22/2013 Location of Loss: RACINE, WI
Date Reported: 10/23/2013 Loss Description: DISCRIMINATION BASED ON DISABILITY
Claimants: Suffix 00 Claimant Status Paid O \$0.00

Claim No: 7030072475 Status: C Date of Loss: 1/28/2014 Location of Loss: Racine, WI
Date Reported: 1/28/2014 Loss Description: Sexual misconduct as a result of failure to supervise.
Claimants: Suffix 00 Claimant Status Paid C \$0.00

Claim No: 7030073399 Status: C Date of Loss: 2/21/2014 Location of Loss: Racine, WI
Date Reported: 2/24/2014 Loss Description: Notice of Claim alleges bodily injury.
Claimants: Suffix 00 Claimant Status Paid C \$0.00



Data Processing Amendment to Google Apps Agreement

The Customer agreeing to these terms (“**Customer**”) and Google Inc., Google Ireland Limited, Google Commerce Limited or Google Asia Pacific Pte. Ltd. (as applicable, “**Google**”) have entered into a Google Apps Enterprise Agreement, Google Apps for Business Agreement, Google Apps Enterprise via Reseller Agreement, Google Apps for Business via Reseller Agreement, Google Apps for Education Agreement, or Google Apps for Education via Reseller Agreement, as applicable, (as amended to date, the “**Google Apps Agreement**”). This amendment (the “**Data Processing Amendment**”) is entered into by Customer and Google as of the Amendment Effective Date and amends the Google Apps Agreement. The “**Amendment Effective Date**” is the date Customer accepts this Data Processing Amendment by clicking to accept these terms.

If you are accepting on behalf of Customer, you represent and warrant that: (i) you have full legal authority to bind your employer, or the applicable entity, to these terms and conditions; (ii) you have read and understand this Data Processing Amendment; and (iii) you agree, on behalf of the party that you represent, to this Data Processing Amendment. If you do not have the legal authority to bind Customer, please do not click the “I Accept” button below.

1. Introduction.

This Data Processing Amendment reflects the parties’ agreement with respect to terms governing the processing of Customer Data under the Google Apps Agreement.

2. Definitions.

2.1 Capitalized terms used but not defined in this Data Processing Amendment will have the meaning provided in the Google Apps Agreement. In this Data Processing Amendment, unless expressly stated otherwise:

“**Additional Products**” means products, services and applications (whether made available by Google or a third party) that are not part of the Services.

“**Advertising**” means online advertisements displayed by Google to End Users, excluding any advertisements Customer expressly chooses to display in connection with the Services under a separate agreement (for example, Google AdSense advertisements implemented by Customer on a website created by Customer using the “Google Sites” functionality within the Services).

“**Affiliate**” means any entity that directly or indirectly controls, is controlled by, or is under common control with a party.

“**Agreement**” means the Google Apps Agreement and this Data Processing Amendment.

“**Customer Data**” means data (which may include personal data and the categories of data referred to in Appendix 1) submitted, stored, sent or received via the Services by Customer, its Affiliates or End Users.

“**Data Protection Legislation**” means the national provisions adopted pursuant to the Directive,

applicable to the Customer and the Customer Affiliates (if applicable) as the controller of the Customer Data and the Federal Data Protection Act of 19 June 1992 (Switzerland), as applicable.

“**Directive**” means Directive 95/46/EC of the European Parliament and of the Council on the Protection of Individuals with Regard to the Processing of Personal Data and on the Free Movement of Such Data.

“**Google Group**” means those Google Affiliates that may be used to provide the Services to Customer.

“**Instructions**” means instructions provided by Customer via the Admin Console, instructions initiated by the Customer and End Users in their use of the Services, the written instructions of the Customer specified in this Agreement (as amended or replaced) and any subsequent written instructions from the Customer to Google and acknowledged by Google.

“**Model Contract Clauses**” means the standard contractual clauses (processors) for the purposes of Article 26(2) of Directive 95/46/EC for the transfer of personal data to processors established in third countries which do not ensure an adequate level of data protection.

“**Safe Harbor Privacy Principles**” means the U.S. Department of Commerce Safe Harbor framework requirements as set out at the following URL: http://export.gov/safeharbor/eu/eg_main_018475.asp, or any replacement framework or URL from time to time.

“**Security Incident**” means accidental or unlawful distribution or accidental loss, alteration, or unauthorised disclosure or access to Customer Data by Google, its Subprocessors or any third party, provided that such incident is not directly or indirectly caused by Customer’s or End User’s act or omission.

“**Security Measures**” has the meaning given in Section 6.1 of this Data Processing Amendment.

“**Subprocessors**” means those members of the Google Group and Third Party Suppliers that have logical access to, and process, Customer Data.

“**Services**” means

(a) for purposes of this Data Processing Amendment, those services defined as the “Google Apps Core Services” (including updates and upgrades to such Services) under the Agreement which are more fully described at the following URL: www.google.com/apps/intl/en/terms/user_features.html, as such URL may be updated from time to time by Google; and

(b) for purposes of all provisions of this Data Processing Amendment except Sections 6.4, 6.5, 6.6 and 6.7, Google Classroom as more fully described at the above-mentioned URL.

“Third Party Suppliers” means the third party suppliers engaged by the Google Group for the purposes of processing Customer Data in the context of the provision of the Services. Additional information about Third Party Suppliers is available at the following URL: www.google.com/intl/en/work/apps/terms/subprocessors.html, as such URL may be updated from time to time by Google. The information available at the URL is accurate at the time of publication.

2.2. The terms “personal data”, “processing”, “controller” and “processor” will have the meanings ascribed to them in the Directive.

3. **Term.**

This Data Processing Amendment will automatically terminate upon the expiry or termination of the Google Apps Agreement.

4. **Data Protection Legislation.**

The parties agree and acknowledge that the Data Protection Legislation applies to the processing of Customer Data.

5. **Processing of Customer Data.**

5.1. **Processor.** With respect to Customer Data under this Agreement, the parties acknowledge and agree that Customer is the controller and Google is a processor. Customer will comply with its obligations as a controller and Google will comply with its obligations as a processor under the Agreement. Where a Customer Affiliate is the controller (either alone or jointly with the Customer) with respect to certain Customer Data, Customer represents and warrants to Google that it is authorized to instruct Google and otherwise act on behalf of such Customer Affiliate in relation to the Customer Data in accordance with the Agreement, as amended.

5.2. **Scope of Processing.** Google will process Customer Data in accordance with Customer’s Instructions. Customer instructs Google to process Customer Data to: (i) provide the Services (which includes the detection, prevention and resolution of security and technical issues) and (ii) respond to customer support requests.

5.3. **Processing Restrictions.** Google will only process Customer Data in accordance with this Agreement and will not process Customer Data for any other purpose. For clarity, and notwithstanding any other term in the Agreement, Google will not serve Advertising in the Services or use Customer Data for Advertising purposes.

5.4. **Other Services.** Customer acknowledges that if it installs, uses, or enables Additional Products that interoperate with the Services but are not part of the Services itself, then the Services may allow such Additional Products to access Customer Data as required for the interoperation of those Additional Products with the Services. The Agreement does not apply to the processing of data transmitted to and from such other Additional Products. Such separate Additional Products are not required to use the Services and may be restricted for use as determined by Customer’s system administrator in accordance with the Agreement.

6. Data Security.

6.1. **Security Measures.** Google will take and implement appropriate technical, administrative and organizational measures designed to protect Customer Data against a Security Incident ("**Security Measures**"). As of the Amendment Effective Date Google has implemented the Security Measures in Appendix 2. Google may update or modify such Security Measures from time to time provided that such updates and modifications do not result in the material degradation of the security of the Services. Customer agrees that Google has no obligation to protect Customer Data that Customer elects to store outside of Google's and its Subprocessors systems (eg., offline or on-premise storage).

6.2. **Google Staff.** Google will take appropriate steps to ensure compliance with the Security Measures by its employees, contractors and Subprocessors to the extent applicable to their scope of performance.

6.3. **Security Incident.** If Google becomes aware of a Security Incident, Google will notify Customer of such Security Incident as soon as reasonably practicable, having regard to the nature of such Security Incident. Google will use commercially reasonable efforts to work with Customer in good faith to address any known breach of Google's security obligations under the Agreement. Customer is solely responsible for fulfilling any third party notification obligations.

6.4. **Security Certification.** During the Term, Google will maintain its ISO/IEC 27001:2005 Certification or a comparable certification ("**ISO Certification**") for the Services.

6.5. **Security Audit.** During the Term, Google will maintain its Statement on Standards for Attestation Engagements (SSAE) No. 16 Type II / International Standards for Assurance Engagements (ISAE) No. 3402 report (or a comparable report) on Google's systems examining logical security controls, physical security controls, and system availability ("**Audit Report**") as related to the Services.

6.6. **Distribution of Audit Report.** Google will update the Audit Report, at least every eighteen (18) months. A summary of the Audit Report is available on Google's website.

6.7. **Audit Rights.** Google has included the security certification and audit obligations in Sections 6.4, 6.5 and 6.6 of this Data Processing Amendment at the request of the Customer, and where Customer or a Customer Affiliate has entered into the Model Contract Clauses with a Google Group entity as described under Section 10.3 (Model Contract Clauses), Customer agrees that the security certification and audit obligations of this Data Processing Amendment will be deemed to fully satisfy the audit rights granted under clauses 5(f) and 12(2) of such Model Contract Clauses with respect to Customer and any applicable authorized Customer Affiliate.

7. Data Correction, Blocking and Deletion.

7.1. **Customer and End User Deletion.** For the term of the Agreement Google will provide Customer or End Users with the ability to correct, block, export and delete Customer Data in a manner consistent with the functionality of the Services. Once Customer or End User deletes Customer Data and such Customer Data cannot be recovered by the Customer or End User, such as from the "trash" ("Customer-Deleted Data"), Google will delete such Customer-Deleted Data from its systems as soon as reasonably practicable and within a maximum period of 180 days.

7.2. **Deletion on Termination**. On expiry or termination of the Google Apps Agreement, Google will delete all Customer-Deleted Data from its systems as soon as reasonably practicable and within a maximum period of 180 days.

8. **Access to Data**.

Google will make available to Customer the Customer Data in accordance with the terms of the Agreement in a manner consistent with the functionality of the Services, including the applicable SLA. To the extent Customer, in its use and administration of the Services, does not have the ability to amend or delete Customer Data, (as required by applicable law) or migrate Customer Data to another system or service provider, Google will comply with any reasonable requests by Customer to assist in facilitating such actions to the extent Google is legally permitted to do so and has reasonable access to the Customer Data.

9. **Data Privacy Officer**.

The Data Privacy Officer for Google Apps can be contacted at: enterprise-dpo@google.com.

10. **Data Transfers**.

10.1. **Data Transfers**. As part of providing the Services, Google may transfer, store and process Customer Data in the United States or any other country in which Google and its Subprocessors maintain facilities.

10.2. **Safe Harbor**. During the Term, Google will ensure that Google Inc. remains enrolled in the U.S Department of Commerce Safe Harbor Program (“Safe Harbor”) or adopts an alternative compliance solution that achieves compliance with the terms of the Directive for transfers of personal data to a third country. While Google Inc. remains enrolled in Safe Harbor: (i) the scope of Google Inc.’s Safe Harbor certification will include Customer personal data; and (ii) the Google Group’s processing practices in respect of Customer personal data will remain consistent with those described in Google Inc.’s Safe Harbor certification and the Safe Harbor Privacy Principles.

10.3. **Model Contract Clauses**. During the Term Customer (or an authorized Customer Affiliate established in the European Economic Area) may enter into Model Contract Clauses with Google Inc.

11. **Subprocessors**.

11.1 **Subprocessors**. Google may engage Subprocessors to provide parts of the Services.

11.2 **Processing Restrictions**. Google will ensure that Subprocessors only access and use Customer Data in accordance with the terms of the Agreement and that they are bound by written obligations: (i) that require them to provide at least the level of data protection required by the Safe Harbor Privacy Principles; and (ii) if Customer (or an authorized Customer Affiliate established in the European Economic Area) has entered into Model Contract Clauses with Google Inc., that impose the level of data protection required by the Model Contract Clauses.

11.3 **Customer Consent to Subprocessing**. Customer consents to Google subcontracting the processing of Customer Data to Subprocessors in accordance with the terms of the Agreement. If Customer (or an authorized Customer Affiliate established in the European Economic Area) enters into Model Contract Clauses with Google Inc., Customer consents to Google Inc. subcontracting the processing of Customer Data in accordance with the terms of the Model Contract Clauses.

11.4 **Additional information**. At the written request of the Customer, Google will provide additional information regarding Third Party Suppliers and their locations. Customer will send such requests to the Data Privacy Officer for Google Apps at: enterprise-dpo@google.com.

12. **Third Party Beneficiary**.

Notwithstanding anything to the contrary in the Agreement, where Google Inc., is not a party to the Agreement, Google Inc. will be a third party beneficiary of Section 6.7 and Section 11.3 of this Data Processing Amendment.

13. **Effect of Amendment**.

To the extent of any conflict or inconsistency between the terms of this Data Processing Amendment and the remainder of the Agreement, the terms of this Data Processing Amendment will govern. Subject to the amendments in this Data Processing Amendment, the Agreement remains in full force and effect.

Appendix 1: Categories of Data and Data Subjects

Categories of Data

Personal data submitted, stored, sent or received by Customer or End Users via the Services may include user IDs, email, documents, presentations, images, calendar entries, tasks and other electronic data.

Data Subjects

Personal data submitted, stored, sent or received via the Services may concern End Users including employees, contractors and the personnel of customers, suppliers and subcontractors. Data subjects may also include individuals collaborating and communicating with End Users.

Appendix 2: Security Measures

As of the Amendment Effective Date, Google abides by the Security Measures set out in this Appendix to the Data Processing Amendment. During the Term of the Agreement, the Security Measures may change but Google agrees that any such change shall not cause a material degradation in the security of the Services.

1. **Data Center & Network Security**.

(a) **Data Centers**.

Infrastructure. Google maintains geographically distributed data centers. Google stores all production data in physically secure data centers.

Redundancy. Infrastructure systems have been designed to eliminate single points of failure and minimize the impact of anticipated environmental risks. Dual circuits, switches, networks or other necessary devices help provide this redundancy. The Services are designed to allow Google to perform certain types of preventative and corrective maintenance without interruption. All environmental equipment and facilities have documented preventative maintenance procedures that detail the process for and frequency of performance in accordance with the manufacturer's or internal specifications. Preventative and corrective maintenance of the data center equipment is scheduled through a standard change process according to documented procedures.

Power. The data center electrical power systems are designed to be redundant and maintainable without impact to continuous operations, 24 hours a day, and 7 days a week. In most cases, a primary as well as an alternate power source, each with equal capacity, is provided for critical infrastructure components in the data center. Backup power is provided by various mechanisms such as uninterruptible power supplies (UPS) batteries, which supply consistently reliable power protection during utility brownouts, blackouts, over voltage, under voltage, and out-of-tolerance frequency conditions. If utility power is interrupted, backup power is designed to provide transitory power to the data center, at full capacity, for up to 10 minutes until the diesel generator systems take over. The diesel generators are capable of automatically starting up within seconds to provide enough emergency electrical power to run the data center at full capacity typically for a period of days.

Server Operating Systems. Google servers use a Linux based implementation customized for the application environment. Data is stored using proprietary algorithms to augment data security and redundancy. Google employs a code review process to increase the security of the code used to provide the Services and enhance the security products in production environments.

Businesses Continuity. Google replicates data over multiple systems to help to protect against accidental destruction or loss. Google has designed and regularly plans and tests its business continuity planning/disaster recovery programs.

(b) **Networks & Transmission.**

Data Transmission. Data centers are typically connected via high-speed private links to provide secure and fast data transfer between data centers. This is designed to prevent data from being read, copied, altered or removed without authorization during electronic transfer or transport or while being recorded onto data storage media. Google transfers data via Internet standard protocols.

External Attack Surface. Google employs multiple layers of network devices and intrusion detection to protect its external attack surface. Google considers potential attack vectors and incorporates appropriate purpose built technologies into external facing systems.

Intrusion Detection. Intrusion detection is intended to provide insight into ongoing attack activities and provide adequate information to respond to incidents. Google intrusion detection involves:

1. Tightly controlling the size and make-up of Google's attack surface through preventative

measures;

2. Employing intelligent detection controls at data entry points; and
3. Employing technologies that automatically remedy certain dangerous situations.

Incident Response. Google monitors a variety of communication channels for security incidents, and Google's security personnel will react promptly to known incidents.

Encryption Technologies. Google makes HTTPS encryption (also referred to as SSL or TLS) available.

2. **Access and Site Controls.**

(a) **Site Controls.**

On-site Data Center Security Operation. Google's data centers maintain an on-site security operation responsible for all physical data center security functions 24 hours a day, 7 days a week. The on-site security operation personnel monitor Closed Circuit TV (CCTV) cameras and all alarm systems. On-site Security operation personnel perform internal and external patrols of the data center regularly.

Data Center Access Procedures. Google maintains formal access procedures for allowing physical access to the data centers. The data centers are housed in facilities that require electronic card key access, with alarms that are linked to the on-site security operation. All entrants to the data center are required to identify themselves as well as show proof of identity to on-site security operations. Only authorized employees, contractors and visitors are allowed entry to the data centers. Only authorized employees and contractors are permitted to request electronic card key access to these facilities. Data center electronic card key access requests must be made through e-mail, and requires the approval of the requestor's manager and the data center director. All other entrants requiring temporary data center access must: (i) obtain approval in advance from the data center managers for the specific data center and internal areas they wish to visit; (ii) sign in at on-site security operations (iii) and reference an approved data center access record identifying the individual as approved.

On-site Data Center Security Devices. Google's data centers employ an electronic card key and biometric access control system that are linked to a system alarm. The access control system monitors and records each individual's electronic card key and when they access perimeter doors, shipping and receiving, and other critical areas. Unauthorized activity and failed access attempts are logged by the access control system and investigated, as appropriate. Authorized access throughout the business operations and data centers is restricted based on zones and the individual's job responsibilities. The fire doors at the data centers are alarmed. CCTV cameras are in operation both inside and outside the data centers. The positioning of the cameras has been designed to cover strategic areas including, among others, the perimeter, doors to the data center building, and shipping/receiving. On-site security operations personnel manage the CCTV monitoring, recording and

control equipment. Secure cables throughout the data centers connect the CCTV equipment. Cameras record on site via digital video recorders 24 hours a day, 7 days a week. The surveillance records are retained for up to 90 days based on activity.

(b) **Access Control.**

Infrastructure Security Personnel. Google has, and maintains, a security policy for its personnel, and requires security training as part of the training package for its personnel. Google's infrastructure security personnel are responsible for the ongoing monitoring of Google's security infrastructure, the review of the Services, and for responding to security incidents.

Access Control and Privilege Management. Customer's administrators and end users must authenticate themselves via a central authentication system or via a single sign on system in order to use the Services. Each application checks credentials in order to allow the display of data to an authorized End User or authorized Administrator.

