

REGULAR MEETING OF  
THE KENOSHA UNIFIED SCHOOL BOARD  
HELD JULY 22, 2014

A regular meeting of the Kenosha Unified School Board was held on Tuesday, July 22, 2014, at 7:00 P.M. in the Board Room of the Educational Support Center. Mrs. Coleman, President, presided.

The meeting was called to order at 7:01 P.M. with the following Board members present: Mr. Kunich, Ms. Stevens, Mr. Flood, Mr. Bryan, Mrs. Snyder, Mr. Wade, and Mrs. Coleman. Dr. Savaglio-Jarvis was also present.

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

Mrs. Tanya Ruder, Executive Director of Community Partnerships and Media Relations, presented the 2014 Wisconsin Positive Behavioral Interventions and Supports (PBIS) Network Schools of Merit Awards.

Dr. Savaglio-Jarvis presented three Administrative Appointments.

Ms. Stevens moved to approve Mrs. Julie Housaman as the Interim Assistant Superintendent of Teaching and Learning effective August 4, 2014. Mr. Kunich seconded the motion. Unanimously approved.

Ms. Stevens moved to approve Mr. Robert Neu as Interim Director of Title/CLC Programs effective August 4, 2014. Mr. Wade seconded the motion. Unanimously approved.

Mrs. Snyder moved to approve Mr. Anthony Casper as Interim Assistant Principal at Indian Trail High School and Academy effective August 4, 2014. Mr. Bryan seconded the motion. Unanimously approved.

Mr. Bryan gave the Legislative Report.

There were views and comments by the public.

Board members made their responses and comments.

Mrs. Coleman made her Board President remarks.

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

The Board considered the following Consent-Approve items:

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

Consent-Approve item XI-B – Minutes of the 6/23/14, 6/24/14, 6/2/14, and 6/26/14 Special Meeting and Executive Sessions, 6/24/14 Regular Meeting, and the 7/8/14 Special Meeting.

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

“It is recommended that the June 2014 cash receipt deposits totaling \$401,556.07, and cash receipt wire transfers-in totaling \$56,131,530.20, be approved.

Check numbers 509590 through 511068 totaling \$8,529,482.76, and general operating wire transfers-out totaling \$ 504,130.79, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the June 2014 net payroll and benefit EFT batches totaling \$12,279,728.55 and net payroll check batches totaling \$5,857.14, be approved.”

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

Mrs. Coleman presented the Adoption of the KUSD School Board and Superintendent Team Charter as contained in the agenda.

Ms. Stevens moved to approve the Adoption of the KUSD School Board and Superintendent Team Charter as presented. Mr. Kunich seconded the motion. Unanimously approved.

Mrs. Coleman introduced the Report of Contracts in Aggregate of \$25,000 submitted by Mr. Robert Hofer, Purchasing Agent, Mr. Hamdan, and Dr. Savaglio-Jarvis, excerpts follow:

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

The following contracts/agreements have not been added to the Contract Management Database and are being presented for Board Approval:

- Achieve 3000 – Teen Biz 3000; and
- Compass Learning – Odyssey High School Courses.”

Mrs. Snyder moved to approve the Contracts in Aggregate of \$25,000 as presented. Mr. Wade seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis introduced the Bullying Ad Hoc Committee Update and Policy 5111 submitted by Mr. Edward Kupka, Coordinator of Student Support, and Dr. Savaglio-Jarvis, excerpts follow:

“In late spring of 2013, the school board president at the time, Rebecca Stevens, recommended to commission an ad hoc committee to address bully prevention. On Monday, August 26, 2013, Kenosha Unified School District (KUSD) invited members of the public to participate on an ad hoc bullying prevention committee. An advertisement was placed in the Kenosha News and a press release was issued. The community expressed interest via application, and all interested applicants were invited to participate. All selected community members were notified of the first meeting held on September 26, 2013. Upon the conclusion of the first meeting, team norms and committee purposes were defined. Four subcommittees were created to further study and refine efforts. Throughout the fall of 2013, subcommittees met in small groups and reported out to the full ad hoc committee. A number of outside resources were researched to help bring clarity to the work of each subcommittee.

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

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

This report was presented to the Personnel/Policy Committee at its June 10, 2014, meeting, however, a quorum was not present so no motions were made. Based on discussion that evening, additional wording was added to the first paragraph on page 2 of updated Policy 5111 to describe the avenues through which sexual harassment can occur. Administration recommends that the School Board accept this report and approve updated Policy/Rule 5111 – Anti-Bullying/Harassment/Hate as a second reading this evening.”

