

REGULAR MEETING OF  
THE KENOSHA UNIFIED SCHOOL BOARD  
HELD FEBRUARY 24, 2015

A regular meeting of the Kenosha Unified School Board was held on Tuesday, February 24, 2015, at 7:00 P.M. in the Board Room of the Educational Support Center. Mrs. Coleman, President, presided.

The meeting was called to order at 7:00 P.M. with the following Board members present: Mr. Kunich, Mr. Flood, Mr. Bryan, Mrs. Snyder, Mr. Wade, and Mrs. Coleman. Dr. Savaglio-Jarvis was also present. Ms. Stevens was excused.

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 STEP Program Luv A Mug Recognition Awards, the 2014 Academic All-State Team Award Winners, the Mike Field – Eagle Scout Project Award, and the NASP Archery Tournament Awards.

There were no Administrative or Supervisory Appointments.

Mrs. Snyder introduced the Student Ambassador, Patrick Kenney, from Tremper High School and he made his comments.

Mr. Bryan gave the Legislative Report.

There were no views or comments by the public.

There were no responses/comments by Board members.

Mrs. Coleman made Board President remarks.

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

The Board considered the following Consent-Approve items:

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

Consent-Approve item XI-B – Minutes of the 1/27/15 Special Meeting and Executive Session, 1/27/15 Regular Meeting, and the 2/3/15 and 2/14/15 Special Meetings.

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 January 2015 cash receipt deposits totaling \$347,965.91, and cash receipt wire transfers-in totaling \$40,036,137.22, be approved.

Check numbers 517461 through 518368 totaling \$8,047,276.05, and general operating wire transfers-out totaling \$330,239.90, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the January 2015 net payroll and benefit EFT batches totaling \$11,858,653.81, and net payroll check batches totaling \$16,252.89, be approved.”

Consent-Approve item XI-D - Mary Frost Ashley Charitable Trust submitted by Ms. Patricia Demos, Community School Relations Coordinator; Mrs. Ruder; and Dr. Savaglio-Jarvis, excerpts follow:

“The district applied for and received funding from the Mary Frost Ashley Charitable Trust in 2010 and 2011 for the Back-to-School – A Celebration of Family and Community Event, and parent and student programs. From 2012 to the current school year, the district has been invited to apply and received funding from the Trust used for back to school supplies, parent and student education and learning experiences, parent leadership training, and the district Recognition Program, annual Alcohol, Tobacco, and Other Drugs Awareness Student Recognition Brunch, as well as playground equipment for one elementary school.

During the 2015-2016 school year, the district plans to further develop and strengthen the comprehensive parent education training program, family interactive learning experiences, student learning opportunities, district Recognition Program, the annual Alcohol, Tobacco and Other Drugs Awareness Student Recognition Brunch and awareness week, and provide safe playground equipment for Brass Community School. This comprehensive program is developed with the framework of Search Institute’s “40 Developmental Assets,” and Joyce Epstein’s School, Family and Community Partnerships guide. The design plan includes improving student achievement and personalized learning, expanding collaborative partnerships with families and the community and securing resources to support student learning as well as implementing Joyce Epstein’s ‘Ten Steps to Success: School-Based Programs of Family, School, and Community Partnerships.’

On February 10, 2015 the joint Audit/Budget/Finance and Curriculum/Program Standing Committees voted to forward to the school board this one-year grant proposal. Administration recommends that the school board approve the grant proposal titled Framework for Healthy Youth Development: Expanding Family Learning and Student Engagement Program in the amount of \$122,000 for submission to the Mary Frost Ashley Charitable Trust.”

Consent-Approve item XI-E – Request to Submit the 21<sup>st</sup> Century Community Learning Center Program Grant Application for the 2015-16 School Year submitted by Mr.

Robert Neu, Interim Director of Title Programs; Mrs. Julie Housaman, Interim Assistant Superintendent of Teaching and Learning; and Dr. Savaglio-Jarvis, excerpts follow:

“All CLC programs within the Kenosha Unified School District will continue to provide a safe haven for children during out-of-school time. Out-of-school time includes before school, after school, early release days, and half days. The combination of academic support, a nutritious snack, and a host of enrichment activities allows for a great partnership with community-based organizations like the Boys and Girls Club of Kenosha, the University of Wisconsin—Extension, Crossway Community Church, and the Kenosha County Department of Human Services. Each of these primary partners participates in a CLC Advisory Council.