Internal Data Access Processes and Policies – Access Policy. Google's internal data access processes and policies are designed to prevent unauthorized persons and/or systems from gaining access to systems used to process personal data. Google aims to design its systems to: (i) only allow authorized persons to access data they are authorized to access; and (ii) ensure that personal data cannot be read, copied, altered or removed without authorization during processing, use and after recording. The systems are designed to detect any inappropriate access. Google employs a centralized access management system to control personnel access to production servers, and only provides access to a limited number of authorized personnel. LDAP, Kerberos and a proprietary system utilizing RSA keys are designed to provide Google with secure and flexible access mechanisms. These mechanisms are designed to grant only approved access rights to site hosts, logs, data and configuration information. Google requires the use of unique user IDs, strong passwords; two factor authentication and carefully monitored access lists to minimize the potential for unauthorized account use. The granting or modification of access rights is based on: the authorized personnel's job responsibilities; job duty requirements necessary to perform authorized tasks; a need to know basis; and must be in accordance with Google's internal data access policies and training. Approvals are managed by workflow tools that maintain audit records of all changes. Access to systems is logged to create an audit trail for accountability. Where passwords are employed for authentication (e.g., login to workstations), password policies that follow at least industry standard practices are implemented. These standards include password expiry, restrictions on password reuse and sufficient password strength. For access to extremely sensitive information (e.g., credit card data), Google uses hardware tokens.

3. **Data.**

(a) **Data Storage, Isolation & Authentication.**

Google stores data in a multi-tenant environment on Google-owned servers. Data, the Services database and file system architecture are replicated between multiple geographically dispersed data centers. Google

logically isolates data on a per end user basis at the application layer. Google logically separates Customer's data, including data from different end users, from each other, and data for an authenticated end user will not be displayed to another end user (unless the former end user or administrator allows the data to be shared). A central authentication system is used across all Services to increase uniform security of data.

The Customer will be given control over specific data sharing policies. Those policies, in accordance with the functionality of the Services, will enable Customer to determine the product sharing settings applicable to end users for specific purposes. Customer may choose to make use of certain logging capability that Google may make available via the Services, products and APIs. Customer agrees that its use of the APIs is subject to the API Terms of Use.

(b) **Decommissioned Disks and Disk Erase Policy.**

Certain disks containing data may experience performance issues, errors or hardware failure that lead them to be decommissioned ("Decommissioned Disk"). Every Decommissioned Disk is subject to a series of data destruction processes (the "Disk Erase Policy") before leaving Google's premises either for reuse or destruction. Decommissioned Disks are erased in a multi-step process and verified complete by at least two independent validators. The erase results are logged by the Decommissioned Disk's serial number for tracking. Finally, the erased Decommissioned Disk is released to inventory for reuse and redeployment. If, due to hardware failure, the Decommissioned Disk cannot be erased, it is securely stored until it can be destroyed. Each facility is audited regularly to monitor compliance with the Disk Erase Policy.

4. **Personnel Security.**

Google personnel are required to conduct themselves in a manner consistent with the company's guidelines regarding confidentiality, business ethics, appropriate usage, and professional standards. Google conducts reasonably appropriate backgrounds checks to the extent legally permissible and in accordance with applicable local labor law and statutory regulations.

Personnel are required to execute a confidentiality agreement and must acknowledge receipt of, and compliance with, Google's confidentiality and privacy policies. Personnel are provided with security training. Personnel handling customer data are required to complete additional requirements appropriate to their role (eg., certifications). Google's personnel will not process customer data without authorization.

5. **Subprocessor Security.**

Prior to onboarding Subprocessors, Google conducts an audit of the security and privacy practices of Subprocessors to ensure Subprocessors provide a level of security and privacy appropriate to their access to data and the scope of the services they are engaged to provide. Once Google has assessed the risks presented by the Subprocessor, then subject always to the requirements set out in Section 11.2 of this Data Processing Amendment, the Subprocessor is required to enter into appropriate security, confidentiality and privacy contract terms.

Google Apps Data Processing Amendment, Version 1.3

EXHIBIT A CLOUD HOSTING SERVICES AGREEMENT

1.0 Reference to Agreement

This Cloud Hosting Services Agreement is subject to and incorporates all of the provisions stated in the End User License Agreement between **Infinite Campus, Inc.**, ("Company") and Racine Unified School District, ("Licensee") as of the Effective Date.

2.0 Initial Term and Fees

Upon the Term Start Date indicated on the Order and Pricing Schedule attached hereto Company shall provide Licensee with the Infinite Campus Cloud Hosting Services according to the quantity indicated on the Order and Pricing Schedule. The quantity of shall be valid from the Term Start Date until twelve months thereafter (the "Initial Term").

3.0 Reoccurring Annual Fees

Following the Initial Term, for each 12 month period thereafter (the "Subsequent Term"), Licensee shall pay annual fees according to the then current license fees for the licensed Infinite Campus Products (the "Reoccurring Annual Fees"). Company shall review the number of students enrolled as certified by the state in which the Licensee resides, and, in the event that the total number of enrolled students has increased or decreased, Company may increase or decrease the Reoccurring Annual Fees according to the then current fees for the licensed Infinite Campus Products and Services.

4.0 Services

During each term of the License, and subject to payment of the fees for the Infinite Campus Products and the fees for the Infinite Campus Services, Company shall provide the following services (the "Cloud Hosting Services" or the "Cloud Choice Hosting Services") to Licensee:

4.1 Included Services

4.1.a System Access. Company shall provide remote access to a digital information ~~processing~~, transmission and storage system (the "System Hardware") enabling Licensee to perform operations using a single, Production instance of the Infinite Campus Products. Computing hardware, system software, database software and database storage shall be located at Company's facilities.

4.1.b Additional Software and Middleware. Company will provide all additional required middleware and software necessary for the Product ("Middleware"), including installation and licensing of Window OS, Windows SQL Server, Apache Tomcat, Sun Microsystems Java, drivers, and SSL certificate(s).

In accessing Middleware, Licensee may use software and related documentation developed and owned by Microsoft Corporation or its licensors (collectively, the "Microsoft Software"). If Licensee chooses to use the Microsoft Software, Microsoft and its licensors require that Licensee agree to these additional terms and conditions:

- The Microsoft Software is neither sold nor distributed to Licensee and Licensee may use it solely in conjunction with the Infinite Campus Services.

- Licensee may not transfer or use the Microsoft Software outside the Infinite Campus Services.
- Licensee may not remove, modify or obscure any copyright, trademark or other proprietary rights notices that are contained in or on the Microsoft Software.
- Licensee may not reverse engineer, decompile or disassemble the Microsoft Software, except to the extent expressly permitted by applicable law.
- Microsoft disclaims, to the extent permitted by applicable law, all warranties by Microsoft and any liability by Microsoft or its suppliers for any damages, whether direct, indirect, or consequential, arising from the Services.
- Microsoft is not responsible for providing any support in connection with the Infinite Campus Services. Do not contact Microsoft for support.

4.1.c Application Updates. Company will support the Infinite Campus Products through implementation of vendor-provided modifications including remedial "Patches" addressing reported performance or functionality problems, and "Updates" or "Upgrades" consisting of a new releases or versions of the Infinite Campus Products or supporting Middleware issued by the vendor. Company will implement Patches, Updates and Upgrades in accordance with the Change Management Section set forth herein. Company is responsible for procuring and administering vendor-provided maintenance for any Middleware or Product supplied by Infinite Campus.

4.1.d Backup. Company shall create and maintain a backup plan whereby Licensee Content is backed up. Company shall retrieve each business day an electronic backup of the Licensee Content, as defined below, for the purpose of archival storage in the case of Disaster Recovery.

4.1.e Disaster Recovery. Company shall maintain backup servers and data communications connections to such servers and maintain backups of Licensee Content on such backup servers such that Company shall be capable of providing Cloud Hosting Services on and from such backup servers within twenty-four (24) hours of any catastrophic disruption of Cloud Hosting Services ("Disaster Recovery").

4.1.f ODBC Access. Company will provide ODBC access to a designated employee of the Licensee, upon completion of the ODBC Access Request Form.

4.1.g Test and Training Environment. For Licensee selecting Cloud Choice Hosting Services, in addition to the single "Production" system environment, Company will provide an additional Test and Training Environment ("Staging") for the purpose of testing upcoming updates or code changes, training end users in a non-production environment and other non-production uses upon the request of the Licensee.

4.2 Excluded Services

- (a) Support of Client Desktops
- (b) Support or diagnosis of Local Area Network connectivity
- (c) Local Area Network device configuration such as proxy servers

5.0 **Availability of Services**

Subject to the terms and conditions of this Agreement, Company shall use its best commercial efforts to provide the Cloud Hosting Services for twenty-four (24) hours a day, seven (7) days a week throughout the term of this Agreement.

5.1 Downtime

Licensee agrees that from time to time the Infinite Campus Services may be inaccessible or inoperable for various reasons, including (i) equipment malfunctions; (ii) periodic maintenance procedures or repairs which Company may undertake from time to time; or (iii) causes beyond the control of Company or which are not reasonably foreseeable by Company, including interruption or failure of telecommunications or digital transmission links, hostile network attacks, network congestion or other failures (collectively "Downtime").

5.2 Advance Notice

Company shall provide twenty-four (24) hour advance notice to Licensee in the event of any scheduled Downtime.

6.0 **Security**

Company shall operate and maintain the System Hardware in good working order with access restricted to authorized employees of Company and persons specifically designated by Licensee. Company shall maintain systems consistent with security controls as described in the National Institute of Standards and Technology (NIST) Standards Publication (SP) 800-26, Security Self-Assessment Guide for Information Technology Systems. Company shall undertake to perform reasonable measures to ensure the security, confidentiality and integrity of all Licensee Content and other proprietary information transmitted through or stored on the System including:

- (a) firewall protection of the Remote Data Center;
- (b) maintenance of independent archival and backup copies of the Infinite Campus Products and Licensee Content; and
- (c) protection from network attack or other malicious harmful or disabling data, work, code or program.

7.0 **Change Management**

7.1 For all Production Environments, Company will follow "Change Management Procedures" in completing changes in the Products or product release levels used in the Service and in implementing Patches and Upgrades (collectively "Change Events").

7.1.a Change Management Procedures will in all cases provide for the following:

- (a) advance notification to the Licensee of the Change Event, its nature and expected timetable;
- (b) pre-testing of changes in Company or Licensee non-Production testing environments; and
- (c) coordination of the implementation of the Change Event with the Licensee.

7.1.b Product Version. For the Initial Term, and annually thereafter, Licensee selecting Standard Cloud Hosting Services will chose a release line (currently Maintenance or Enhancement). Each Update made available by Company for the applicable release line shall be applied with 30 days of its General Availability at such a date determined solely by the Company. Licensee selecting Cloud Choice Hosting Services will additionally choose the release version for the applicable release line, and may coordinate the Update Change Event date with Company.

8.0 **Licensee Proprietary Rights**

8.1 Licensee Content. Licensee shall be solely responsible for providing, updating, uploading and maintaining the Site and any and all files, pages, data, works, information and/or materials on, within, displayed, linked or transmitted to, from or through the Site, including without

limitation, trade or service marks, images, photographs, illustrations, graphics, audio clips, video clips, e-mail or other messages, metatags, domain names, software and text (the "Licensee Content"). The Licensee Content shall also include any registered domain names provided by Licensee or registered on behalf of Licensee in connection with the Cloud Hosting Services.

- 8.2 Grant of Use. In consideration of Company's satisfactory performance of all obligations of this Agreement, for the term of this Agreement, Licensee grants to Company a nonexclusive, worldwide and royalty-free "Grant of Use" to copy, display, use and transmit on and via the Internet the Licensee Content, **solely for the benefit of Licensee** and in accordance with Company's performance or enforcement of this Agreement.
- 8.3 Alterations. Except as provided herein or by law, Company may not alter, modify, change, remove or disable access to all or any portion of the Site or Licensee Content stored on the Server.
- 8.4 Ownership of Licensee Content. Company acknowledges that the Licensee Content is owned solely by the Licensee. Within five (5) days of any termination of this Agreement Licensee shall remove or request that the Company remove on a fee for service basis all Licensee Content from Infinite Campus Products.
- 8.5 Warranty of Licensee. Licensee warrants that the Site and Licensee Content do not and shall not contain any content, materials, data, work, trade or service mark, trade name, link, advertising or services that violate any applicable law or regulation or infringe or misappropriate any proprietary, intellectual property, contract or tort right of any person; and Licensee owns the Licensee Content and all proprietary or intellectual property rights therein, or has express written authorization from the owner to copy, use and display the Licensee Content on and within the Site.
- 8.6 Hold Harmless. Licensee will defend and hold harmless Company against any claim or threat of claim brought by a third party against Company to the extent based on an allegation that Licensee Content infringes any U.S. patent, copyright, trademark, trade secret or other proprietary right of a third party.

Appendix D

Google Apps Vault provides the following eDiscovery services:

- **Email and chat archiving**—Set retention rules to control how long email messages and on-the-record chats are retained before they are removed from user mailboxes and deleted from Google systems. The Districts retention rules are set to 10 years.
- **Legal holds**—Place legal holds on users to preserve all their emails and on-the-record chats indefinitely in order to meet legal or other retention obligations. You can place legal holds on all content in a user's account, or target specific content based on dates and terms.
- **Drive file search**—Search your domain's Google Drive accounts by user account, organizational unit, date, or keyword. Search results include Google file types as well as non-Google file types such as PDF, DOCX, and JPG.
- **Email search**—Search your domain's email and on-the-record chats by user account, date, or keyword. Vault supports Boolean, Gmail-specific, and wildcard operator searches.
- **Export**—Export specific email, on-the-record chats, and files from Drive to standard formats for additional processing and review.
- **Audit reports**—Use Vault audit reports to learn about actions Vault users have taken during a specified period of time.

NetWorker Backup Status: Group Summary by Client and Server

Server Name: all
 Group Name: FSDaily, PFDaily
 Client Name: autodesk, callcenter, ..., xpd-admin-is4
 Group Start Time: from earliest available to 1/5/16 1:53:52 PM
 Status: all
 Backup Type: all
 Level: all

Client Name	Server Name	Group Name	Number of Save Sets	Successful	Failed	Success Ratio
autodesk	10.10.1.141	FSDaily	80	80	0	100%
callcenter	10.10.1.141	FSDaily	144	144	0	100%
citrix-ds	10.10.1.141	FSDaily	144	144	0	100%
dse-server2	10.10.1.141	FSDaily	48	48	0	100%
printshop	10.10.1.141	FSDaily	64	64	0	100%
processflow	10.10.1.141	FSDaily	128	128	0	100%
rusd-hyper-v2.rusd.com	10.10.1.141	FSDaily	96	96	0	100%
rusd-kronos	10.10.1.141	FSDaily	144	144	0	100%
rusd-onbase	10.10.1.141	FSDaily	144	144	0	100%
rusd-sas	10.10.1.141	FSDaily	48	48	0	100%
rusd-vhost1	10.10.1.141	FSDaily	32	32	0	100%
rusd-vhost1.rusd.com	10.10.1.141	FSDaily	64	64	0	100%
rusdsso	10.10.1.141	FSDaily	64	64	0	100%
spmdir2	10.10.1.141	FSDaily	48	48	0	100%
spprd-ap01	10.10.1.141	PFDaily	64	64	0	100%
spprd-db01	10.10.1.141	PFDaily	64	64	0	100%
subfinder	10.10.1.141	FSDaily	144	144	0	100%
subsystem	10.10.1.141	FSDaily	48	48	0	100%
test123	10.10.1.141	FSDaily	48	48	0	100%
testilm	10.10.1.141	FSDaily	128	128	0	100%
webhelpdesk2012.rusd.com	10.10.1.141	FSDaily	72	72	0	100%

NetWorker Backup Status: Group Summary by Client and Server

Client Name	Server Name	Group Name	Number of Save Sets	Successful	Failed	Success Ratio
www4	10.10.1.141	FSDaily	32	32	0	100%
www4.rusd.com	10.10.1.141	FSDaily	80	80	0	100%
wwwtest	10.10.1.141	FSDaily	144	144	0	100%
xpdc-admin-is2	10.10.1.141	FSDaily	128	128	0	100%
xpdc-admin-is3	10.10.1.141	FSDaily	48	48	0	100%
xpdc-admin-is4	10.10.1.141	FSDaily	128	128	0	100%
GRAND TOTAL			2,376	2,376	0	100%

PROJECT SCOPE & DELIVERABLES

This Work Order is a fixed fee engagement under which Infor agrees to provide the Licensee with Hosting and Application Managed Services for the 3rd party applications defined in the objective, where infrastructure services will only be provided.

Hosting and Application Managed Services Transition Project Activities (One Time Setup):

Listed below are the activities which will be performed during the transition phase. Licensee will enable transition to Infor Hosting and Application Managed Services consultants (includes both technical Hosting and Application Managed Services) on all those activities in the scope of work to be delivered through this Work Order.

Type	Description
Transition location	Remote
Project Management & Reporting	<ul style="list-style-type: none"> • Transition project planning, including development of a project plan as part of the onboarding process • Determine milestones and work towards execution in accordance with the project plan and the Services Agreement • Project plan will specify the timetable, connectivity and hardware provision, validation of hardware installation and handover requirements for the 3rd party Hosting Services. • Each party will appoint an individual (the "Project Manager") who from the Effective Date will serve as the primary representative of such party under this Agreement. Infor's Project Manager will coordinate administration of Infor responsibilities under this Services Work Order and Services Agreement.
Kick off	<ul style="list-style-type: none"> • Kick off meetings and conference-calls • Relationship building • Incident management system review on how to contact the Hosting and Managed Services team • System remote access check • Discuss responsibilities & operational issues
Environment Transition	<ul style="list-style-type: none"> • Review Licensee environments • Determine all scope areas that require Licensee Help Desk coverage. Example, Tier 1 end user support • Database, Operating System components review • Procurement of Hardware and storage at data center • Installation of operating system and database in scope • Establish Connectivity between Licensee location and datacenter location
Setup Ongoing Service Procedures	<ul style="list-style-type: none"> • Capture Licensee IT technical/functional contact details, email ID, phone numbers (including emergency/out of office hours) • Establish change control protocols and approvers
Moving to Steady State	<ul style="list-style-type: none"> • Monitor against agreed scope • Identify & resolve infrastructure issues related to 3rd party

Hosting and Application Managed Services ongoing Activities (Annual):

Technical Managed Services

The Infor (Hosting and Application Managed Services) team provides customers with a comprehensive package of services including hardware administration, hardware patch management, Initial database creation as part of standard image & operating system management, performance monitoring, backup & recovery, archiving, proactive health checks that enable business continuity.

Assumptions MHC:

Infor shall be responsible for the operating system, but Licensee shall be responsible for managing everything on the operating system, including, but not limited to, database creation and management. Infor Managed Services will provide two instances with the following system resource requirements for MHC

Server Configuration :

This configuration requires 3 application servers each for TEST and PROD (total of 6), one SQL server with 3 databases each for TEST and PROD (total of 6).

Document Express Server

OS: Windows 2008 R2 (64 Bit)
CORES: Dual-Core Intel® Xeon® Processor (or equivalent).
RAM: 8 GB RAM.
STORAGE: 75 GB OS 50 GB DATA

Image Express Server

OS: Windows 2008 R2 (64 Bit)
CORES: Quad-Core Intel® Xeon® Processor (or equivalent).
RAM: 16 GB RAM.
STORAGE: 75 GB OS 150 GB DATA

Document Self Service Server

OS: Windows 2008 R2 (64 Bit)
CORES: Quad -Core Intel® Xeon® Processor (or equivalent).
RAM: 8 GB RAM.