Ms. Stevens moved to approve Policy/Rule 5111 – Anti-Bullying/Harassment/Hate as a second reading. Mr. Kunich seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis introduced revised School Board Policy 5431 - Dress Code submitted by Dr. Floyd Williams, Assistant Superintendent of Elementary School Leadership; Dr. Bethany Ormseth, Assistant Superintendent of Secondary Leadership; and Dr. Savaglio-Jarvis, excerpts follow:

“The Ad Hoc Committee met a total of three times. The group revisited all aspects of Policy 5431 – Student Dress Code.

At its July 8, 2014 meeting the Personnel/Policy Committee voted to forward Policy 5431 to the full board for approval as a first and second reading with deletion of the wording regarding student ID cards and with the understanding that the Ad Hoc Committee would reconvene to consider the issue of student ID cards.

The Ad Hoc committee is scheduled to reconvene on July 30, 2014. Their recommendation will be forwarded to the Personnel/Policy Committee at its August 12, 2014, meeting. The Personnel/Policy Committee’s recommendation will be included on the August 26, 2014, Regular School Board Meeting agenda.

Administration recommends that the School Board approve Policy 5431 - Student Dress Code as a first and second reading this evening with the understanding that a recommendation regarding student ID cards will be forthcoming at the August 26, 2014, Regular School Board Meeting.”

Mr. Flood moved to approve revised Policy 5431 - Student Dress Code as a first and second reading with the inclusion of “clean and in” under the sixth sentence of the “Tops” section of the Rule. Ms. Stevens seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis introduced the Course Proposal for Spanish for Spanish Speakers submitted by Mrs. Sarah Smith, Coordinator of World Language and Language Acquisition Program, and Dr. Savaglio-Jarvis, excerpts follow:

“In June of 2011, Iva Plumley, previous coordinator of the Language Acquisition Program, submitted a proposal for a two year plan focusing on providing assistance to Kenosha Unified School District’s English language learner population (Appendix A). Within this plan, there was a recommendation for a “Spanish for Native Speakers” course at both the Middle School and High School levels as an elective credit to begin in the 2011-2012 school year. At the regular meeting of the school board, held June 28, 2011, this plan was approved. The “Spanish for Native Speakers” course was designed as a course for native or heritage Spanish speakers to continue in the growth and development of their first language. A native or heritage speaker is defined by the Center of Applied Linguistics as a student who is raised in a home where a non-English language is spoken.

In researching the short lived history of this course in the district, it is vital to note that a viable written curriculum was never created for the course. However, the course was implemented in Kenosha Unified School district in the 2012-2013 school years with the course name “Spanish for Spanish Speakers.” It is also important to note that although this plan was approved in June of 2011, the plan had an ending date of 2013.

The 2013 district wide curriculum audit for the Kenosha Unified School District recommended that a solid curriculum for each course taught be generated for the teacher to properly instruct. The teacher needs a solid road map with clearly designed units that are properly sequenced to formulate a viable curriculum for the course. Therefore, in order to successfully meet the expectations needed for staff and students, a World Language

teacher curriculum design team was established in August of 2013. The teacher curriculum design team was developed to research, develop, and create units of study for this course.

This course is designed for students who speak Spanish as a native or heritage language. The purpose of this course is to strengthen language skills in the native language by focusing on literacy skills and grammar concepts in Spanish. Research shows that native Spanish speakers struggle with English grammar concepts. The main goal for the proposed course is to improve language and literacy concepts in the student's first language to in turn help strengthen their English skills. This course is beneficial in preparing students to not only be bilingual (speaking two languages with fluency), but also bi-literate, being able to read and write with fluency in the language. Acquiring these skills will help students to become college and/or career ready in the current global job force upon graduation.

The curriculum design team researched similar programs in nearby school districts with similar demographics in both Round Lake and Wheeling Illinois. The curriculum design team also connected with Gerhard Fischer, Director of World Language Programs, from the Department of Public Instruction of Wisconsin and used resources from the Center of Applied Linguistics (CAL) and Spanish Language Arts Standards from the World-Class Instructional Design and Assessment consortium (WIDA) to assure that the new course projection would be aligned to all state and national standards. As a final step, the curriculum design team consulted with Dr. Carlos Pagan, from the Curriculum Management Systems Incorporation that assisted with the 2013 district audit. Dr. Pagan provided feedback on course year at a glance documents along with all unit plans for the course.