Schools offer enrollment for the CLC program at the beginning of the academic year during open house. The number of seats available fluctuates from school to school and year to year. Priority is given to students who exhibit a need for academic support as defined by the principal and the academic coordinator of CLC sites. Students report to the CLC program at dismissal for attendance and a nutritious snack, which is provided by Kenosha Unified School District Food Services. Immediately following their snack, “targeted” students attend the first hour of programming (Power Hour), where they work in small groups with certified teachers and/or highly-qualified staff on planned academic activities that are linked to the school’s curriculum. Other students attend homework help/tutoring sessions. After Power Hour, students participate in a variety of enrichment activities hosted by the Boys and Girls Club of Kenosha. These enrichment activities focus on the arts, fitness, health and life skills, and character and leadership. Students also benefit from many incentive-based projects surrounding attendance, behavior, and active participation.

School Board approval is requested to submit the following grants:

Renewal Grants:

- Wilson Elementary School (\$50,000)
- Frank (\$50,000)

Continuation Grants (Cycle 2):

- Jefferson Elementary School (\$75,000)
- Grant Elementary School (\$75,000)
- Vernon Elementary School (\$75,000)

Total amount of request: \$325,000.

On February 10, 2015, the joint Audit/Budget/Finance and Curriculum/Program Committees voted to forward this grant to the school board for consideration. It is recommended that the school board approve the request to submit the CLC Program Grant Application for the 2015-16 school year.”

Consent-Approve item XI-F – School Board Policy 3810 – Employee Use of District Equipment submitted by Mr. Patrick Finnemore, Director of Facilities, and Dr. Savaglio-Jarvis, excerpts follow:

“Policy 3810 is being revised to prohibit employee use of district equipment for personal purposes inside or outside of the district. The current version of the policy allows for personal use provided the employee received prior approval from their immediate supervisor and department head or building administrator or from the superintendent of schools for items valued at over \$1,000.

Since all district equipment is purchased in some manner with public monies, the personal use by employees is not appropriate. In addition, personal use of school district equipment by employees creates an unnecessary potential liability issue in regards to replacement of the equipment if damaged or any injuries that may arise due to the use of the equipment for non-district purposes.

This policy is also being revised to require only building principal or department head approval to use district equipment outside of district owned buildings for district job-related purposes. This more accurately reflects our current practices as superintendent approval is neither necessary nor practical in most cases.

This policy does not apply to technology-related equipment such as laptop computers or cell phones. Use of technology-related equipment is governed by Policy 3535, Technology Acceptable Use.

At its January 13, 2015 meeting, the Personnel/Policy Committee voted to forward revised Policy and Rule 3810 to the school board for consideration. The school board approved revised Policy and Rule 3810 as a first reading on January 27, 2015. Administration recommends that the school board approve Policy and Rule 3810 – Employee Use of District Equipment as a second reading on February 24, 2015.”

Consent-Approve item XI-G – School Board Policy 3531.1 Copyrighted Materials submitted by Mrs. Ann Fredriksson, Coordinator of Library Media and Instructional Technology; Mrs. Ruder; Mrs. Housaman; and Dr. Savaglio-Jarvis, excerpts follow:

“The current Policy 3531.1—Copyrighted Materials—was last revised in 2007. With technology evolving in the educational world, some components of the policy have become outdated, and new verbiage needs to be included. Digital technology has changed the way teachers teach and students learn, and copyright law has become a top focus within digital citizenship. Efforts have begun to protect learning and works by identifying the role of copyright in the educational environment. District library media and instructional technology staff provide professional development and learning opportunities regarding copyright guidelines throughout the school year. Communications through social media and video broadcasting will be adhering to appropriate copyright practices as well.

At its January 13, 2015 meeting, the Personnel/Policy Committee voted to forward revised Policy and Rule 3531.1 to the school board for consideration. The school board approved revised Policy and Rule 3531.1 as a first reading on January 27, 2015. Administration recommends that the school board approve revised Policy and Rule 3531.1 - Copyrighted Materials as a second reading on February 24, 2015.”

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

Dr. Savaglio Jarvis introduced the Revised 2015-2016 Capital Projects Plan submitted by Mr. John Setter, Project Architect; Mr. Finnemore; and Dr. Savaglio-Jarvis, excerpts follow:

“Board Policy 3711 requires that a major maintenance project list be developed annually by the Department of Facilities Services and that the list be reviewed by the Planning, Facilities, and Equipment Committee and taken to the School Board for action no later than April 1<sup>st</sup> of each year. This report includes the proposed major maintenance and energy savings projects plans for 2015-16.

The overall major maintenance plan is updated on a regular basis with annual evaluations of each project on the list by the Facilities Department. The plan includes “place marks” for annual-type projects, which include roof, exterior envelop, asphalt/concrete, and flooring replacements. Each project is prioritized by the Facilities Department based, in-part, on the priority system detailed in the Board Policy. Generally, this report also includes the capacity projects as required by Board Policy 7210; however there are no capacity projects proposed for the coming year.

The major maintenance budget is \$2,000,000; however \$500,000 will be used to continue to pay off the loan used to fund the Reuther masonry restoration project from several years ago, and an additional \$500,000 will be used to fund security improvements at all of our facilities. The three-year security project and related funding was approved by the Board at the June 25, 2013 meeting. This leaves \$1,000,000 for major maintenance projects this year.