STORAGE: 75 GB OS 50 GB DATA SQL Server

2008R2 SQL Server, including SQL Server Management Studio OS: Windows
2008 R2 (64 Bit)
CORES: Quad -Core Intel® Xeon® Processor (or equivalent).
RAM: 16 GB RAM
STORAGE: 75 GB OS 150 GB DATA

- Licensee provides contacts (Network Administrator, Support Liaison/Approver & Business Power Users) to Infor Hosting and Application Managed Services (as specifically requested by Infor) to assist Infor in successfully delivering the transition and on- going services .
- Third Party Infrastructure Services Disaster Recovery (24 hr. Recovery Point Objective / 48 hr. Recovery Time Objective)
- Site to site VPN Information (subnet IP information) will be provided by the Licensee to Infor Hosting and Application Managed Services team for configuration of the site to site VPN tunnel.
- The Infor Technical Change request process will not supersede the Licensee Change Management processes.
- If additional users or Component Systems are added or changes to the scope are added in the future, these will be accommodated as a change order to this Hosting and Application Managed Services model after mutual review.
- All communications will be in English.

Technical Managed Services that Infor will provide to Licensee as being within Project Scope include:

System Monitoring

Infor provides Infrastructure monitoring using our automated monitoring tools. The two major events that trigger alerts are:

- **Threshold** - When a threshold or failure criteria is met the server posts its results to the monitoring server. If action is required notification to Licensee for approvals and review of issue would occur. Any threshold requires action by Infor or the alert will not clear and continue to notify until resolution The default thresholds alerts are:
 - 80% warning
 - 90% critical
 - 100% fatal.
- **Failure** - Alerts that are considered an up or down service requires action by Infor. In the event of a failure "down" alert the process of notifying the licensee would also be triggered.

Alert categories include the following:

- Operating System Monitors(for Third Party Infrastructure Services)
 - o Memory Used o CPU Used o
 - Disk Used o Paging Used o Port
 - Connectivity o Server Connectivity
 - o Service Monitoring

- Database System Monitors(for Third Party Infrastructure Services)
 - Backup ◦ Paging ◦ Buffer Cache
 - Growth/Thresholds ◦ I/O Wait
 - Operations ◦ Waiting Tasks ◦
 - Connections ◦ Service Monitoring

Technical Change Management related to in scope operating system and database administration:

- Maintaining a systematic methodology that accumulates, tracks and reports on changes.
- Prioritizing proposed change orders according to established policies, bringing change conflicts to the attention of the appropriate Licensee personnel and assisting in the management of conflict resolution processes.
- Developing a back-out plan for each change and exercising it if needed.
- Communicating all changes to the Licensee according to mutually agreed change management practices.
- Maintaining existing configuration information, databases, diagrams, parameters, and elements in preparation for and in response to changes in any in-scope systems and applications.
- Evaluation of the impact of the changes introduced to the Licensee's environments.

Technical Application/Environment Upgrades

- Operating system licensing, administration, upgrade and patch management
- Operating system administration includes:
 - Upgrading of Operating System is mutually agreed upon with Licensee
 - Upgrading and monitoring of operating system(s)
 - Service Packs and Hot Fixes applied per Licensee approval

Backup Management

- Perform one weekly full backup and six daily incremental backups of Licensee data during the scheduled maintenance window every 24 hours
- Provide retention in the Infor library for weekly full backup of Licensee data for a period of 14 calendar days.
- Perform Database Recovery per License request

**** Third Party Infrastructure As a Service items:**

Included in this work order The Infor Managed Services team will provide (1) production and (1) test server/instance for each 3rd party product that can be client managed, where Managed Services is responsible to provide the infrastructure, database and operating system licensing, disk storage, backup and recovery utilizing snapshots on a 24 hour interval and infrastructure disaster recovery services for the following 3rd party applications:

- MHC

Licensee manages everything on the server/instances provided including database creation and management of the 3rd party applications.

SERVICE LEVEL TARGETS

Infor shall provide the services in accordance with the Service Level Agreements as set forth in the Services Agreement, and as follows:

- **Uptime** - Infor will provide for the hosting of Licensee "Application Environment", in a secured server environment with an infrastructure uptime of 99.5% system availability production environment.
 - Infor applications will be available on a 24x7, 7 days a week, 365 days a year, basis except during system failures (which failures will be subject to service credits or penalties) or scheduled maintenance periods.
 - Maintenance will be scheduled with Licensee.
- **Disaster Recovery**
 - Disaster Recovery. Infor will provide remote disaster recovery services to the Licensee as set forth in this section for the term of this Work Order. The service levels include a recovery point objective ("RPO") of twenty four (24)

hours and a recovery time objective ("RTO") of forty eight (48) hours after the determination of a disaster hereunder.

- Declaration of Disaster. Licensee will identify in writing one person as the primary, and one additional person as a contingency, who will work with Infor to jointly determine that a disaster has occurred resulting in the need to start a disaster recovery services server hereunder. In the event the parties jointly determine that a disaster has occurred for purposes of this section, the Licensee designee will work with Infor to request that the disaster recovery services server be started with the copy of the in-scope Component Systems, set forth above and production data that was transmitted successfully to the disaster recovery services server. Infor will have a dedicated time frame of 48 hours to recover from the time that the disaster has been declared as set forth herein. Infor will assist the Licensee to establish a VPN tunnel between Infor disaster recovery services router and the Licensee's site however, Licensee will be responsible for internet connectivity and network infrastructure at their site to establish the VPN tunnel. Licensee will also provide network personnel who are capable of establishing a VPN tunnel at their designated location.
- Services Levels. The RTO is the duration of time and a service level within which a business process will be restored after notification of a disaster hereunder. The RPO describes the acceptable amount of data loss measured in time and is the point in time to which data will be recovered. The disaster recovery server should be operational within RPO of 24 hours and a RTO of 48 hours after the determination of a disaster hereunder.

• **Service / Maintenance / Standby Windows**

- Standard Service window:
- Monday through Friday 7:00 AM to 7:00 PM in the Licensee primary time-zone as identified in their support profile
- 24x7 Stand-by window for Priority One System down issues
- Maintenance Window will be mutually agreed upon during transition process.

PROJECT EXCLUSIONS

- Any work not referenced or otherwise inherently included as set forth above in the Project Scope & Deliverables section is considered "Out of Scope" for this Work Order, and Infor will require execution of a Change Order or a new Work Order for any additional work.
- First line/end user (functional) support. It is assumed that power/keyusers and trained power users are functionally competent to manage functional questions relating to the Component Systems and Application Environment Desktop/Device end user support
- Exchange/Mail servers monitoring
- Third party application monitoring and support
- Component System licensing & maintenance/support fees

INFOR RESPONSIBILITIES

- Infor will provide knowledgeable, skilled, competent and sufficient resource(s) remotely as required per the Project Scope above and to otherwise meet the requirements of the Service Agreement (including the Service Level Agreements).
- Should an on-site visit be required, any travel and expenses required to provide such services will be submitted for prior written approval by Licensee prior to the visit.

LICENSEE RESPONSIBILITIES



W188S8393 Mercury Drive • Muskego WI 53150
 (ph) 262-375-2130 • (fx) 262-375-2291
www.ramrecycling.net • info@ramrecycling.net

CERTIFICATE OF DESTRUCTION

CUSTOMER	DESTRUCTION SITE
Racine Unified School District 3109 Mt. Pleasant Street Racine, WI 53404	RAM RECYCLING INC W188S8393 Mercury Drive Muskego WI 53150

We hereby confirm that the material picked up by RAM Recycling, Inc. as described by RAM Recycling, Inc. has been shredded and permanently destroyed. Material was shredded via Vecoplan Shredder.

DATE	REFERENCE	MATERIAL	WEIGHT
6/10/15	#3628	Conf. Files & Books	7,539 lb.
6/18/15	#3650	Conf. Files & Books	8,970 lb.
6/18/15	3649	Conf. Files & Books	8,540 lb.

Lingua Suckett

RAM Recycling Authorized Signature





W188S8393 Mercury Drive • Muskego WI 53150
(ph) 262-375-2130 • (fx) 262-375-2291
www.ramrecycling.net • info@ramrecycling.net

CERTIFICATE OF DESTRUCTION

CUSTOMER	DESTRUCTION SITE
Racine Unified School District 3109 Mt. Pleasant Street Racine, WI 53404	RAM RECYCLING INC W188S8393 Mercury Drive Muskego WI 53150

We hereby confirm that the material picked up by RAM Recycling, Inc. as described by RAM Recycling, Inc. has been shredded and permanently destroyed. Material was shredded via Vecoplan Shredder.

DATE 06/08/15	REFERENCE #3624	MATERIAL Confidential Files (SOP)	WEIGHT 8,328 lb.
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RAM Recycling Authorized Signature



Records Audit

2015

Do you maintain and have on file or in archive the following documentation for the retention period listed?

Records Keeper	Documents	Retention Period
Pat Meyer	Election Canvassing Reports	10 years following elections.
Chris Neff	CTEERS Composite Enrollment Report (PI-1330-R)	5 years
Tammy Leverich	Pupil Transportation (PI-1547)	7 years
Kaitlin Wieske	USDA Commodity Distribution 6005)	4 years
Jill Montee	OSHA Employee Exposure Records+++	30 years after termination, resignation, or retirement.
Jim Depue	Pupil Count Youth Challenge Academy (PI-1197-B)	7 years
Sue Stroupe	Special Health Care Records	Records kept current; if in support of Medicaid claim years.
Julie Hopkins	Assault Against Staff Report	1 year after student graduates or leaves school system unless extended consent.
Katie Haas/Kathy White	Special Education Procedural Compliance Self-Assessment Report Corrective Action Plan (PI-3202)	4 years after end of project year.

Action Items

RACINE UNIFIED SCHOOL DISTRICT

BOARD OF EDUCATION

January 25, 2016

Operations

AGENDA ITEM: Easement Request

PRESENTING: David Hazen

DESCRIPTION: The WE Energies has requested an easement on district property located at the new Olympia Brown Elementary School. The easement would allow for work to be done to "install, underground and overhead utility facilities". The easement should not diminish the use of the property and may enhance it.

FISCAL NOTE: There is no cost to the district.

RECOMMENDATION: Recommend to approve the easement.

ACTION TAKEN:

**We Energies
DISTRIBUTION EASEMENT
UNDERGROUND**

Document Number

WR NO. 3820855

IO 11076

For good and valuable consideration which **RACINE UNIFIED SCHOOL DISTRICT**, hereinafter referred to as "grantor", owner of land, acknowledges receipt of, grants and warrants to **WISCONSIN ELECTRIC POWER COMPANY**, a Wisconsin corporation doing business as **We Energies**, hereinafter referred to as "grantee", a permanent easement upon, within and beneath a part of grantor's land hereinafter referred to as "easement area".

The easement area is described as strips of land 12 feet in width being a part of the grantor's premises located in the **Southeast 1/4 of Section 17, Town 4 North, Range 23 East**, Village of Caledonia, Racine County, Wisconsin.

The location of the easement area with respect to the grantor's land is as shown on the attached drawing, marked Exhibit "A", and made a part of this document.

1. **Purpose:** The purpose of this easement is to install, operate, maintain and replace utility facilities including a pole with the associated wires, down guys, anchors and riser equipment as well as conduit and cables, electric pad-mounted transformers, concrete slabs, together with all necessary and appurtenant equipment under and above ground, as deemed necessary by grantee, all to transmit electric energy and signals including the customary growth and replacement thereof. Trees, bushes, branches and roots may be trimmed or removed so as not to interfere with grantee's use of the easement area.
2. **Access:** Grantee or its agents shall have the right to enter the grantor's land for the purpose of exercising its rights in the easement area. Grantee shall, when performing work in the easement area, make every reasonable effort to notify grantor in advance of such work, excepting emergency situations, and to complete all installation, maintenance, repair and replacement activities in a prompt, diligent and good workmanlike manner.
3. **Buildings or Other Structures:** The grantor agrees that no structures will be erected in the easement area or in such close proximity to the electric facilities as to create a violation of the Wisconsin State Electrical Code or any amendments to it.
4. **Elevation:** The grantor agrees that the elevation of the existing ground surface within the easement area will not be altered by more than 4 inches without the written consent of grantee.
5. **Restoration:** Grantee agrees to restore or cause to have restored the grantor's land, as nearly as is reasonably possible, to the condition existing prior to such entry by the grantee or its agents. This restoration, however, does not apply to the initial installation of said facilities or to any trees, bushes, branches or roots which may interfere with grantee's use of the easement area.
6. **Exercise of Rights:** It is agreed that the complete exercise of the rights herein conveyed may be gradual and not fully exercised until some time in the future, and that none of the rights herein granted shall be lost by non-use.
7. This grant of easement shall be binding upon and inure to the benefit of the heirs, successors and assigns of all parties hereto. In the event that grantee removes its facilities from the easement area, this easement shall terminate.
8. **Indemnification and Hold Harmless:** In consideration of the foregoing grant, it is understood that during the time said overhead and underground electrical facilities are located on the premises, Wisconsin Electric Power Company will indemnify and hold the grantor, its successors and assigns harmless from any and all claims for injury or death to any person or for damage to property of any person arising out of the installation and the maintenance of the aforesaid facilities; excepting, however, any claims or actions arising out of negligence or willful acts on the part of the grantor, its successors and assigns, heirs, personal representatives, employees, agents and invitees.

RETURN TO:

We Energies
PROPERTY RIGHTS & INFORMATION GROUP
231 W. MICHIGAN STREET, ROOM A252
PO BOX 2046
MILWAUKEE, WI 53201-2046

104-04-23-17-082-000
(Parcel Identification Number)

9. **Governing Law:** This easement shall be construed and enforced in accordance with the internal laws of the State of Wisconsin.
10. **Waiver:** No delay or omission by grantee in exercising any right or power arising out of any default under any of the terms or conditions of this easement shall be construed to be a waiver of the right or power.

Grantor:

RACINE UNIFIED SCHOOL DISTRICT

By: _____

Title: _____

By: _____

Title: _____

Acknowledged before me in _____ County, State of Wisconsin, on _____
2016, by _____, the _____
and by _____, the _____
of **RACINE UNIFIED SCHOOL DISTRICT**.

Signature Notary Public, State of Wisconsin

Notary Public Name (Typed or Printed)

(NOTARY STAMP/SEAL)

My commission expires _____



93T95064



5 1/2 MILE RD

TEMPORARY Exhibit "A"

Z7,N2,S 248
95-16336 45
25A-951059873

16- P45-4
STD 111-13.5
STD 129-99.3

75 (96-04741)
(45-5)

MANUFACTURER: _____

KVA: _____

VOLTAGE: _____

LOCATION ID: _____

PHASE: _____

FLUID TYPE: _____

DESIGN IZ: _____

SERIAL: _____

MATERIAL #: _____

OVERHEAD PRIMARY X or Z

- Z 1-#2 ACSR
- Z3 3-#2 ACSR
- Z7 3-#336 ACSR

NEUTRAL PRIMARY

- N 1-#2 ACSR
- N2 1-#3/0 ACSR

DIRECT BURY PRIMARY X or Z

- Z13 1-#1 AL 25KV
- Z14 3-#1 AL 25KV

SECONDARY - 3PHASE

\$9 750 QXR

SECONDARY - 1PHASE

- S 6DX
- S2 2 TX
- S3 1/0 TXR
- S7 1/0 TXF

NOVAK RD

96-04740 50

96-04742 45

TOTAL 373' Z14

Proposed 12' Easement

46' BORE DUCT

transformer

60 16U-
750-3-480/277
STD 288-27.2
STD 281-63.2

2115 5 1/2 MILE RD

1600A SERV
MTR 601-56.3
TERM 293-31.6
1200:5A CT'S

Board Consent Agenda



Racine Unified School District
3109 Mt. Pleasant Street, Racine, Wisconsin 53404

RACINE UNIFIED SCHOOL DISTRICT

OFFICIAL PROCEEDINGS

Melvin Hargrove, President

Pamala Handrow, Vice President
and Acting Clerk

Racine, Wisconsin

December 21, 2015

A meeting of the Board of Education of the Racine Unified School District of Racine County, Wisconsin was called to order at 6:30 p.m. on Monday, December 21, 2015.

2. ROLL CALL

The following Board members were present: Michael Frontier, Charles Goodremote, Pamala Handrow, Melvin Hargrove, John M. Koetz, Julie L. McKenna, Don J. Nielsen, Kim Plache, and Dennis Wisner.

Also present: Lolli Haws, Superintendent of Schools; Rosalie Daca, Chief Academic Officer; Wendy Rowley, Executive Director of Accountability; Stacy Tapp, Chief of Communications and Family Engagement; Bryan Arnold, Director of Facilities and Operations; Dave Hazen, Chief of Operations; Dan Thielen, Chief of Secondary School Transformation; Terri Tessman, Supervisor, Personalized Learning and STEAM; Chris Neff, Career and Technology Education Supervisor; Eric Gallien, Deputy Superintendent; Marc Duff, Chief Financial Officer; and Darlene Gallup, Recording Secretary.

3. APPROVAL OF THE AGENDA

Ms. Handrow moved, Mr. Koetz seconded, to approve the agenda. All were in favor. The agenda was approved.

4. RECOGNITIONS

The Board recognized the following students:

For success in the WIAA Division State Swimming and Diving meet in Madison November, 2015: Case High School students Tatum Thompkins, Emily Bollendorf, and McKenzie Sanchez and Horlick High School student Sinclair Richards

For heroic actions to help a classmate: Johnson Elementary School student, Nevaeh Russo

For becoming champions in the MSOE National Fluid Power Challenge: Mitchell Middle School students Destiny Klinkhammer, Travis Patrick, Jon Sparks and Connor Zieman

5. REPORTS ON STUDENT ACHIEVEMENT

a. R-2 Reading

Mrs. Daca and Mrs. Rowley presented the Results-2 (Reading) Monitoring Report which was submitted by administration as making reasonable progress with the exceptions noted in Sections 2.1, Indicator 2 and 2.2, Indicator 2.

Mrs. Daca briefly reviewed the Results-2 (Reading) report which was reviewed in detail at the Board's Work Session on December 7, 2015. Mrs. Daca shared information about what has

contributed to positive results and the areas of exception to progress (R-2.1 Indicator 2 and R-2.2 Indicator 2).

Mrs. McKenna moved, Ms. Plache seconded, to accept the Results-2 (Reading) Monitoring Report as making reasonable progress with the exceptions noted. All were in favor. The motion passed.

b. R-2 Math

Mrs. Daca and Wendy Rowley presented the Results-2 (Math) Monitoring Report which was submitted by administration as making reasonable progress with exceptions noted in Sections 2.1 and 2.2.

Mrs. Daca briefly reviewed the Results-2 (Math) report which was reviewed in detail at the Board's Work Session on December 7, 2015. Mrs. Daca shared information about capacity building efforts and strategies for R-2.1 and R-2.2.

Mr. Koetz moved, Dr. Frontier seconded, to accept the Results-2 (Math) Monitoring Report as making reasonable progress with exceptions as noted. All were in favor. The motion passed.