The curriculum design team researched three different textbooks to support the curriculum including Encuentros Maravillosos, Conexiones, and Español en Escrito. The curriculum design team, which consists of all of the teachers who will be teaching the course, recommends "Encuentros Maravillosos" as the chosen textbook for this course.

At its July 8, 2014, meeting, the Curriculum/Program Standing Committee voted to forward this report to the School Board for consideration. Administration recommends approval of the Spanish for Spanish Speakers course and the instructional materials "Encuentros Maravillosos" and "Una Vez Más" for the course."

Ms. Stevens moved to approve the Spanish for Spanish Speakers course and the instructional materials "Encuentros Maravillosos" and "Una Vez Más" for the course. Mr. Bryan seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis introduced Fiscal 2014-2015 Preliminary Budget submitted by Mr. Tarik Hamdan, Interim Chief Financial Officer, and Dr. Savaglio-Jarvis, excerpts:

"Per Board Policy 3100, Annual Operating Budget, the Kenosha Unified School District Administration is currently in the process of developing a preliminary budget incorporating assumptions based on information from the State of Wisconsin biennial budget and the Department of Public Instruction guidance.

The initial budget projections were built based on conservative estimates and first presented to the Audit/Budget/Finance Committee in April of 2014. Since that time Administration has continued to analyze budget variables, made adjustments for additional identified reductions, and is pleased to present a preliminary balanced budget that includes a 1.9% salary increase for all staff groups.

These next few months are critical to the District in ensuring a timely implementation to meet the budget timeline, and preparation for the 2014-2015 school year. The state budget is finalized so the parameters are in place. However, further adjustments will be made as we learn more about enrollment changes and the coinciding staffing impact.

The Kenosha Unified School District's proposed budget for 2014-2015 will be prepared in accordance with the budgeting and financial operations policies for the District and will be prepared to conform to existing State of Wisconsin requirements. It is the desire of Administration to present the Board of Education an appropriate balanced budget, taking into consideration the beliefs, parameters and objectives of the Board of Education as well as the ongoing instructional and fiscal responsibilities of Administration. As always, the budget is developed and implemented with the ultimate goal of meeting the needs of all our students.

Administration requests that the Board of Education reviews the list of preliminary 2014-2015 budget assumptions and approve the recommended items to be incorporated into the adopted budget.”

Mr. Hamdan was present and answered questions from Board members.

Mr. Bryan requested that detailed information in relation to preliminary budget assumption number 39 be provided.

Mr. Flood requested that detailed information in relation to preliminary budget “wish list” assumption numbers 47 and 48 be provided.

Mr. Flood moved that the recommended preliminary 2014-2015 budget assumptions be incorporated into the adopted budget. Mr. Bryan seconded the motion. Unanimously approved.

Mrs. Coleman announced that agenda item XII-G - Adoption of the Employee Handbook was being postponed indefinitely.

Dr. Savaglio-Jarvis introduced the 2014-2015 School Year Head Start Supplemental Grant submitted by Ms. Lisa KC, Assistant Director of Head Start; Ms. Belinda Grantham, Director of Pre-School; Dr. Williams; and Dr. Savaglio-Jarvis, excepts follow:

“Approval from the Board of Education is requested to submit and implement the Head Start State Supplemental Grant for the 2014-2015 school year. The funding for this

grant is \$335,954.85. It is designed to supplement the operating costs of the Kenosha Unified School District Head Start Child Development Program.

The purpose of the Head Start program is to provide comprehensive services in the areas of health, education, social services, and parent involvement for low-income preschool children and their families. This grant will service 59 high-risk children that will be three or four years of age on or before September 1, 2014. Funds will be utilized to serve the children and their families in all program component areas as required in the Head Start Act and through the Head Start Performance Standards.

Administration recommends that the School Board approve submission and implementation of the 2014-2015 Head Start State Supplemental Grant.”

Dr. Williams and Ms. Grantham were present and answered questions from Board members.

Ms. Stevens moved to approve the submission and implementation of the 2014-2015 Head Start State Supplemental Grant. Mr. Wade seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis introduced the Board Approved Fees for the 2014-2015 School Year submitted by Mr. Hamdan and Dr. Savaglio-Jarvis, excerpts follow:

“As a component of the budget development process a review of the fees charged is conducted every year. The following changes to the 2014-2015 fee structure are being provided to the Board of Education for consideration.