6. SUPERINTENDENT'S REPORT

a. Follow-Up to Public Comments from November Board Meeting

Dr. Haws said she plans at future Board meetings to provide responses to previous month's public comments. She responded to three speakers from the November meeting:

Regarding Halli Stewart's comment that RUSD has administrators in positions without proper or appropriate licenses.

- Of 156 positions, there are 5 who are taking courses toward licensure and are on track per the timeline stated when they accepted the position.

Regarding Melissa Zeien, Horlick French teacher's comment that she has 40 students in her class and many of them were sitting on the floor during instruction because there were not enough desks.

- She has class sizes ranging from the high teens to one class of 31 students. This is not in excess of the maximum allowed. No students have sat on the floor, has sufficient desks and has not brought any concerns regarding class size to her principal at any time in the school year.

Regarding Ken Schroeder, president of the Milwaukee Teachers and Education Association's comments regarding pending Handbook changes put Racine in a more difficult situation even than MPS.

- MPS, like Racine, has no seniority preference in assignment and transfer and did not at the time that he spoke.
- MPS teachers work an 8 hour day with a 30 minute lunch and that is a longer work day than RUSD teachers have at this time.
- RUSD extra duty pay is very similar to MPS and MPS has a very clear identified process for how teachers are able to teach summer school based on attendance, quality of work and principal approval.
- RUSD is in a better or same situation as the teachers in MPS.

b. Quarterly Contractor Employment Report

Barb Riley from Riley Construction; Mr. Hazen, and Mr. Arnold presented the first quarterly report of data through October of 2015, and answered questions from the Board. The next report will be in March.

A PowerPoint presentation was used to detail the Local & Minority Participation Program October 2015 Update Results through the end of October.

Ms. Riley and Mr. Hazen provided information regarding Union concerns and efforts and next steps to come to an agreement with the trades including meeting with Unions and local pastors, continued learning and, progressing minority labor hours, and conducting after-action-reviews.

c. District Annual Goals for 2015-16 School Year

Dr. Haws shared information regarding the District's yearly goals for 2015-16 (Raising Racine – Year 3 Focus). The goals are Achievement (Specific Accountability Measures), Engagement (Students, Families, Employees, Community, Partners), and Continuous Improvement (An on-going process using the StuderEducation model). Dr. Haws also shared information regarding Raising Racine 2020. These will all align with the North Star and Board policy.

7. BOARD COMMITTEE REPORTS

a. Audit Committee

Mr. Goodremote said the Audit Committee has no report this evening.

b. Legislative Committee

Mrs. McKenna reported the Legislative Committee's four items included in the Board Consent agenda this evening come from the Committee's work. She shared that the Board met with the Caledonia Village Board and there are plans to meet with them quarterly as well as with other municipalities.

c. Board Governance Committee

Ms. Plache reported the Governance Committee met and reviewed open referrals. She said the Committee has cleared its list of pending referrals except for the referral on Board member vacancies which is scheduled to be discussed at its January 5, 2016, meeting.

d. Guiding Coalition

Dr. Frontier reported the Guiding Coalition last met on December 8, 2015, and focused on the North Star and creating measures for the Academic, Career/Life Skills, and Socio/Emotional trajectories and strategies for imbedding the District's Core Values District wide.

8. BOARD DEVELOPMENT

a. School Climate Report

Dr. Gallien provided a summary of the report presented to the Board at its December 7, 2015, Work Session. A PowerPoint presentation was used to share what has been learned so far and strategies the team plans to use for addressing school climate issues across the District. A Strategic Plan will be presented in January, 2016.

b. School Choice, School Preference, Online Enrollment Report

Mrs. Tapp and Mr. Duff provided a brief explanation of the new 2015-16 Enrollment Campaign for enrollment. Their PowerPoint presentation included highlights on Marketing Efforts, Infinite Campus On-line Enrollment clarifications and adjustments, and School Choice results since December 1, 2015.

c. High School Transformation Plan

Mr. Thielen, Mrs. Tessman, and Mr. Neff provided a PowerPoint presentation detailing the RUSD High School Transformation program.

9. PUBLIC INPUT

Kelly Gallaher, 4622 Knollwood Drive, Racine, WI 53405

Spoke regarding multiple concerns including removing rather than updating Administrative Regulation 5127.1 on desegregation and integration, magnet school diversity; being told Walden is not a magnet school; legality of the policy; sharing of official recommendations on the policy; lack of seriousness for the issue of segregation; lack of respect for parents and students of color; and not determining steps for making diversity a priority.

Beverly Hicks, 138 Perry Avenue, Racine, WI 53406

Spoke regarding the NAACP's concerns regarding desegregation; opposition to removal of the administration regulation on desegregation; the value of social class integration on academic achievement; the importance of racial and ethnic integration; and concerns about eight points updated to the NAACP at a recent quarterly meeting.

Connie Molbeck, 4512 Erie Street, Racine, WI 53402

Left before addressing the Board on the topic of the Janes' Calendar.

Tamerin Hayward, 3510 Indiana Street, Racine, WI 53405

Concerns regarding removal of the administrative regulation on desegregation.

Dwayne Olsen, 5118 Kinzie Avenue, Racine, WI 53406

Spoke regarding opportunities for taking advantage of diversity to make a model diverse community which will benefit children and all who live here; lack of committee/advisor input on Janes Elementary School; elimination of the desegregation policy; and ending magnet schools' mandated populations of special needs students.

Dr. Haws responded regarding the comments about removal of the administration regulation on desegregation. She talked about a committee being formed that will look at the policy as it exists and what, if any, policy should be put in place of it and what strategies may be done to assure equity and diversity in our schools. Invitations for that committee will be sent out probably before Wednesday. The charge of the committee will be for it to work in January and February and come to the Board in March or April. Pastor Hargrove and Dr. Gallien would co-chair the first meeting and then the committee will select the co-chair from that body. Dr. Haws invited those who spoke this evening to let her know of anyone who might be interested in that work of looking at the policy to see what policy if any should be proposed and to think through the strategies that the District could use to better assure all of our families are able to access equal opportunities for magnet schools and other opportunities that exist.

Alfonso Gardner, 1941 Brougham Lane, Racine, WI, 53406

Spoke regarding racism issues pertaining to hiring employees for construction projects in the District and the need for monitoring of construction projects in the District regarding issues of white preference.

Ola Batyewu, 1437 Marquette St. Racine, WI 53404

Left before addressing the Board on the topic of school projects.

10. OPERATIONAL EXPECTATIONS

a. OE-6 (Financial Administration- External)

Mr. Duff presented the Operational Expectations-6 (Financial Administrative-External) Monitoring Report. This report is submitted by administration as being in compliance with exception as noted in evidence (Section 6.8).

Mr. Duff asks that the Board consider deleting Section OE-6.5 from the policy because Section 6.6 provides the same information in a more detailed manner.

Dr. Frontier moved, Ms. Plache seconded, to adopt the OE-6 (Financial Administration-External) Monitoring Report as being compliant with exception. All were in favor. The motion passed.

11. ACTION ITEMS

a. Board Referral #9-2014 Youth Risk Behavior Survey (YRBS)

Dr. Frontier presented the Referral #9-2014 agenda item.

Dr. Frontier moved, Mr. Wisner seconded, that the Board receive data from the current YRBS study and the previous three years. The presentation should include the scope of the survey and trends in the data. Presentation can be made by RUSD school climate staff or individuals associated with the YRBS survey.

Mr. Wisner recommended a friendly amendment, Dr. Frontier agreed, to change the motion to read four previous years instead of three previous years.

Mr. Goodremote moved, Ms. Handrow seconded, to amend the motion such that the Board, in a work session, review the YRBS study data previously presented with additional data from 2014-2015. All were in favor. The motion to amend passed.

Vote on the amended motion: All were in favor. The amended motion passed.

This will be included on a Board Work Session agenda for discussion of trend data and outcomes for the previous four years (including 2014-15) and that information will be brought forward to the Board.

b. Request for Sharing Financial Data for RUSD Construction Projects

Mr. Wisner moved, Mr. Nielsen seconded, that prior to March 31, 2016, the Board receive a presentation that details referendum monies spent on maintenance, new buildings, technology and safety (including unspent monies committed by Board action), and where known, future expenditures under consideration. All were in favor. The motion passed.

c. Minority Hiring Goals Work Session Agenda Item

Dr. Frontier moved, Mr. Nielsen seconded, that the Board create a Work Session in January or as soon as possible related to steps that can be taken to continuously improve our outcomes in relation to minority hiring goals to which we aspire. All were in favor. The motion passed.

12. BOARD CONSENT AGENDA

a. Board Meeting Minutes of November 16, 2015

b. Executive Session Minutes of November 12 and 16, 2015

c. Special Board Meeting Minutes of December 7, 2015

d. Work Session Minutes of November 18 and December 7, 2015 (Attachments A and B)

e. Governance Committee Minutes of August 17, and November 12 and 18, 2015 (Attachments C, D, E)

f. Legislative Committee Minutes of September 28, 2015 (Attachment F)

g. Legislative Committee Communication Session Minutes of October 12, 2015 (Attachment G)

h. Legislative Committee Objectives, Goals, Strategies and Measures (OGSM)

i. Governance Policy Revision: OE-3 (Facilities) and OE-6 (Financial Administration)

j. Governance Policy Revision: OE-4 (Personnel Administration)

k. Governance Policy Revision: OE-9 (Communication with the Public)

l. Governance Policy Revision: OE-11.2, 11.3, 11.7 (Learning Environment)

m. Governance Policy Revision: GC-2.7 (Governing Commitments)

- n. **Resolutions to be Considered at the Annual Meeting of the Wisconsin Association of School Boards (WASB)**
- o. **School Referendum Resolution**
- p. **Opposition to Appointing State Superintendent**

Ms. Handrow moved, Mr. Goodremote seconded, to approve the Board Consent Agenda items 12(a-p).

Mr. Wisner made a friendly amendment, there was no objection, to amend the title of Operational Expectations -9 in Item 12(k) to: Communicating With and Treatment of External Stakeholders. All were in favor of the amended motion. The amended motion passed.

13. SUPERINTENDENT CONSENT AGENDA

- a. **Personnel Changes**
- b. **Monthly Financial Statements for November 2015**
- c. **Overnight Field Trips**
- d. **Incidents by Students to Staff for November 2015**
- e. **Administrative Regulation 4149 (Conditions of Employment and Fringe Benefits for Administrators)**
- f. **Administrative Regulation 4249 (Employee Proof of Immunity to Selected Vaccine-Preventable Diseases)**
- g. **Administrative Regulation 5127.24 (Racine Unified School District Choice Program Enrollment)**
- h. **Administrative Regulation 5127.25 (Procedures for Enrollment of Students with Special Needs in Magnet Schools)**

Mr. Wisner asked for Item 13(h) to be pulled for separate consideration.

Ms. Handrow moved, Dr. Frontier seconded, to approve the Superintendent Consent Agenda Items 13 (a-g). All were in favor. The motion passed.

Item 13(h) Administrative Regulation 5127.25 (Procedures for Enrollment of Students with Special Needs in Magnet Schools)

Mr. Wisner moved that this item be referred for at least a month to get some additional information. Based on information shared by administration, Mr. Wisner withdrew his motion.

Ms. Handrow moved, Ms. Plache seconded, to approve Item 13(h). All were in favor except for Mrs. McKenna. The motion passed.

14. NEW REFERRALS

- a. **Revised Referral #3-2015 (Board Policy in Support of Local Hiring)**

Mr. Wisner submitted this revised referral with the support of Mr. Nielsen and Dr. Frontier.

Mr. Wisner agreed that the Topic of the referral should be revised by the Governance Committee to reference engaging local contractors, vendors, manufacturers and other such agents rather than hiring.

Mr. Wisner moved, Mr. Koetz seconded, to refer Referral #3-2015 (Revised) to the Governance Committee for review including removal of references to hiring in the referral. All were in favor. The motion passed.

15. ADJOURNMENT

Mr. Goodremote moved, Mr. Koetz seconded, to adjourn. All were in favor and the meeting adjourned at 10:42 p.m.

BOARD DEBRIEFING OF THIS EVENING'S MEETING

There was no debriefing conducted.

Signed: _____
Pamala Handrow, Vice President and Acting Clerk

Signed: _____
Lolli Haws, Secretary



ATTACHMENT A

Board of Education

Racine Unified School District
3109 Mt. Pleasant Street, Racine, Wisconsin 53404

RACINE UNIFIED SCHOOL DISTRICT

WORK SESSION

Melvin Hargrove, President

Pamala Handrow, Vice President
and Acting Clerk

Racine, Wisconsin

November 18, 2015

A special meeting of the Board of Education of the Racine Unified School District of Racine County, Wisconsin was called to order at 1 p.m. on Wednesday, November 18, 2015. The purpose of the meeting was a Board Work Session. No action was taken by the Board.

The following Board members were present: Michael Frontier, Charles Goodremote, Pamala Handrow, Melvin Hargrove, John M. Koetz, Julie L. McKenna (Arrived at 3 p.m.); Kim Plache, and Dennis Wisner. Absent: Don J. Nielsen.

Also present: Dennis Cheesebrow, Founder, TeamWorks International, and Darlene Gallup, Recording Secretary.

Mr.. Cheesebrow worked with the Board of Education on Coherent Governance Policy and professional development options including leadership and influences on excellence in management concepts.

The Work Session ended at 8:05 p.m.



Racine Unified School District
3109 Mt. Pleasant Street, Racine, Wisconsin 53404

Board of Education

RACINE UNIFIED SCHOOL DISTRICT

WORK SESSION

Following a special meeting of the Board of Education of the Racine Unified School District of Racine County, Wisconsin, a Board Work Session was called to order at 5:10 p.m. on Monday, December 7, 2015.

The following Board members were present: Michael Frontier, Charles Goodremote, Pamala Handrow, Melvin Hargrove, Julie L. McKenna, Don J. Nielsen, Kim Plache and Dennis Wisner Absent: John M. Koetz.

Also present: Lolli Haws, Superintendent; Marc Duff, Chief Financial Officer; Dave Hazen, Chief of Operations; Rosalie Daca, Chief Academic Officer; Wendy Rowley, Executive Director, Accountability; Tim Peltz, Chief Information Officer; Stacy Tapp, Chief of Communication and Community Engagement; and Darlene Gallup, Recording Secretary.

5. WORK SESSION

a. Proposed Deletion of Administrative Regulation 5127.1 (Desegregation-Integration)

Dr. Haws presented this agenda item. Mr. Berthelsen was present as legal counsel. Dr. Haws said it was a parent request that brought it to the attention of administration that the policy needs to be addressed for appropriateness.

Dr. Haws said the District is committed to diversity in the schools but it cannot be done through this policy. She would like the Board to consider ways to work with the community to find out what strategies would enhance awareness and access to diversity options. She said it may need a committee to begin steps on this.

Mr. Berthelsen provided a history and law surrounding the subjects of both Policy 5127 and the District's plan for desegregation.

Mr. Berthelsen said the law states that no policy or decision making can legally be race-based. There is some leniency in higher education and in cases of compelling state interest. There can, however, be affirmative action policies with broad goals (e.g., efforts to hire qualified teachers for a diverse staff).

Pastor Hargrove shared information regarding an Equity and Access Committee which he co-chaired in the past.

Dr. Haws suggested creation of an Ad Hoc committee to review ideas for this policy and determine what strategies can be used to make the community aware of diverse options.

Comments regarding an Ad Hoc Committee included:

- Needs to discuss sibling preference issues
- Need to see what a “replacement” policy would look like
- Would like to see all the information pieces before the Ad Hoc Committee convenes. Perhaps have a report in February?
- There are additional policies in the District that also protect against discrimination
- Issue of expediency – Since we have a policy that is not being violated, this policy should at least be finalized in the month or two
- Not all of the policy is in violation. First step may be to remove the grievous language, leave the rest in place and address it as a follow up
- Need to also think about boundaries and state aid considerations
- Title schools are based on economic guidelines

Ms. Plache asked to move item 5e up on the agenda for discussion next. There was no objection.

e. 1.1 Technology for Middle School Students

Dr. Haws opened the discussion on this item. She said Gilmore is the school selected to be the first school because Gilmore has already piloted the Personalized/Blended Learning model in that school.

Mrs. Daca, Mr. Peltz and staff from Gilmore provided a PowerPoint presentation on 1:1 Technology and answered questions from the Board. The presentation included the following major points:

- What is 1.1 Technology
- Personalized/Blended Learning Program Goals and Tools
- Classroom experiences and student input
- Gilmore staff input and expertise
- Inclusion into RUSD Tech Plan
- Additional details and FAQ (ChromeBooks, Technology Advisory Council, Future digital math curriculum, etc.)
- Cost of 1:1 Program Initiative (Approximately \$200,000 for 680 students)
- Evaluation (projected student growth, engagement and ability to apply 21st Century skills)

Discussed: Board Comments/Suggestions/Recommendations/Concerns

- Concern about sustainability issues
- Concern about decreased social skills and engagement (Virtual collaboration)
- Alignment with the revised North Star
- Appears to be a successful program (defined goals, small pilot)
- Has a toolkit that can fit into any curriculum
- Exciting but concern about recurring costs and sustainability
- Considerations about extending internet to homes that don't have it (\$26 per month, filtered, can be restricted access)

b. Referral #3-2014 (Board Policy in Support of Minority Hiring)

Mr. Wisner addressed this referral. He said his intent was to try to mirror what is being done with the construction language into the vendor language. He offered for this to be brought forward in a different manner that would be manageable and reflective of the difference between the vendor environment and construction environment. Ms. Plache said the Governance Committee agreed

and will be recommending at the December 21, 2015, Board meeting that the referral's requests not be done. Mr. Wisner will provide a different way to address this topic.

c. **Referral #9-2015 (Board Reflection on Recently Adopted District Core Values)**

Dr. Frontier discussed this referral. He said the schools have discussed the Core Values in their buildings and feels the Board should talk about them and make them real for the Board as well. He said he would like this to come to a work session and be able to go through the same process the schools have experienced. Board member comments included:

- Should the Board be doing that or just make sure they fit with its policy?
- Board doesn't need to decide if it is right or wrong, but rather the Board needs to understand them and discuss them to be in sync with the rest of the District
- We need to embrace them.
- Include as a discussion piece with Mr. Dennis Cheesebrow
- They could come through within reported indicators

d. **Monitoring Section of the School Board's Coherent Governance Policy**

• **OE-6 (Financial Administration-External)**

Mr. Duff presented the Operational Expectations – 6 (Financial Administration-External) Monitoring Report. He reviewed the Audit report for the 2014-15 fiscal year conducted by Schenck CPAs and the auditors' Management Letter which had no findings or corrective action suggestions.

The report is submitted by administration as being in compliance except for Section OE-6.8: Two financial reports due to the Wisconsin Department of Public Instruction were not filed on time.

Board Comments/Recommendations:

- When this comes to the Board, if administration would like to request policy changes for the Board to consider, administration should provide a referral for each request so the Board can refer it to the Governance Committee
- Should include a running history of the referendum funds for buildings as part of the budget or as an on-going report to the Board
- Streamlining of Audit Committee reports (Audit Committee is already looking at providing financial information in different formats and cost structure)

• **R-2 (Reading)**

Mrs. Daca and Wendy Rowley presented the report on Reading and answered questions from the Board.