Student Fees:

Administration is not recommending any change to the 2014-2015 Base User Fees. The only change being recommended to the student fee schedule is the elimination of the 1:1 Electronic Device Program Fee which was set at \$30 per year. This recommendation is being made following a Wisconsin Department of Public Instruction (DPI) guidance bulletin that disallows fees for computers and I pads.

District-wide Fee Procedures:

- All fees and payments for a student will be maintained in Infinite Campus by the school at which the student is primarily enrolled (with the school having access to create the fee based on the circumstances e.g., field trips, yearbook, clubs and activity accounts).
- Charter Schools are required to collect all applicable District required user fees according to the Board approved fee schedule, however Charter Schools will retain the fees as part of the charter agreements.
- All schools wanting to charge for workbooks or any other supplemental consumable materials, not covered by the base fees, must submit the fee to be reviewed and approved by the respective School Leadership Department prior to the allocation of any funds for the purchase of these materials, or the assessment of any such fees.

### Collections, Waivers & Refunds:

- Base user fees are collected and due at the time of registration, or can be paid online with a credit card. Online payment access is usually available before the end of July, and registration usually occurs in late August. Unpaid fees are considered delinquent on December 1<sup>st</sup> of each school year.
- Students leaving the District during a school year will have a portion of that year's paid fees reimbursed based on *when* the student leaves. Students withdrawing from the District during the first semester (after the first 30 days), will have 50% of the Base User Fee reimbursed or applied toward any outstanding balance. Students withdrawing from the District after 30 days of the second semester will not have any fees reimbursed.
- Students entering the District after the start of the school year will only be charged a prorated Base User Fee depending on full quarters that they are in the District. All other fees will be assessed based on the actual usage during that school year.
- After a student leaves the District, either by graduation or transferring to another school district, these outstanding fees remain in the student receivable database until paid.
- Current year fee waivers: It is the expectation that all students be able to pay the student fees. Only in special circumstances will the current year's required user fees be waived with a recommendation of the Principal. This waiver can be done directly in Infinite Campus at the school office.
- Prior year fee waivers: Requests for waiver of a prior year's fees must be submitted to the Finance Department in writing and are reviewed on a case-by-case basis. Lost book fees, lost library book fees, Food Service fees, Youth Options fees, and vandalism/damage charges are never waived. The District also has a long-standing practice of not charging student fees for foster children and students housed in a homeless facility.
- Each school site is responsible for the collection of fees assessed to students at that site throughout the school year. Every attempt should be made by school staff to collect outstanding student balances. The District will actively pursue collection for all delinquent fees, but will not prohibit a student from graduating or participating in the graduation ceremony.
- When a student/parent/guardian is due a refund for any reason, the reimbursement of the fees will only be made when the amount is greater than \$25. All refund amounts less than \$25 will be maintained on the student's account and used to pay additional fees (i.e., academic fees, fieldtrips, fundraisers and fines) incurred during the school year or the next school year. If there are any outstanding fees on the student's account (or his/her sibling(s)' account), the amount requested for refund will be applied to those fees first. Refunds to students leaving the District will be made upon request, regardless of dollar amount.

### Building Use Fees

District practice has been to consider the consumer price index (CPI) for the Chicago, Kenosha and Milwaukee urban area, and the District's overall costs to maintain facilities. In addition, the District has taken into consideration square footage and building

amenities. Attachment B is a comparison of the prior six (6) years of building use fees compared to the proposed building use fees.

The Facilities Department has overhauled and streamlined the fee schedule in order to implement the new "School Dude" software for on-line rentals. Some fees have been consolidated and they are now more consistent between buildings. This simplified rate schedule also includes an additional 1.9% increase to account for CPI changes.

#### Recreation Fees

Administration is recommending no change to adult recreation fees for activities through the Recreation Center. No change is recommended for student fees for other activities organized by the Recreation Center. See Attachment C for a comparison indicating the recreation fees for the last six (6) years and the proposed fees for fiscal year 2014-2015.

Administration requests that the Board of Education accept the recommendation to establish the fiscal year 2014-2015 fees for Students, Building Use and Recreation at the indicated rates."

Ms. Stevens moved to approve the recommendation to establish the fiscal year 2014-2015 fees for Students, Building Use and Recreation at the indicated rate. Mr. Wade seconded the motion. Unanimously approved.

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

Meeting adjourned at 8:09 P.M.

Stacy Schroeder Busby  
School Board Secretary