The Results-2 (Reading) Monitoring Report is submitted by administration as making reasonable progress with the exceptions noted.

Board Concerns/Recommendations: No recommendations or concerns were given.

• **R-2 (Math)**

Mrs. Daca and Wendy Rowley presented the report on Math and answered questions from the Board.

The Results – 2 (Math) Monitoring Report is submitted by administrations as making reasonable progress with exceptions noted.

Board Concerns/Recommendations:

- Style comment – Page 3 and Page 4 graphs: Second one should have the percentage figures listed like it is done on the Page 3 graph (applies to the Reading report as well)
- Find a way to reflect scores and growth other than just by the ACT

f. Report on Thought Exchange Survey

Mrs. Tapp presented a brief report on the Thought Exchange Survey. Access to all of the results is being provided to everyone online. She also provided a synopsis of what is being done with the results.

- Sent out to approximately 19,000 including staff
- Taking this information and now talking face to face with responders
- Additional issues will need to continue to be surveyed (e.g., school climate)

g. Janes Year Round School Calendar

Dr. Haws opened discussion on the Janes Year Round School Calendar. Dr. Gallien shared that administration looked at aligning the support for staff and students at this school to increase achievement. The two major items considered by administration were achievement data and enrollment information.

Dr. Gallien shared 2012 – 2015 achievement and enrollment data. Concerns:

- Achievement data shows support is needed but there are missed staff development opportunities due to calendar conflicts.
- 306 students attend Janes
 - Enrollment has dropped significantly over the last 6 years
 - Total Janes boundary holds 234 students. Only 60 students attend Janes from that boundary.
 - 103 mostly bilingual students opt in to Janes (involves 4 buses, some walk)
- Met with parents and staff to discuss communication of information and payroll
- Could an alternative (based on a fiscal calendar) be considered?
- A Fact and Question (FAQ) sheet is being developed
- There will be another listening session with the parents being scheduled
- It may be necessary to move to a traditional calendar
- This will come to the Board for vote in February or March as part of the calendar approval
- When a FAQ sheet is developed, it will be shared with the Board
- Would like to see data on individual school achievement reports to be able to compare

h. District Annual Goals for 2015-16 School Year

Dr. Haws briefly shared information regarding the yearly goals for 2015-16. The goals are Achievement, Engagement and Continuous Improvement. These all align with the North Star. A more formal presentation of the goals and strategies will be done at the December 21, 2015, Board business meeting.

6. ADJOURN

The work session adjourned at 8:55 p.m.



Racine Unified School District
3109 Mt. Pleasant Street, Racine, Wisconsin 53404

Board of Education

BOARD OF EDUCATION GOVERNANCE COMMITTEE August 17, 2015

MINUTES

1. **Call to Order**

The Racine Unified School District Board of Education Governance Committee meeting of Monday, August 17, 2015, was called to order at 5 p.m.

2. **Approval of Governance Committee Minutes of July 15, 2015**

Mr. Goodremote moved, Ms. Plache seconded, to approve the minutes of the July 15, 2015, Governance Committee meeting as written. All were in favor.

3. **Public Comments**

No public comments were made.

4. **Discuss and Develop Recommendation on Parliamentary Procedures In-Service (Cheesebrow)**

Dennis. Cheesebrow, Team Works International, will work with Board to help define and develop what the Board is looking for in professional development services. Gib Berthelsen, legal counsel, has offered to provide the Board with an in-service on Parliamentary procedures at no cost.

Mr. Goodremote moved, Ms. Plache seconded, to recommend the Board approve Dennis Cheesebrow coming to meet with the Board at cost not to exceed \$2,500 plus Per Diem travel and accommodation costs. All were in favor.

5. **Discuss Board Annual Work Plan Calendar**

The Board's Annual Work Plan Calendar (GC-6E) was discussed. Discussion points included:

- A list of proposed changes from Dr. Haws and administration (Handout)
- August's R-2 Reading/ Math can't be done until October due to the state embargo). In addition a completely different test is being done this year.
- There is no science and social studies test to report on
- Achievement reports will continue as before
- We don't want to lose timing for items (quarterly superintendent check-ins, reports under Other Business, etc.)

- Quarterly check ins are needed to prepare the Board and Superintendent for the summative evaluation
- First quarterly superintendent check-in this year will be in November/ February (includes work with Mr. Cheesebrow). May will be the summative evaluation based on all the OEs and preparation of a written evaluation document. B/ SR-5(E), Pgs. 35-36
- Superintendent's contract says she is to be reviewed by December 1.
- Individual Board members should bring concerns to the Superintendent individually by December 1 of each year.
- If quarterly check-ins are to be done, shouldn't that be in policy? (Response – they were meant to be informal check-ins done outside of regular meetings). Another argument is that voting on the OE reports provides Board evaluation input.
- Discussion has taken place on OE indicators being shared with the Board three months in advance to make sure they align with what the Board is looking for in their OEs. This might mean having two meetings per month.
- In the past, Aspen worked with the Board on interpretations and measurements within the OEs
- The Board president can convene a meeting any time to discuss items
- Develop the Summative Evaluation in October and complete the evaluation in November.

Mr. Goodremote moved, Ms. Plache seconded, to replace the current Annual Planning and Monitoring Calendar (Policy GC-6E) with the document proposed by Dr. Haws with the modifications as suggested by Ms. Plache that include the Superintendent evaluation timing of October and November. All were in favor.

Consensus of those present was to keep the current Operational Expectations and Results presentations cycle the same this year as it has been in order to keep it simplified instead of bringing indicators forward to the Board three months in advance.

6. Referral #3-2015 (Board Policy In Support of Minority Hiring)

The referral in support of minority hiring was discussed.

- Concern – discussing this referral when those who brought them forward are not present
- Will hamstring the District on hires when using small businesses who do not have the required number of minorities and prevents affordable prices
- Mr. Hazen needs to provide an explanation on the difficulties and lack of best interest on these
- This referral gets the Board more microscopic in its work and forces too much scrutiny
- Historically, a referral asked for a work session and did not turn into policy through this way (coming to Governance Committee for recommendation to the Board)
- These referrals have not been discussed by the whole Board
- The referral policy itself needs to be reviewed and discussed
- Not sure what action we are to take on these four referrals

7. **Referral #4-2015 (Board Policy for Reports on Referendum Projects)**

8. **Referral #5-2015 (Board Policy in Support of Policy Amendments)**

9. **Referral #6-2015 (Board Policy for Administrative Policy Review)**

Ms. Place said the Committee is not going to act on these referrals today.

10. **Set Next Meeting Date and Agenda**

The next meeting of the Governance Committee will be scheduled for September 14, 2015. Agenda items will include:

- Approval of the August 17, 2015, Governance Committee Meeting Minutes

11. **Public Comments**

There were no public comments made.

12. **Adjourn**

Ms. Plache moved, Mr. Goodremote seconded to adjourn. The session ended at 5:56 p.m.

Others Present:

Lolli Haws, Superintendent
Pam Handrow, Board Member
Darlene Gallup, Executive Assistant
(Present)

Respectfully submitted,

Kim Plache, Chair (Present)
Charles Goodremote (Present)
Don J. Nielsen, (Absent)
Melvin Hargrove, Ex Officio

Governance Committee



Racine Unified School District
3109 Mt. Pleasant Street, Racine, Wisconsin 53404

Board of Education

BOARD OF EDUCATION GOVERNANCE COMMITTEE November 12, 2015

MINUTES

13. Call to Order

The Racine Unified School District Board of Education Governance Committee meeting of Thursday, November 12, 2015, was called to order at 5:39 p.m.

14. Approval of Governance Committee Minutes of August 17, 2015

Mr. Goodremote moved, Mr. Nielsen seconded, to approve the minutes of the August 17, 2015, Governance Committee meeting. All were in favor. The minutes were approved.

15. Consider Referrals:

a. #3-2015 Related to OE-6(17) Financial Administration

This referral was submitted by Board member Mr. Wisner and supported by Mr. Nielsen, Dr. Frontier and Mrs. McKenna. (Submitted to Board meeting of July 20, 2015; Governance Committee of August 17, 2015; Special Board meeting of October 27, 2015 – action postponed)

Dr. Haws suggested to not include vendors in the language because that would even include supplies like paper, pencils, etc. She said administration shouldn't have to investigate whether Office Depot fits the regulations in this policy. It would mean having to look at these requirements for every bid including textbook companies.

Additional comments during the discussion included:

- CG Policy OE-6(18) h – already covers all of this as it relates to referendum dollars
- CG Policy OE-6(17) is address-based
- Original intent of the language change was to increase minority hiring by the contractors/laborers used
- There are many small certified businesses in the area that will never make this requirement. It is overstretch to add this language to the OE-6(17) language.

Pastor Hargrove left the meeting at 5:59 p.m.

- What it is that Dr. Haws and her team would have to do differently?

- Could mean having to hire additional personnel to review every bidder.

Mr. Nielsen said this Committee should recommend the Board put this Referral's request on hold or say it is already covered under OE-6(18). The Committee needs to provide an explanation to the Board about why it is not recommending the language revision.

Mr. Goodremote commented that the Board still needs to look at what administration has to do to change. It was noted that the District could actually lose local businesses with this language. The District would have to have additional personnel to review all of the hiring practices of every bidder. Mr. Goodremote also commented that we are already saying the things in the current policy.

Mr. Nielsen moved, Mr. Goodremote seconded to recommend the Board not change the language as presented in Referral #3-2015. All were in favor. The motion passed.

Ms. Plache will present the Governance Committee's position at the December 21, 2015, Board meeting and will move that no action be taken on the language revision as presented in Referral #3-2015.

b. #4-2015 Related to OE-6(18) Financial Administration

This referral was submitted by Mr. Wisner for a revision to the language in OE-6(16) requesting a report be provided quarterly on the construction progress, costs, and use of local and minority employees for projects funded by referendum funds.

Dr. Haws noted that Mr. Duff, Chief Financial Officer, no longer has construction projects as part of his position. That responsibility now lies under Dave Hazen, Chief of Operations. She suggested moving OE-6(18) to OE-3(2).

Mr. Nielsen moved, Mr. Goodremote seconded, that the Committee recommend the Board, at its December 21, 2015 business meeting:

- Approve amended language originally presented in Referral #4-2015,
- Move the amended language from Section 18 of OE-6 to a new Section (2) of OE-3,
- Renumber all sections accordingly.

All were in favor. The motion passed.

The Committee would like to see the effect of the proposed language changes on the OE policies and the intention is to have those draft policies available for vote at the December Board meeting.

c. #6-2015 Related to GC-4 Governing Commitments

Discussion comments included:

- This originally should have been postponed, not deferred.

- Administrative Regulations already state policies have to go to the Board for approval.
- Administrative Regulation 2000 says all policy changes go to the Board's Consent Agenda.
- This new language addition is redundant.

Mr. Goodremote moved, Mr. Nielsen seconded, that the language revision presented in Referral #6-2015 not be approved. All were in favor. The motion passed.

16. Set Next Meeting Date and Agenda

No next meeting date or agenda was discussed.

17. Public Comments

There were no public comments made.

18. Adjourn

Mr. Nielsen moved, Mr. Goodremote seconded, to adjourn. The session ended at 6:32 p.m.

Others Present:

Lolli Haws, Superintendent
 Pamala Handrow, Board Member
 Darlene Gallup, Executive Assistant

(Left at 5:59 p.m.)

Respectfully submitted,

Kim Plache, Chair (Present)
 Charles Goodremote (Present)
 Don J. Nielsen, (Present)
 Melvin Hargrove, Ex Officio

Governance Committee



Racine Unified School District
3109 Mt. Pleasant Street, Racine, Wisconsin 53404

ATTACHMENT E
Board of Education

**BOARD OF EDUCATION
GOVERNANCE COMMITTEE
November 18, 2015**

MINUTES

19. Call to Order

The Racine Unified School District Board of Education Governance Committee meeting of Thursday, November 18, 2015, was called to order at 8:40 a.m.

20. Approval of Governance Committee Minutes of November 12, 2015

Mr. Goodremote moved, Mr. Koetz seconded, to approve the minutes of the November 12, 2015, Governance Committee meeting. All were in favor. The minutes were approved.

21. Review of RUSD Coherent Governance Policies

Mr. Goodremote facilitated a discussion and review of the Board's Coherent Governance policies. Comments and discussion points included:

- All board business is initiated with a motion.
- There are fundamentally three basic things that give us guidance on motions: (Law, Board Policy, Robert's Rules)
 - Law (We don't have authority over it)
 - Board Policy (Coherent Governance)
 - Robert's Rules (We don't have authority over them)
 - Custom – the way we've always done it or past preference (Custom "falls to the ground" per Robert's Rules - Pg. 19, when other authority or written policy conflicts with Custom).
- Improving the Process Discussion
 - Need to first understand the process already in place.
 - Map the process (who and what we do) and then look at what needs to be changed to make it clear, concise, easy to use, etc.
- Review of Policies Discussion
 - There are multiple areas of conflict that need to be addressed in Coherent Governance policies [e.g., changing the agenda: GC-2E(J) versus GC-2E(D.11)]; amending policy process; etc.
 - The next steps in the process - Governance Committee to review policies for needed change recommendations using a pre-populated spreadsheet guide prepared by Mr. Goodremote.

22. Adjourn

Mr. Koetz moved, Mr. Goodremote seconded, to adjourn. The session ended at 10:56 a.m.

Others Present:

Darlene Gallup, Executive Assistant

9:26 a.m.)

Respectfully submitted,

Kim Plache, Chair (Present)

Charles Goodremote (Present)

John M. Koetz (Present)

Don J. Nielsen, (Not present)

Melvin Hargrove, Ex Officio (Arrived at

Governance Committee



Racine Unified School District

3109 Mt. Pleasant Street, Racine, Wisconsin 53405

LEGISLATIVE COMMITTEE
September 28, 2015
Administrative Service Center, Franklin Room

MINUTES

The Racine Unified School District Board of Education Legislative Committee meeting of Monday, September 28, 2015, was called to order at 4:32 p.m.

3. Approval of Legislative Committee Minutes of September 9, 2015

Dr. Frontier moved, Ms. Plache seconded, to approve the minutes of the September 9, 2015, Legislative Committee meeting. All were in favor. The minutes were approved.

4. Review Legislative Dialog/ Tour Preparations

Preparations for the October 12, 2015, Legislative Dialog and Tour were discussed. Comments included:

- Mrs. Tapp said Case High School students will help serve refreshments and the “Master Singers” will sing the National Anthem (4-4:30 p.m.)
- Dr. Haws will talk about behavior, truancy and mental health and any other policy issues that come out of the Legislative Task Force
- The dialog will be approximately 90 minutes long
 - Pastor Hargrove will be the facilitator
 - Mrs. Tapp will work with Dr. Haws on a pre-dialog quiz questions
 - Questions need to be sent to the legislators in advance
 - Mrs. Tapp will check about having the president of the student council attend, sit with Board during the dialog, and possibly ask a question. That question will need to be submitted in advance.
 - Brief review of District Data (Mrs. Tapp will work with Rosalie Daca)
 - The Board will ask 2-3 questions (Voucher Parity; 4K and possibly a student question)
 - Suggestion - If anyone wants to submit written comments, they could be forwarded on to the legislators. Dr. Frontier may ask for comments from 4K parents or submit a related question.
- Closing statements
- The Case tour will be approximately 20 to 25 minutes in length
 - Focus will be on the new Field House
 - Students will share information about programs

5. Discuss Intergovernmental Relationships

Having coffee meetings with local legislators and officials was discussed.

- Mrs. McKenna said she talked to Caledonia who said they would like to meet in November.
- Ms. Plache talked to Mt. Pleasant. They will get back to her after they discuss it with their board.

6. “Kindness is Contagious” Activities

Dr. Frontier shared information about upcoming activities taking place October 14-28, 2015, for encouraging students to engage in activities of politeness. Dr. Haws will follow up with the Committee about these activities.

7. Possible Resolution on Pending Legislation

Mrs. McKenna reviewed pending legislation information regarding the filling of empty board of education seats. She said having the seat filled by selection of the board president is moving forward. Discussion comments included:

- Once it passes, it becomes state law
- Board should submit their opinion to legislators
- Board would have to determine how it breaks ties (That needs to be a recommendation from the Governance Committee)
- Dr. Frontier recommended the Governance Committee meet next week and create a resolution

8. Set Next Meeting Date

Mrs. McKenna will select a date.

9. Public Comments – There were no public comments.

10. Adjourn

Ms. Plache moved, Dr. Frontier seconded, and with no objections heard, the meeting adjourned at 5:05 p.m.

Also Present:

Lolli Haws, Superintendent
Stacy Tapp, Chief of Communication and
Family Engagement
Darlene Gallup, Executive Assistant

Respectfully submitted:

Julie McKenna, Chair (Present)
Michael Frontier (Present)
Kim Plache (Present)
Melvin Hargrove Ex-Officio (Present)

Legislative Committee



Racine Unified School District
3109 Mt. Pleasant Street, Racine, Wisconsin 53404

**Board of Education
Legislative Committee**

**LEGISLATIVE COMMITTEE
COMMUNICATION SESSION**

October 12, 2015

J. I. Case High School

MINUTES

A special meeting of the Legislative Committee of the Racine Unified School District Board of Education began at 4:30 p.m. on Monday, October 12, 2015, with the following Board members present: Charles Goodremote, Pamala Handrow, Melvin Hargrove, Julie L. McKenna, Don J. Nielsen, and Kim Plache, Absent: Dennis Wiser, Michael Frontier.

Also present: Lolli Haws, Superintendent; State Representatives Tom Weatherston, Robin Vos, and Peter Barca; State Senators Van Wanggaard and Robert Wirsch; Jody Bloyer, Case High School Directing Principal; Case Assistant Principals, Adam King, and Nick DeBaker; Case High School Student and Vice President of SkillsUSA, Brian Martinez; and Darlene Gallup, Recording Secretary.

Pastor Hargrove welcomed those in attendance and asked the legislators quiz questions regarding their knowledge of Racine Unified School District's graduation rates and meeting kindergarten benchmarks of readiness for Grade 1.

Legislators' Opening Statement Comments:

- | | |
|---------------------|---|
| Rep. Weatherston – | Let the Urban Task Force know your ideas and perspectives |
| Rep. Vos – | Need to look at what we need down the road for our schools (5, 10, 20 years down the road) |
| Senator Wanggaard – | Need dialog about the good things happening in our schools. Media always look at the negative. The Task Force will help move us forward. Not about one type of teaching; it's about good education. We need to dialog about the issues and on a regular basis. |
| Senator Wirsch - | Education is the most important thing in economic development. Need people who can solve problems with well-rounded educations. Concerned about the dysfunction of political system. Need to get students engaged in that – getting kids involved in societal problems. Kids have tuned out the process. We have to rearrange our priorities. Cut the number of people in prison and jails and put that money toward schools – prison reform. (We don't |

have access to why students leave – not shared with the District.
We also do not know where they went.)

The following questions were discussed:

Question #1: Racine Unified School District loses much more dollars due to the unequal statutory provision from voucher students than any other district in the State, except Milwaukee. Why do we continue to be in this position? Would you introduce, and or support, legislation that would provide parity for Racine Unified as it relates to cost, availability, and accountability?

Comments included:

- Rep. Vos – Does agree RUSD has been treated differently. Tried to have rest of state done like RUSD. All districts should be the same. Don't believe in an enrollment cap. Many reasons why people choose school choice. All participants are funded through state funding. RUSD gets aid. Revenue limit more than voucher.
- Senator Wanggaard – Question should be more about the student than money. Need to look at why students are leaving.
- Senator Wirch – I agree with the premise of the question and would support legislation. RUSD has been treated wrongly.
- Rep. Weatherston – Disagree with the premise. Maybe we are looking at the wrong thing. Maybe RUSD should look at why students are leaving. Improve yourself. Reverse that trend and vouchers will go away.

(Representative Barca arrived at 4:58 p.m.)

- Rep. Barca – I want to see all the districts aligned the same.

Dr. Haws provided brief explanation of reasons for District academic improvements including efforts in credit recovery, virtual learning, changes in traditional physical education rules, freshman cohorts, and early childhood and kindergarten interventions.

Question #2: Would you introduce or support legislation for the State to pay for full-day 4-year-old kindergarten, especially for high poverty districts?

Comments included:

- Senator Wanggaard – Have to be able to afford it. The money isn't there right now and we don't want to see it taken from other areas. (Could be narrowed to high poverty areas/students.) If you have programs working, don't take money away from them.
- Senator Wirch – I'm in favor of prison reform that will result in more funds to spend on schools. Identify the high poverty schools and set up a program that can economically be done; do a study that shows the difference it makes. Have someone contact my office and maybe we can work on a plan.
- Representative Barca - Early childhood is very important. We need to focus on high poverty areas but I agree we shouldn't take from other programs. We know it pays off.
- Rep. Weatherston – I worry about the funding. Can't keep taking funding from businesses or they will leave. Need to be more creative with funding. Maybe expand working with Head Start.
- Rep. Vos – High poverty definition changed and more are qualified. (Would like to see the offer for our highest poverty areas within our schools.) I would love to fund a 13-year school education but we just don't have the revenue and need to focus on graduation.

Question #3: Mental health issues have devastating effects on children's ability to learn and succeed in school. Would you introduce or support funding to address mental health issues through joint ventures between school districts and mental health providers?

Comments included:

- Rep. Weatherston – This is a major topic of discussion.
- Rep. Vos – Passed a child psychiatry and grant program and modified code for HIPPA
- Senator Waanggaard – There is a pilot program coming forward. Has been an issue for years. We don't have enough people in the field. We see it and we all agree it needs to be addressed.
- Senator Wirch – High poverty homes have high stress issues that affect learning.
- Rep. Barca – Primary health care is vital. Any way we can increase the number of families who can access it is important.

Student (Brian Martinez) Question: How are we as a manufacturing town supposed to provide our city's employers with qualified candidates if we are teaching students with outdated equipment? What plan is in place to better our student's chances of getting high paying jobs in the manufacturing sector?

Comments included:

- Rep. Weatherston – We are not helping you. We are devoid in programs needed for engineers. We don't supply the right people to employers. I have been a strong advocate of RUSD and GTC working together. That is the only way you can have the technology available for students. Need to move together and have more collective educational programs.
- Senator Wirch – I agree with Rep. Weatherston.
- Rep. Barca - Look into Workforce Development Center efforts and connections with RAMAC in working with students. See if there are more internships available. Youth Options could maybe be a place to utilize equipment.
- Rep. Vos - We need to think differently about education. Fast Forward takes money to have a student learn on a job site so they are educated on the equipment that company uses. We would support expanding that kind of program. People need to brag about their students going to GTC. There should be no difference – going to college should be going to college no matter where they attend and they should be able to transfer easily between all the schools. We have to encourage young people that it is good to have a job including in high school and in college. Their first job should not be the one they get when they graduate from college.
- Senator Wanggaard – We are doing things (Roger Palmen, auto mechanics program, Shear, Construction Academy). Need to work on the soft skills – getting up, getting to work on time, and being drug free.

Dr. Haws talked about some events already scheduled including an October internship event, a March career expo and the District's Career Academies.

Closing Remarks and comments regarding Question #4: Do you think RUSD is a successful school district? If not, how do you define a successful school district? What would you have to see for you to believe RUSD is a successful school district?

Comments included:

Rep. Barca – RUSD is making steps in right direction

Senator Wirth – There is money out there. Corporate tax break is short circuiting putting money in education. We need to rate our priorities.

Senator Wanggaard – Yes we need to look at reform. But it isn't just money. It is about convincing parents and media about the good stuff. Do it person to person. Make them partners.

Rep. Vos – There are issues. You need to be proud. Everyone can do better. Why do parents make different choices. We should be happy about successes. Don't continue to show you can't even pick a new board member and then leave it to us to fix it. Talk to us – "We do by whom we hear from." Spend time with us.

Rep. Weatherston – Offer to meet with you. Manufacturing has left and not coming back. Some people still think they will. To be successful in high school, graduation is only a start. Need more and need exposures in high school. It isn't one size fits all. Unions need to be leaders. School board needs to work together. Find out why students leave. You will know you are successful when charters and vouchers end.

The session ended at 6:03 p.m. at which time a brief tour of J.I. Case High School was conducted.



Racine Unified School District
3109 Mt. Pleasant Street, Racine, Wisconsin 53404

Board of Education

RACINE UNIFIED SCHOOL DISTRICT

OFFICIAL PROCEEDINGS

Melvin Hargrove, President

Pamala Handrow, Vice President

Racine, Wisconsin

December 17, 2015

A special meeting of the Board of Education of the Racine Unified School District of Racine County, Wisconsin was called to order at 6:30 p.m. on Thursday, December 17, 2015, with the following members present: Michael Frontier, Charles Goodremote, Pamala Handrow, Melvin Hargrove, John M. Koetz, Julie L. McKenna, Don J. Nielsen, Kim Plache and Dennis Wiser.

Also present: Lolli Haws, Superintendent; Eric Gallien, Deputy Superintendent, Julie Landry, Chief of Human Capital; and Darlene Gallup, Recording Secretary.

The Board of Education met in open session for the sole purpose of considering a motion to adjourn to Executive Session per Wisconsin Statute for the purpose of:

1. Personnel Matter, Wisconsin Statute 19.85(1)(c)

Ms. Handrow moved, Ms. Plache seconded, to adjourn to Executive Session. Ayes – 9 (Frontier, Goodremote, Handrow, Hargrove, Koetz, McKenna, Nielsen, Plache, Wiser). Noes – 0. Absent – 0. The meeting adjourned to Executive Session.

Personnel Matter

A personnel matter was discussed.

Ms. Plache moved, Ms. Handrow seconded, to adjourn the executive session. All were in favor. The meeting adjourned at 7:35 p.m.

Signed: _____
Pamala Handrow, Vice President and Acting Clerk

Signed: _____
Lolli Haws, Secretary



Racine Unified School District
3109 Mt. Pleasant Street, Racine, Wisconsin 53404

Board of Education

RACINE UNIFIED SCHOOL DISTRICT

OFFICIAL PROCEEDINGS

Melvin Hargrove, President

Pamala Handrow, Vice President

Racine, Wisconsin

December 21, 2015

A special meeting of the Board of Education of the Racine Unified School District of Racine County, Wisconsin was called to order at 6:15 p.m. on Monday, December 21, 2015, with the following members present: Michael Frontier, Charles Goodremote, Pamala Handrow, Melvin Hargrove, John M. Koetz, Julie L. McKenna, Don J. Nielsen, Kim Plache, and Dennis Wisner.

Also present: Lolli Haws, Superintendent; Andrea Rittgers, Director of Student Services; Dave Hazen, Chief of Operations; and Darlene Gallup, Recording Secretary.

The Board of Education met in open session for the sole purpose of considering a motion to adjourn to Executive Session per Wisconsin Statute for the purpose of:

1. Student Suspensions and Expulsions – 19.85(1)(f) and 120.13(1)(c)4.d
2. Real Estate Matter – 19.85(1)(e)

Ms. Handrow moved, Ms. Plache seconded, to adjourn to Executive Session. Ayes – 9 (Frontier, Goodremote, Handrow, Hargrove, Koetz, McKenna, Nielsen, Plache, Wisner). The meeting adjourned to Executive Session. The motion passed.

Student Suspensions and Expulsions

Student suspensions and expulsions were reviewed.

Mr. Nielsen moved, Ms. Handrow seconded, to approve the Student Expulsions and Suspensions reports as presented. All were in favor. The motion passed.

Ms. Rittgers left the meeting at 6:09 p.m.

Real Estate Matter

A real estate matter was discussed.

Ms. Plache moved, Ms. Handrow seconded, to adjourn the executive session. All were in favor. The meeting adjourned at 6:30 p.m. The motion passed.

Signed: _____
Pamala Handrow, Vice President and Acting Clerk

Signed: _____
Lolli Haws, Secretary



Racine Unified School District
3109 Mt. Pleasant Street, Racine, Wisconsin 53404

Board of Education

RACINE UNIFIED SCHOOL DISTRICT

OFFICIAL PROCEEDINGS

Melvin Hargrove, President

Pamala Handrow, Vice President

Racine, Wisconsin

January 11, 2016

A special meeting of the Board of Education of the Racine Unified School District of Racine County, Wisconsin was called to order at 6:01 p.m. on Monday, January 11, 2016, with the following members present: Michael Frontier, Charles Goodremote, Pamala Handrow, John M. Koetz, Julie L. McKenna, Don J. Nielsen, and Kim Plache. Absent: Melvin Hargrove and Dennis Wisner.

Also present: Lolli Haws, Superintendent; Eric Gallien, Deputy Superintendent; and Darlene Gallup, Recording Secretary.

The Board of Education met in open session for the sole purpose of considering a motion to adjourn to Executive Session per Wisconsin Statute for the purpose of:

1. Personnel Matter – 19.85(1)(c)

Mr. Nielsen moved, Mr. Koetz seconded, to adjourn to Executive Session. Ayes – 7 (Frontier, Goodremote, Handrow, Koetz, McKenna, Nielsen, Plache). Noes – 0. Absent – 2 (Hargrove, Wisner). The motion to adjourn to Executive Session passed.

Personnel Matter

A personnel matter was discussed.

Ms. Plache moved, Mr. Goodremote seconded, to adjourn the executive session. All were in favor. The meeting adjourned at 6:18 p.m.

Signed: _____
Pamala Handrow, Vice President and
Acting Clerk

Signed: _____
Lolli Haws, Secretary



Board of Education

Racine Unified School District
3109 Mt. Pleasant Street, Racine, Wisconsin 53404

RACINE UNIFIED SCHOOL DISTRICT OFFICIAL PROCEEDINGS

Melvin Hargrove, President

Pamala Handrow, Vice President
and Acting Clerk

Racine, Wisconsin

January 11, 2016

A special meeting of the Board of Education of the Racine Unified School District of Racine County, Wisconsin was called to order at 6:20 p.m. on Monday, January 11, 2016.

2. ROLL CALL

The following Board members were present: Michael Frontier, Charles Goodremote, Pamala Handrow, John M. Koetz, Julie L. McKenna, Don J. Nielsen and Kim Plache. Absent: Melvin Hargrove and Dennis Wisner (arrived at 6:25 p.m.).

Also present: Lolli Haws, Superintendent; Tim Peltz, Chief Information Officer; Marc Duff, Chief Financial Officer; Rosalie Daca, Chief Academic Officer; and Darlene Gallup, Recording Secretary.

3. ACTION ITEMS

a. **Approval of 1:1 Chromebooks for Gilmore Middle School Students**

Mr. Peltz presented the agenda item.

Mr. Goodremote moved, Ms. Plache seconded, to approve the award for the purchase of the Dell Chromebooks, Google licenses and additional power adaptors to Technology Resource Advisors, Inc., at an amount not to exceed \$169,980 and approve the award for the purchase of Spectrum Chromebook carts to CDW-G at an amount not to exceed \$27,485. Ayes – 8 (Frontier, Goodremote, Handrow, Koetz, McKenna, Nielsen, Plache, Wisner). Noes – 0. Absent – 1 (Hargrove). The motion to approve passed.

4. ADJOURN

Ms. Plache moved, Dr. Frontier seconded, to adjourn the special Board meeting. All were in favor. The meeting was adjourned at 6:32 p.m.

Signed: _____

Pamala Handrow, Vice President and Acting Clerk

Signed: _____

Lolli Haws, Secretary



Board of Education

Racine Unified School District
3109 Mt. Pleasant Street, Racine, Wisconsin 53404

WORK SESSION

Melvin Hargrove, President

Pamala Handrow, Vice President
and Acting Clerk

Racine, Wisconsin

January 11, 2016

Following a special meeting of the Board of Education of the Racine Unified School District of Racine County, Wisconsin, a Board Work Session took place at p.m. on Monday January 11, 2016.

The following Board members were present: Michael Frontier, Charles Goodremote, Pamala Handrow, Melvin Hargrove, John M. Koetz, Julie L. McKenna, Don J. Nielsen, Kim Plache and Dennis Wiser
Absent: Melvin Hargrove.

Also present: Lolli Haws, Superintendent; Eric Gallien, Deputy Superintendent; Marc Duff, Chief Financial Officer; Dave Hazen, Chief of Operations; Rosalie Daca, Chief Academic Officer; Dan Thielen, Chief of Secondary School Transformation; Tim Peltz, Chief Information Officer; Stacy Tapp, Chief of Communication and Community Engagement; and Darlene Gallup, Recording Secretary.

a. Monitoring Section of the School Board's Coherent Governance Policy: OE7 (Asset Protection)

Mr. Hazen and Mr. Duff presented the Operational Expectations – 7 (Asset Protection) Monitoring Report.

Major areas of discussion included:

- Workers Compensation Insurance Costs
- 7.4 – Protection of intellectual property still being identified and progress is being made toward procedures for protection
- Data system back up and preservation
- Physical record preservation plans (cost and availability of resources)
- Plans for electronic storage solutions (special education files, W-2s, etc.)
- 7.5 – Disposal of records (OnBase and records retention guidelines/policies)
- 7.6 – Use of legal counsel to protect from losses and legal liability insurance
- 7.7 Administration will ask Governance Committee at their next meeting to recommend the Board move Section 7.7 to OE-6-External which deals with investments
- Disposal of personal property (e.g., library books, scrap metal sale)
- Action Plan to Improve/Enhance 7.4.2; 7.4.3; and 7.7 and Funding/Staffing

Board Considerations/Recommendations/Requests

- April/May 18 month review of Administrative Regulations to update them is being discussed by administration

b. Administrative Regulation 5145.4

Dr. Haws and Dr. Gallien reported on this item. Dr. Haws said this has come to the work session so the Board can ask questions in advance. These things are already being done and consideration is given for this to be put into policy. Plans are for this to be posted for a 30-day public review beginning tomorrow, Tuesday, January 12, 2016. It has already had legal review several times most recently in December with attorneys Berthelsen and Korom.

c. High School Transformation Update

Dr. Haws and Mr. Thielen spoke regarding the High School Transformation Update. Major discussion topics included:

- Structure (Changes to teaching and learning, schools to accommodate the changes, community partnerships)
- 21st Century Skills – 4 Cs (Critical Thinking, Communication, Collaboration, Creativity)
- What 21st Century Learning Looks Like
- Project-based 21st Century Learning Experiences
- Block Scheduling
 - There will be more opportunities for students to take electives including Fine Arts
 - Great preparation for postsecondary
 - Teachers will see fewer students each day (as many as 60 less per day)
 - Common planning time opportunity
 - Less student passing time and more time for instruction (could decrease out of classroom behavior issues)
 - Opportunities for teachers to collaborate between disciplines
 - Lunches will be about 45 minutes – 5 minutes less
 - More personal connection between teachers and students
 - More opportunity for individual student help
- Concerns Voiced:
 - Heard it is easier for students to fall behind.
 - Sounds like a lot of work is going to be needed to get creative projects implemented. How will we be supporting teachers? (There will be a work session on PD in February)
 - Are we leaning toward smaller class sizes? (More classes will be offered so more classes need to be taught. There are no plans to lay teachers off)
 - In some districts, IB and AP is expanded with block scheduling
 - Any plans to do a practice to make sure there is physical space available? We are looking at that as well as staffing recommendations on class size based on space.
 - We should look at the research on block scheduling in an urban setting (Get the movie back on High Tech High and show it to the public)
 - Have special education teachers been involved in the master plan? Concerned about IEPs and individual student needs. (Yes as well as special education supervisors)
 - Are we moving to quick? (We are confident that this will be smooth overall.)
 - Why couldn't we wait a year? (Wouldn't make a difference. Best to have the training as close to implementation as possible. We have plans in place to make it all happen.)

- Course description guide not ready? (It is done and being shared. Teachers will work collaboratively to decide what needs to be there over the next year. Only freshmen will be in Career Academies.)
- You don't want to put two periods of a class into one day. The best way is to integrate activities and other learning experiences, tools into that one class.

d. Early Childhood Program Expansion

Dr. Haws shared information about the Early Childhood Expansion. These are recognized by the state as model programs for screening, assessment, implementing the Pyramid Model and the options in special education for early childhood education. The curriculum used is Creative Curriculum as well as teacher strategy tools.

Dr. Haws talked about the District's plan to move to full-day 4K especially in schools with the highest poverty levels. The District currently has 4 full-day programs. Statistics show great strides for students in these programs. She said budget plans are being considered to expand the program including the P-COC Program beyond Red Apple and for it to be handicapped accessible. She said they are also researching a Montessori program in the District at the preschool level. This will come to the Board at its February 1 work session.

e. Minority Hiring Goals Discussion

Dr. Frontier opened the discussion regarding minority hiring goals. His concerns center on contractors being hired and not engaging minority employees.

Mr. Hazen provided information regarding local minority hiring goals and his meetings with local community members who intend to keep the pressure on to reach minority hiring goals. He said the most difficult goal is minority contractors. It is the intention of administration to continue setting the goals and monitoring them. He said the Workforce Development Center should also be involved in this. He offered to extend an offer to the Wisconsin Hispanic Chamber of Commerce to come speak with the Board.

- There needs to be a larger community effort in this and to look at how the Board participates in this
- Suggestions: Listen to an overview by Jorge Franco from the Wisconsin Hispanic Chamber of Commerce and others at a work session to get clarity and hear from a government partner. (Consider if tools are in place, cost associations, student engagement, monitoring, other labor models that can be used, etc.).

f. FY17 Budget Forecast and District Enrollment Projection

Mr. Duff reviewed the FY17 Budget Forecast and District Enrollment Projection. Major topics included:

- Staffing process/cycle
- State budget policies are in effect
- Challenges with structure deficit
- Uncertainty over further voucher enrollment
- Impact of new school construction on enrollment
- Assess changes to federal and state program/grant changes
- Revenues and Expenses (assumptions and fiscal impacts)
- Expenses (assumptions and fiscal impacts)
- Possible Savings
- Taxes

- Enrollment projections

g. Review Budget Priorities

Dr. Haws talked about a document titled, Budget Priorities January 2016. Included in the document were items such as options for dedicated carryover priorities (Examples included LCD projector replacements, substitute teacher increase, library upgrades, security radios, electronic content management system, expanding 4K program, Gifford educator effectiveness coach, increasing social workers, increase facilities maintenance, etc.). Items on the document are not listed in order of priority, are only cost estimates, and position cost estimates include salary plus benefits.

The session ended at 9 p.m.



Racine Unified School District

3109 Mt. Pleasant Street, Racine, Wisconsin 53404

**BOARD OF EDUCATION
AUDIT COMMITTEE MEETING
MINUTES**

November 9, 2015

The Board of Education Audit Committee meeting of Monday, November 9, 2015, was called to order at 5:03p.m.

3. Approval of Audit Committee Minutes of September 17, 2015

Ms. Handrow moved, Mr. Nielsen seconded, to approve the minutes of the September 17, 2015, Committee meeting minutes. All were in favor. The minutes were approved.

4. Monthly Financial Update

Mr. Duff provided copies of the Monthly Financial Update packet.

- The following individual Combined Statement of Revenues, Expenditure and Changes Fund Balance Revenues by Source, Expenditures by Function Monthly Budget reports were reviewed and discussed. Major discussion points included:
 - All Governmental Funds
 - Explanation of how new deferred teacher pay for summer creates expenditure variances over prior year
 - General Fund
 - Debt Payment (Negative \$5,000 amount is due to paying off the copier lease. This will be adjusted in subsequent month)
 - Expense based benefits (Discussion of how OPEB expenses work)
 - Special Education Fund
 - Food Service Fund
 - \$789,00 for Kitchen Build Out
 - Freezer came in under original bid estimate
 - Health Insurance
 - Information not yet available
 - New internal tracking and forecast options being considered for reporting to the Audit Committee
 - Monthly Energy Consumption & Cost Comparison (Natural Gas, Electric)
 - More activity in electricity than gas
 - Currently everything is on target in comparison with last year

5. School Financials Report

Mr. Duff reported all school reports are in.

6. District Cost Structure Analysis

Cost Revenue Analysis discussion points included:

- DPI data shows similar cost information for other districts
- Oak Creek – above average achievement and below average cost per student (Oak Creek spends more on transportation, food and facilities)
- Need to identify and quantify over and under cost areas
- Consider inserting this kind of information into our report as a comparison of how we are taking advantage of our district size
- Suggestion – Review/analyze one cost segment per Audit Committee (looking at significant differences for comparison purposes). Begin with Pupil and Staff Services.

7. **Review of Audit Report**

Mr. Duff stated the Audit Report is planned to be reported to the Board on November 16, 2015. The Committee will review that report at its next meeting.

8. **Other Concerns**

No other items of concern were discussed.

9. **Adjourn**

Ms. Handrow moved, Mr. Nielsen seconded, that the meeting be adjourned. All were in favor. The meeting adjourned at 6:10 p.m.

Others Present:

Marc Duff, Chief Financial Officer
Lolli Haws, Superintendent
Darlene Gallup, Executive Assistant

Respectfully submitted,

Charles Goodremote, Chair (Present)
Pamala Handrow (Present)
Don J. Nielsen, (Present)
Melvin Hargrove, Ex Officio (Present)

BOARD OF EDUCATION
January 25, 2016
Transportation and Enrollment

AGENDA ITEM: Determination of regular education and special education spaces available for open enrollment into the District

PRESENTING: Marc Duff, Chief Financial Officer

DESCRIPTION: Wisconsin Statute §118.51(5)(a)1 requires the school board to determine the number of regular education and special education spaces available within the school district for non-resident students applying to attend a district school under the full-time open enrollment program.

HIGHLIGHTS: The District makes available to non-resident open enrollment students spaces in each school grade and program using the following guidelines:

The number of available spaces at a school grade level or program will be calculated using the following DPI prescribed formulas:

$$\text{Class size limit} \times \text{Number of planned sections} = \text{Capacity}$$

$$\text{Capacity} - \text{Projected enrollment} = \text{Available Spaces}$$

The figure for class size limit is governed by Board Policy 6151 using District recommended levels. The District may include projected enrollment growth in the calculation. SAGE classrooms will be calculated at 12 students per section to allow for projected enrollment growth and accommodate past enrollment trends. State SAGE guidelines stipulate ratios of 18:1 or 30:2.

Space availability for programs will be calculated using recommended case load size for each program, current staffing, and projected enrollment using referral rates and trend data. The formula used for the program/services on an elementary, middle and high school level is:

$$\text{Class size/case load} \times \text{Number of staff} = \text{Capacity}$$

$$\text{Capacity} - \text{Projected enrollment} = \text{Available Spaces in each program}$$

The case load staffing ratios for special education programs are identified in the included charts, as determined in accordance with the above formulas. Each IEP will be reviewed and ability to meet all aspects considered in the approval process.

Closed Schools (Lottery or Waiting List Eligible): For purposes of allocating spaces to District schools, based on current enrollment, staffing levels, and projected enrollment, the following schools have no available spaces and are therefore closed for purposes of immediate placement of a non-resident student under Open Enrollment:

Lottery Selection Process	School Preference Process
Jefferson Elementary	Gifford School (K-8)
Red Apple Elementary	Fratt Elementary School
Bull Fine Arts Elementary	Roosevelt Elementary School
Walden III School	
The REAL School	

Lottery Selection Process: Non-resident students who wish to enroll in the above referenced closed schools were allowed to apply for placement in the school during the December 1 to January 15 window. Both resident and non-resident students will be assigned to spaces based on a lottery system. Those students that were not enrolled in the school through the lottery system can remain on a waiting list to be assigned to an available space based on the date of application.

School Preference Process: Non-resident students who wish to enroll in schools that are open to enrollment must use the school preference process that is outlined for district students applying to attend non-boundary schools. Applications are considered based on date received and available space at a school utilizing the formulas outlined.

Random Selection Process: If the District receives more applications for a particular grade than there are spaces available in the grade, the District shall determine which students to accept (including students accepted from a waiting list) on a random basis, giving preference to applicants who are currently attending District schools and applicants who are siblings of students currently attending District schools. While the District will apply the above referenced preferences as required by law, the District shall not guarantee acceptance to any applicant under this policy.

RECOMMENDATION: Recommend acceptance of the open enrollment space designation process.

ACTION TAKEN:

<i>Programs/Services</i>					
Grade	Case Load	Current Staffing	Capacity (Case Load x Staffing)	Projected Enrollment	Spaces (Capacity minus Enrollment)
Cross Categorical Elementary	16	109	1,744	1,209	535
Cross Categorical Middle School	18	60	1,080	614	466
Cross Categorical High School	20	71	1,420	744	676
Comprehensive Elementary	8	3	24	63	(39) - 0 Spaces
Comprehensive Secondary	10	10	10	299	(199) - 0 Spaces
Special Education Alternative Education Elementary	8	1	8	8	-
Special Education Alternative Education Secondary	8	4	32	81	(49) - 0 Spaces
Early Childhood - Inclusive	15	17	255	426	(171) - 0 Spaces
Early Childhood – Self-Contained	8	17	136	163	(27) - 0 Spaces
Speech and Language	30	54	1,620	1,051	569
Vision/Mobility	10	2	20	26	(6) - 0 Spaces
Hearing	10	6	60	47	13
Pre School Options (3 & 4 Year old Community)	20	3	60	36	24

Superintendent Consent Agenda

Schedule of Personnel Changes
RACINE UNIFIED SCHOOL DISTRICT
Monday, January 25, 2016

Name	Employee Group	From Assignment	From FTE	New Assignment	To FTE	Effective
NEW ASSIGNMENT (Existing Authorized Position(s))						
Pawzun, Timothy	B	ASC-2nd Shift Engineer	100%	ASC- Supervisor Custodial	100%	12/21/15
Wright, Ronda	B	Substitute		Julian Thomas- Custodian	47%	12/29/15
Loomis, Maggie	C	Substitute		Knapp- Office Clerk	100%	12/14/15
Godinho, Ruth	E	Substitute		Dr. Jones- Bilingual Asst	90%	12/18/15
Follo, Bruce	T	Substitute		Case- Counselor Sp Ed	100%	1/19/16
Nielsen, Elizabeth	T	Substitute		Case- Sp Ed Cross CAT	100%	1/19/16
Wohlgemuth, Jensen	T	Substitute		North Park-Grade 5	100%	1/19/16
NEW (Existing Authorized Position(s))						
Cardozo, Irene	A			ASC- Communication Specialist	100%	1/4/16
Beaulieu, Joanne	E			REEC- 4 Yr Kindergarten	52%	12/16/15
Parrilli, Magda	E			Janes- Bilingual Kindergarten	52%	1/4/16
Piotrowski, Marla	E			SC Johnson- Classroom Asst	90%	1/11/16
Blanton, Candace	T			Starbuck MS-Physical Ed	100%	1/13/16
Caspers, Jason	T			Janes- Grade 5	100%	1/4/16
Deck, Emilee	T			North Park-Music	100%	1/19/16
DuPage, Tamara	T			McKinley MS- Spanish	100%	1/4/16
Rich, Kathryn	T			ASC-- Sp Ed PD Coordinator	100%	12/14/15
Rivera, Danielle	T			Case-Sp Ed Cross CAT	100%	12/21/15
Svicek, Aaron	T			McKinley MS- Technology Ed	100%	1/11/16
Van Ert, Eric	T			Janes- Librarian	50%	1/11/16
RESIGNATION(S)						
Dupre, Chris	A	ASC-Facilities Supervisor	100%			12/23/15
Strasser, Kathleen	A	McKinley MS- Asst Principal	100%			12/15/15
Kern, Sharla	C	Real- Secretary	100%			12/22/15
Patton, Debra	C	Jerstad-Agerholm MS-Clerk	100%			1/29/16
Hargrove, Ashley	E	Wadewitz- Sp Ed Asst	90%			11/24/15
Craig, Scott	T	Horlick- Sp Ed Cross CAT	100%			1/15/16
Hibbs, Cameron	T	Janes-Kindergarten	100%			1/3/16
Mc Ginnity, Mary	T	Jerstad-Agerholm MS-Title I	100%			1/29/16
EARLY RETIREMENT(S)						
Hazen, Cynthia	A	ASC-Transportation/Enrollmer	100%			1/22/16
Anderson, Susan	E	Case- Audio Visual Media	100%			1/15/16
Hansen, Robert	T	North Park- Grade 5	100%			1/15/16
Krummel, Kim	T	Mitchell MS- Cross CAT	100%			6/8/16
Olley, Karen	T	West Ridge- Cross CAT	100%			1/15/16
Stewart, Douglas	T	Olympia Brown- Grade 1	100%			6/8/16
REQUEST(S) FOR LEAVE OF ABSENCE						
Green, David	E	West Ridge-Sp Ed Asst	90%	Unpaid Medical		11/26/15
Lofquist, Michele	E	Detention Center- TEP Asst	70%	Unpaid Personal		11/30/15
Limon, Janel	T	Wadewitz-Grade 3	100%	Unpaid Personal		1/12/16
Saskill, Richard	T	ASC-EE Coach	100%	Unpaid Medical		1/6/16
Sustachek, William	T	Dr. Jones-Cross CAT	100%	Unpaid Personal		3/21/16
Vasquez, Marsol	T	Wadewitz- Grade 2 Bilingual	100%	Unpaid Personal		12/31/15
FTE CHANGE(S)						
Bunch, Carl	E	Jerstad-Agerholm- Sp Ed Asst	90%	Jerstad-Agerholm-Hall Monitor	93%	1/19/16
Collins, Taylor	E	Wadewitz- Sp Ed Asst	73%	McKinley MS- Sp Ed Asst	93%	1/4/16
Shaw-Scott, Gwendolyn	E	Starbuck MS-Hall Monitor	100%	Wadewitz- Sp Ed Asst	73%	1/4/16
TEACHER LEVEL CHANGES						
Kempen, Larry	T	5-7A	100%	7-12A	100%	8/24/2015

Employment Group Key
A=Administrator
T=Teacher
E=Educational Assistant
B=Building Services
C=Clerical

BOARD OF EDUCATION

January 25, 2016

Finance

AGENDA ITEM: December 2015 Financial Statements

PRESENTING: Marc Duff

DESCRIPTION: Board policy OE-6.16 requires that annual and monthly financial updates be provided to the board. These statements provide the status of revenues and expenditures for the general fund and all funds combined. The statements also allow a comparison to the board approved budget.

HIGHLIGHTS: The December 2015 financial reports for revenues show RUSD received \$1.86 million in state special education aid, \$67,650 in Focus on Energy funds, and \$75,000 from SC Johnson for the school based mental health clinic initiative. The expenses for December largely represent normal expenses for salaries, benefits, supplies, and utilities. The business and operations area includes over \$743,557 in payments to Durham for regular, cocurricular, and special education transportation services. Central services shows over \$191,665 of payments to Infor for Lawson ERP software and services. Payments of \$2,868,405 were also made to Riley Construction related to the referendum funded new school construction. Finally, over \$780,000 of payments were made to Arbor Management as part of the food service contract.

RECOMMENDATION: Recommend the acceptance of the monthly financial statements.

ACTION TAKEN:



**RACINE UNIFIED
SCHOOL DISTRICT**

**All Governmental Funds
Combined Statement of Revenues, Expenditures and Changes Fund Balance
Revenues by Source, Expenditures by Function
MONTHLY BUDGET**

	2015 - 2016 Budget 3	Dec MTD Actual	Dec YTD			% Exp	Dec YTD 2014 - 2015
			Actual	Enc/Com	Balance		
Revenues by source							
Property taxes	85,619,044	0	85,618,969	0	(75)	100.00	77,127,961
Local sources	2,490,602	478,100	1,595,840	0	(894,762)	64.07	1,236,870
Intermediate sources	160,430	1,669	1,669	0	(158,761)	1.04	2,594
State sources	163,365,743	1,862,091	152,688,962	0	(10,676,781)	93.46	152,282,849
Federal sources	33,107,478	830,124	7,395,664	0	(25,711,814)	22.34	3,672,616
Other sources	856,371	176,817	832,914	0	(23,457)	97.26	5,524,426
Total revenues	285,599,668	3,348,801	248,134,018	0	(37,465,650)	86.88	239,847,316

**Expenditures by function
Instruction**

Regular instruction	94,387,812	9,003,017	39,841,490	53,279	54,493,043	42.27	34,917,157
Vocational instruction	5,063,458	464,288	2,015,555	4,094	3,043,809	39.89	1,771,362
Special instruction	39,802,646	3,911,749	16,467,139	10,418	23,325,089	41.40	14,381,877
Other instruction	7,058,228	605,873	2,863,034	29,458	4,224,653	40.98	2,803,500

Total instruction 146,312,144 13,984,927 61,187,218 97,249 85,027,678 41.89 53,873,896

Support service

Pupil services	17,625,582	1,999,588	7,510,244	151,555	9,963,783	43.47	6,152,629
Libraries & instructional support	20,239,390	1,635,804	8,605,155	459,496	11,174,739	44.79	7,028,188
General administration	3,167,623	320,037	1,518,294	18,754	1,630,574	48.52	1,355,750
Building administration	12,503,551	1,039,057	6,264,382	14,335	6,224,834	50.22	5,966,307
Business & operations	89,434,705	5,969,689	28,263,481	2,021,851	59,149,374	33.86	32,194,230
Central services	9,415,706	870,360	4,362,774	214,252	4,838,680	48.61	3,926,029
Insurance	916,886	65,710	554,482	0	362,404	60.47	525,331
Debt payments	6,735,017	172,080	1,202,082	0	5,532,935	17.85	963,708
Other support services	366,440	27,104	135,848	9,356	221,236	39.63	165,197
Food service	10,648,621	1,014,891	3,500,119	221,074	6,927,429	34.95	3,208,174
Community service	890,000	91,956	342,668	12,356	534,976	39.89	57,098

Total support services 171,943,521 13,206,276 62,259,529 3,123,029 106,560,964 38.03 61,542,642

Non-Program transactions

14,926,344 274,211 825,432 70,600 14,030,312 6.00 793,314

Total expenditures

333,182,009 27,465,415 124,272,179 3,290,877 205,618,953 38.29 116,209,852

Excess (deficiency) of revenues over expenditures

(47,582,341) (24,116,614) 123,861,839 (3,290,877) 120,591,276 123,637,464

Other financing sources (uses)

Transfer from other funds	35,133,639	0	0	0	35,133,639	0.00	0
Other financing sources	37,565,000	561,956	10,262,609	0	27,302,391	27.32	9,200,955
Transfer to other funds	(35,141,139)	0	0	0	(35,141,139)	0.00	0

Total other financing sources (uses)

37,557,500 561,956 10,262,609 0 27,294,891 27.33 9,200,955

Net change in fund balance

(10,024,841) 134,124,448 132,838,419

Fund balance beginning of year

52,657,291 52,657,291

Fund balance end of year

42,632,450 186,781,738



**RACINE UNIFIED
SCHOOL DISTRICT**

**General Fund
Combined Statement of Revenues, Expenditures and Changes Fund Balance
Revenues by Source, Expenditures by Function
MONTHLY BUDGET**

2015 - 2016 Budget 3	Dec MTD Actual	Dec YTD			% Exp	Dec YTD 2014 - 2015
		Actual	Enc/Com	Balance		

Revenues by source

Property taxes	77,839,732	0	77,839,657	0	(75)	100.00	71,826,562
Local sources	1,177,815	237,263	730,109	0	(447,706)	61.99	442,821
Intermediate sources	118,000	0	0	0	(118,000)	0.00	2,594
State sources	150,339,731	2,115	148,969,009	0	(1,370,722)	99.09	148,560,751
Federal sources	16,318,287	46,158	2,770,272	0	(13,548,015)	16.98	1,507,683
Other sources	687,074	4,882	525,971	0	(161,103)	76.55	5,514,022
Total revenues	246,480,639	290,418	230,835,018	0	(15,645,621)	93.65	227,854,434

Expenditures by function

Instruction

Regular instruction	94,317,736	8,995,817	39,783,825	51,379	54,482,533	42.24	34,917,157
Vocational instruction	5,005,431	458,600	1,999,498	4,094	3,001,839	40.03	1,753,774
Special instruction	286,552	15,696	53,397	975	232,180	18.97	60,512
Other instruction	6,399,304	544,588	2,634,876	16,011	3,780,439	41.42	2,613,017

Total instruction

106,009,023	10,014,701	44,471,596	72,459	61,464,969	42.02	39,344,461
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Support service

Pupil services	11,814,024	1,436,610	5,082,336	150,477	6,581,211	44.29	4,138,091
Libraries & instructional support	15,632,766	1,235,184	6,602,223	409,392	8,621,151	44.85	5,282,603
General administration	3,117,713	306,605	1,504,637	16,114	1,596,961	48.78	1,336,505
Building administration	12,313,258	1,021,093	6,191,418	14,484	6,107,356	50.40	5,965,209
Business & operations	40,894,824	2,730,456	19,370,272	1,309,695	20,214,857	50.57	19,395,217
Central services	9,365,463	868,347	4,342,877	213,892	4,808,694	48.66	3,895,544
Insurance	698,072	65,710	554,482	0	143,590	79.43	525,331
Debt payments	2,500	145	(1,683)	0	4,183	(67.34)	88,291
Other support services	366,440	27,104	135,848	0	230,592	37.07	165,197

Total support services

94,205,060	7,691,254	43,782,409	2,114,055	48,308,596	48.72	40,791,989
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Non-Program transactions

14,179,890	150,445	555,306	70,600	13,553,984	4.41	682,187
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Total expenditures

214,393,973	17,856,400	88,809,311	2,257,113	123,327,549	42.48	80,818,636
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Excess (deficiency) of revenues over expenditures

32,086,666	(17,565,982)	142,025,707	(2,257,113)	(138,973,169)		147,035,797
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Other financing sources (uses)

Transfer from other funds	337,542	0	0	0	337,542	0.00	0
Other financing sources	5,000	156	809	0	4,191	16.17	955
Transfer to other funds	(34,796,097)	0	0	0	(34,796,097)	0.00	0

Total other financing sources (uses)

(34,453,555)	156	809	0	(34,454,364)	0.00	955
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Net change in fund balance (2,366,889) 142,026,516 147,036,752

Fund balance beginning of year 40,704,548 40,704,548

Fund balance end of year 38,337,659 182,731,064

Please approve the following disbursements for December 1-31, 2015

<u>Account</u>	<u>Beginning Check Number</u>	<u>Ending Check Number</u>	<u>Amount</u>
General Fund -WF / JB	95193	95681	8,193,329.10
Payroll - Direct Deposit	98073604	98079461	7,713,930.89
Payroll - Non-Direct Deposit	97904038	97904095	7,004.81
Social Security and Medicare			1,888,319.07
WRS			1,773,896.05
Debt repayment & OPEB Requirement			1,000,145.25
Total Disbursements			<u><u>20,576,625.17</u></u>

Please approve the following receipts for December 1-31, 2015

<u>Account</u>	<u>Amount</u>
General Fund	36,610,486.11
Debt Borrowing/Investments	1,000,000.00
Total Receipts	<u><u>37,610,486.11</u></u>

Detailed reports are available for review at the School District offices in the Business Services area. All disbursements and receipts noted above are within the limitations described in Board Policy Executive Limitation - 6 and legally delegated to the administration through the Chief Executive Officer or his/her delegate.

**Racine Unified School District
Board of Education
Jan. 25, 2016
Office of Chief Academic Officer**

AGENDA ITEM: Overnight Field Trips

PRESENTING: Rosalie Daca, Chief Academic Officer

DESCRIPTION: See attached database.

FISCAL NOTE: See attached database.

RECOMMENDATION: Approval of the Overnight Field trips as listed.

ACTION TAKEN:

	School	Teacher	Student Group	Destination	Dates	Lodging	# of Students		# of Staff		# of Non-Staff	
							Male	Female	Male	Female	Male	Female
1	Jerstad-Agerholm	Grauwels	5th Grade	Plymouth WI	6/1-6/3	Camp Anokijig	30	29	5	1	3	2
2	Janes	Turner	5th Grade	East Troy WI	5/25-5/27	Camp Timber-Lee	18	20	2	4	0	1
3	Case HS	Halleen	Case Travel Club	London-Paris	3/25-4/2	Hotels (TBD)	2	9	2	1	0	1
4	Fratt	Rivers	5th Grade	Est Troy, WI	3/25-3/27	Camp Timber-Lee	19	28	1	4	2	3
5	Park	Stroud	HOSA	Madison, WI	2/10-2/12	Madison Concourse Hotel	0	2	0	1	0	0

	No. of Subs	Days Lost	District Cost*	Student Cost (Before fund raising)	Annual Trip	Objective/Purpose
1	4	3	\$1,980.00	\$150.00	Yes	
2	0	0	\$0.00	\$145.00	Yes	
3	0	0	\$0.00	\$2,500.00	No	
4	1	3	\$495.00	\$160.00	Yes	
5	1	2	\$330.00	\$0.00	No	
			\$2,805.00			

Racine Unified School District

Board of Education

January 25, 2016

Student Services

Agenda Item: Tabulation of Reported Incidents by Students to Staff

Presenting: Andrea Rittgers, Director of Student Services

Description: During the time period December 1 through December 31, 2015 there were 34 total reported incidents. There were 30 incidents reported at the elementary level, 3 at the middle school level, and 1 at the senior high level.

During the time period December 1, through December 31, 2014, there were 27 total reported incidents. There were 17 incidents reported at the elementary level, 7 at the middle school level, and 3 at the senior high level.

Of the total number of incidents this month 82% involved Special Education students. These 28 Special Education students represent .0075% of the total Special Education population. Regular Education students were involved in 18% of the incidents reported. These 6 Regular Education students represent .0004% of the total Regular Education population.

The total number of incidents to date for the 2015-2016 school year is 139 (2014-2015 school year is 167).

Recommendation: Approval of the incidents report as presented.

Action Taken:

Tabulation of Reported Incidents by Student to Staff
2015-2016 School Year
December 2015

School	Date of Incident	Initials	Tchr	Sub Tchr	Aide	Sub Aide	Admin	Secy	Other	Grade	Spl. Ed.
O. Brown Elementary	12/21/15	NI			1					1	OHI
Fratt Elementary	12/21/15	JS			1					2	A
Fratt Elementary	12/21/15	DS	1							4K	-
Fratt Elementary	12/08/15	DS	1							4K	-
Giese Elementary	12/18/15	KE	1							1	OHI
Jerstad-Agerholm Elementary	12/21/15	GB							1	3	EBD
Jerstad-Agerholm Elementary	12/10/15	AD	1							2	EBD
Jerstad-Agerholm Elementary	12/03/15	VG	1							KG	SLD
Jerstad-Agerholm Elementary	12/16/15	AB	1							KG	SLD
Jerstad-Agerholm Elementary	12/10/15	AD	1							3	EBD
Jerstad-Agerholm Elementary	12/21/15	CB			1					3	EBD
Dr. Jones Elementary	12/01/15	JS	1							1	SL
Dr. Jones Elementary	12/17/15	DQ	1							1	EBD
Dr. Jones Elementary	12/16/15	DQ	1							1	EBD
Dr. Jones Elementary	12/15/15	DQ	1							1	EBD
Dr. Jones Elementary	12/18/15	LF			1					1	-
Dr. Jones Elementary	12/18/15	LA	1							3	-
Dr. Jones Elementary	12/18/15	LR			1					3	EBD
Knapp Elementary	12/02/15	BD	1							2	OHI
Mitchell Elementary	12-7-15	AA	1							1	-
Schulte Elementary	12/02/15	DJ					1			1	EBD
Schulte Elementary	12/10/15	PS			1					1	EBD
Schulte Elementary	12/07/15	KJ	1							1	EBD
Schulte Elementary	12/10/15	LG	1							1	EBD
Schulte Elementary	12/03/15	SN	1							3	EBD
Schulte Elementary	12/03/15	DJ					1			3	EBD
Schulte Elementary	12/01/15	PS			1					3	EBD
Julian Thomas Elementary	12-7-15	BL					1			3	-
Julian Thomas Elementary	12/17/15	LM	1							4	EBD
Julian Thomas Elementary	12/15/15	MW	1							4	EBD
Gilmore Middle	12/02/15	JH			1					7	A
Gilmore Middle	12/03/15	MR			1					6	A
Mitchell Middle	12/07/15	WT	1							8	CDS
TEP/Park High School	12/09/15	AH	1							11	OHI
Totals			21	0	9	0	3	0	1		

Student

5.—Civil and Legal Rights and Responsibilities

The Racine Unified School District is committed to equal educational opportunity for all students in the District. All students will be protected by the Constitution of the United States, and all laws of the nation, state, county and community giving them civil and legal rights and responsibilities.

It is the policy of the Racine Unified School District, pursuant to s.118.13, Wis. Stats., and PI9, that no person, on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, may be denied admission to any school in this District or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity. Furthermore, it is the policy of the Racine Unified School District not to discriminate against transgender pupils or pupils who do not conform to gender role stereotypes.

This policy also prohibits discrimination under related federal Statutes, including Title VI of the Civil Rights Act of 1964 (race and national origin), Title IX of the Education Amendments of 1972 (sex), and Section 504 of the Rehabilitation Act of 1973 (handicap).

It shall be the responsibility of the ~~Assistant Superintendent~~ Director of Student Services to examine existing policies and develop new policies where needed to ensure that the Racine Unified School District does not discriminate pursuant to federal and state law. The Superintendent shall ensure that an employee is designated annually to receive complaints filed under s.118.13, Wis. Stats., PI9, Wis. Admin. Code, Title VI of the Civil Rights Amendments, Title IX of the Education Amendments and Section 504 of the Rehabilitation Act of 1973. That employee, to be known as the District Equity Coordinator, shall assure adoption of a complaint procedure to resolve complaints alleging violation of these laws, assure that the District provides annual public notice and assure that an evaluation of the District's compliance with s.118.13, Wis. Stats., is completed once every five years under PI9, Wis. Admin. Code, and submit required forms and reports to the Department of Public Instruction as required.

Legal Reference: Wisconsin Statute 118.13, Administrative Code PI9, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, 20 U.S.C. § 1681 et seq.

Policy adopted: May 9, 1977
 Policy revised: April 18, 1994
 Policy revised: December 4, 1995
 Administration Regulation revised:

Students

a. Sexual Harassment

Sexual harassment is illegal behavior that will not be tolerated by the Racine Unified School District. Sexual harassment is defined as follows:

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature, constitute sexual harassment when such conduct has the purpose or effect of unreasonably interfering with a student's school performance or creating an intimidating, hostile or offensive learning environment.

Students who believe that they have been subjected to sexual harassment by school staff or other students should contact their school principal, their school Equity Coordinator, or the District Equity Coordinator, ~~2220 Northwestern Avenue~~, 3109 Mt. Pleasant Street, Racine, Wisconsin 53404.

Students found to have engaged in sexual harassment will be dealt with in accordance with the ~~Student Code of Responsibilities and Rights~~ Code Book of Rights and Responsibilities.

Employees found to have engaged in sexual harassment with students will be subject to disciplinary action up to, and including, termination.

Legal Reference: Title IX of the Education Amendments of 1972
Wisconsin Statute 118.13
Administrative Code P19

Policy adopted: April 18, 1994
Policy reviewed: May 28, 1996
Policy reviews: December 19, 2000
Administrative Regulation revised:

Students

Nondiscrimination Complaint Procedure ~~(5145.2)~~

If any person believes that the Racine Unified School District or any part of the school organization has inadequately applied the principles and/or regulations of s.118.13 Wis. Stats./PI9 and/or Title VI (race, national origin), and/or Title IX (sex) and/or Section 504 (handicap) or in some way discriminates against pupils on the basis of sex, race, religion, color, national origin, ancestry, creed, pregnancy, mental, emotional or learning disability or handicap, or discriminates against transgender pupils or pupils who do not conform to gender role stereotypes, he/she may bring forward a complaint to the District Equity Coordinator, Racine Unified School District at the following address: ~~2220 Northwestern Avenue~~, **3109 Mt. Pleasant Street**, Racine, Wisconsin, 53404.

Informal Procedure:

Any person who believes he/she has a valid basis for a complaint may discuss the concern with the local building Equity Coordinator, who shall in turn investigate the complaint or designate a complaint investigator and reply to the complainant in writing within twenty (20) business days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed below.

Formal Complaint Procedure:

Step 1 - A written statement of the complaint shall be prepared by the complainant and signed. The District has a form available for complaints. It is located in the ~~Code of Student Responsibilities and Rights~~ **Code Book of Rights and Responsibilities**. The complaint must include the specific nature of the complaint, with specific details and dates: it shall include the name, address and phone number of the complainant. If the informal complainant procedure has been used, the formal complaint shall be presented to the District Equity Coordinator within ten (10) calendar days of receipt of the written reply to the informal complaint. The District Coordinator or designee shall further investigate the matters of the complaint and reply in writing to the complainant within twenty-five (25) calendar days.

Step 2 - If a complainant wishes to appeal the decision of the District Equity Coordinator, he/she may submit a signed statement of appeal to the Superintendent of Schools within five (5) calendar days after receipt of the District Equity Coordinator's response to the complaint. The Superintendent shall review the record, conduct further fact finding, and meet with all parties

Students

involved if necessary. The Superintendent shall formulate a determination and respond in writing to the complainant within twenty (20) calendar days.

Step 3 - If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the School Board within five (5) calendar days of his/her receipt of the Superintendent's response to Step 2. In an attempt to resolve the complaint, the School Board at a board meetings, shall meet with the concerned parties and their representatives within twenty-five (25) calendar days of the receipt of such an appeal. A copy of the Board disposition of the appeal shall be sent by the Board secretary to each concerned party within ten (10) calendar days of this meeting. The written determination of the complaint shall be made by the Board within ninety (90) calendar days from receipt of the formal complaint unless the parties agree to an extension of time.

Step 4 - If the complainant is still not satisfied, the complainant has the following options where applicable: (1) If the complaint is a Title VI, Title IX or Section 504 complaint, the complainant may file a complaint with the Office for Civil Rights, U.S. Department of Education, 401 S. State Street, 7th Floor, Chicago, IL, 60605-1202. (2) If the complaint is one under state statute (s.118.13/PI9), the complainant may file an appeal within thirty (30) calendar days with the State Superintendent of Public Instruction, P.O. Box 7841, Madison, WI 53707-7841, except that appeals under 20 USC 1415 and ch. 115, Wis. Stats., relating to the identification, evaluation, educational placement or the educational need shall be resolved through the procedures authorized by ch. 115, subch. V. Wisconsin Statutes. Complaints under 20 USC 1221e-3) and 34 CFR 300.151-153, that the state or a subgrantee is violating a federal statute or regulation that applies to the program, shall be referred directly to the State Superintendent. (3) The complainant may file a complaint in accordance with both of the preceding options, if applicable.

Legal Reference: Wis. Stat. 118.13, Admin. Code P19, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, 20 USC 1415, 20 USC 1221e-3 and 34 CFR.151-153.

Administrative Regulation adopted: March 7, 1994
 Administrative Regulation reviewed: December 19, 2000
 Administrative Regulation edited: May 27, 2004
 Administrative Regulation revised:

Students

Bullying

The District is committed to providing a safe environment for its students. Bullying adversely affects student education and disrupts a safe environment. Bullying in its various forms may constitute unlawful discrimination, unlawful hazing, unlawful harassment, and violations of criminal statutes.

Bullying is prohibited. Further, any conduct that substantially interferes with a student's school progress or creates an intimidating or hostile school environment is prohibited.

Each of the following forms of bullying which takes place in school, during a school sponsored or school supervised activity, on school property, including any property or vehicle owned, leased or used by the school district (including any ~~on~~ school buses or public transportation regularly used by students to go to and from school), or through the use of school equipment, (e.g. cyber-bullying) is prohibited:

- Student-to-student bullying
- Student-to-staff bullying
- Adult-to-student bullying
- Reprisal and/or retaliation due to reporting bullying

Definition

~~Bullying is unprovoked behavior intended to intimidate or humiliate another.~~
Bullying is behavior that always involves an imbalance of power (physical or social) between the person doing the bullying and the target of the behavior. Bullying is a pattern of behavior that is repeated over time and can take many forms. Bullying is deliberate or intentional, unprovoked behavior that is intended to intimidate, cause fear, or humiliate another. The person who is bullied has difficulty defending himself or herself.

Bullying may be physical such as assaults, shoving, punching, tripping, kicking, and/or taking or damaging personal property. Bullying may be non-physical such as verbal assaults, verbal threats or intimidation, social exclusion and isolation, extortion, teasing, spreading rumors, making insults, name calling, glaring, and the use of a computer or telecommunications to send embarrassing, slanderous, threatening and/or intimidating messages. Further, non-physical bullying can take the form of slurs, jokes, innuendos, demeaning comments, drawing pictures, pranks, gestures, false accusations and hazing.

Students

Complaint Procedures

It is the responsibility of students and staff to report acts of bullying that occur at school or at a school sponsored activity. Parents, volunteers and visitors are encouraged to do so as well.

The principal and/or principal's designee will receive school bullying complaints. Complaints may be made confidentially. Upon receipt of a complaint, the principal or designee will conduct an investigation to determine whether the acts alleged are in violation of District policy. The investigation should be completed as soon as reasonably possible. Parents/guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation.

All reports of bullying should be taken seriously. Reports made in good faith will not reflect upon the reporter's status. Neither will it affect a student's grades.

Complaint Resolution

In the event the principal and/or principal's designee determines that a student has violated this Administrative Regulation, the principal or principal's designee may impose those consequences contained in the Racine Unified School District ~~Code of Student Responsibilities and Rights~~ Code Book of Rights and Responsibilities, including suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Principals and their designees are encouraged (1) to provide bullying education to both actor and victim and (2) to provide support for both actor and victim, ~~through individual and/or group counseling.~~

Support

The District will:

1. Provide a copy of this ~~policy~~ Administrative Regulation to all staff members.
2. Provide professional development regarding bullying to all staff members.
3. Include a copy of this ~~policy in the student code book~~ Administrative Regulation in the Code Book of Rights and Responsibilities.
4. Post this Administrative Regulation on the District's website.

Students

5. Provide age appropriate instruction on bullying and bullying prevention through a research-based curriculum.

Annual Report

Results of school investigations will be compiled and sent to the Director of Support ~~Support~~ Student Services on or before June 30th of each year. An annual report will be filed with the Racine Unified School District Board of Education and will be available to the public upon request.

Legal References: Sec. 118.01(2)(d)8 Wis. Stats., Sec. 118.13 Wis. Stats.,
Sec. 948.51(2) Wis. Stats., Sec. 947.013 Wis. Stats.,
Sec. 947.0125 Wis. Stats., Sec. 895.77(2) Wis. Stats.,
Sec. 120.13(1)(b) Wis. Stats.

Administrative regulation adopted: January 24, 2011

Administrative regulation modified:

Referrals



BOARD REFERRAL #1-2016

Include: Action(s) needed, points to be covered and suggested language for policy language, if needed.

TOPIC: OE-7.7 Investment in funds not secured or authorized			
SUBMITTED BY (Board member name): Melvin Hargrove			
SUPPORTED BY: (3 Board members' names)	(1) Kim Plache	(2) Pam Handrow	(3) Melvin Hargrove
DESIRED RESOLUTION DATE: March 31, 2016			
1.	Board Policy related to: Moving OE-7.7 (Asset Protection: Invest funds in investments that are not secured or that are not authorized by law) to OE-6 (Financial Administration-External)		
2.	Objective of the topic/conversation: <i>(The Board may refer the matter to the superintendent, to an appropriate Board committee, or it may dispose of it directly, depending on the nature of the issue. The initiator of the referral request may recommend the destination of the referral, subject to the decision of the Board.)</i> To consider moving OE-7.7 to OE-6 External because OE-7.7 references District investment of funds which is covered in the annual external audit. OE-6 covers all other aspects of the annual external audit. Therefore, in administration's view, OE-7.7 would align best with OE-6 External.		
3.	Requirements of the discussion: Determine if moving OE-7.7 to OE-6 is appropriate.		
4.	Outside resources needed? None		
5.	Questions that will be answered at the end of the session? Is it appropriate to move OE-7.7 to OE-6 External?		
6.	Decisions that need to be made by the board. Refer to Governance Committee		
7.	Prioritization – to include potential date for Work Session. N/A		
8.	Ties to committee work? Governance Committee to review and make recommendation to the Board. Delete OE-7.7 and incorporate into OE-6 External.		