The 2015-16 capital projects plan is provided as Attachment A to this report. The plan is a continuation of the overall major maintenance plan initiated fourteen years ago, and the energy savings project program started twelve years ago. The major maintenance plan includes a proposed contingency of \$34,500 or 3.45% of the available budget for projects that will be performed this year. Board Policy 3711 recommends that a contingency of not more than 5% be reserved at the beginning of each year; contingencies have ranged from 0.86% to 4.25% over the past fourteen years.

This report was reviewed at the February 10, 2015, meeting of the Planning/Facilities/Equipment Committee, and the committee voted unanimously to forward this report to the Board for consideration.

Administration recommends Board approval of the 2015-16 Capital Projects Plan as described in this report.”

Mrs. Coleman indicated that a revised 2015-2016 Capital Projects Plan was distributed due to information inadvertently being left out.

Mr. Finnemore was present to answer questions. There were no questions from Board members.

Mr. Wade moved to approve the Revised 2015-16 Capital Projects Plan. Mr. Bryan seconded the motion. Unanimously approved.

Mrs. Coleman presented the 8000 Policy Series – Internal Board Operations submitted by Mrs. Coleman, excerpts follow:

“Work by board members on the 8000 policy series began in Aug. 2014, with an anonymous survey created by Dr. Jonas in which board members reviewed each policy and chose to accept, eliminate and/or change them. The survey input was collected and compiled by Dr. Jonas and then shared with board members.

A special meeting, led by Dr. Jonas, took place on Aug. 25, 2014. This meeting consisted of board members and leadership council. At this meeting, the survey results and an adoption timeline was reviewed. Group work began and suggested policy changes were submitted and compiled by Dr. Jonas. It was decided that the 8000 policy series would not need Committee level review due to the fact that they pertained to internal board operations.

The revised 8000 policy series was sent to board members on Sept. 3, 2014, for review, input, and/or feedback which was to be submitted to Dr. Jonas.

A second special meeting, led by Dr. Jonas, took place on Nov. 20, 2014. This meeting also consisted of board members and leadership council. At this meeting, each individual policy was reviewed by the group. On Dec. 2, 2014, the noted changes to the policies from the Nov. 20, 2014, special meeting were sent to board members for their review. Shortly following this meeting, Mr. Flood submitted a draft proposal of a new “Student Advisory Council” policy.

In Dec. 2014, legal counsel at Buelow, Vetter, Buikema, Olson, & Vliet reviewed the revised 8000 policy series and questions brought forward by board members. A copy of the response from the legal counsel is attached as Attachment 1. It was also suggested that board members review legal counsel’s responses in red on Attachment 1.

At the January 27, 2015 Board meeting, the 8000 policy series was approved as a first reading with the following changes:

- The addition of “Introduction, Welcome, and Comments by Student Ambassador” to the order of business in Policy 8712 – School Board Meeting Agenda Preparation and Dissemination;
- The addition of “or more time” after “The use of another member’s time...” in the last sentence of #12 (before the listed provisions) in Policy 8810 – Rules of Order; and
- In Policy 8880 – Audio Recording of Board Meetings, the change of “audio” to “audio and video” throughout the policy, the addition of “Regular” before “School Board” in the first sentence of the policy, and the addition of the following sentence after the first sentence, “Audio and/or video recording of Special Board meetings will be made at the discretion of the Board president.”

The policy changes have been made and inserted standard policy formatting. Upon doing this, it was discovered that there were policies that were missing a Rule, had

deletions without being noted and/or two policies were combined as one. In order to be as transparent as possible and to avoid confusion the following policies have been removed and will be addressed as a separate agenda item: 8300, 8330, 8411, 8412, 8510, 8520, 8620, 8630, 8740, and 8870.

It is recommended that the school board approve the 8000 policy series as a second reading as contained in the agenda excluding the following policies: 8300, 8330, 8411, 8412, 8510, 8520, 8620, 8630, 8740, and 8870 which will be addressed as a separate agenda item.”

Mrs. Snyder moved to approve the 8000 policy series as a second reading as contained in the agenda excluding policies: 8300, 8330, 8411, 8412, 8510, 8520, 8620, 8630, 8740, and 8870. Mr. Wade seconded the motion.

Mr. Flood moved to amend the motion for approval of the 8000 policy series as a second reading as contained in the agenda excluding the policies: 8300, 8330, 8411, 8412, 8510, 8520, 8620, 8630, 8740, and 8870 with the addition of “on items that have previously been voted on” at the end of the last sentence of the second paragraph in policy 8610. Motion failed due to a lack of a second.

Mrs. Coleman asked for a roll call vote on the original motion for approval of the 8000 policy series as a second reading as contained in the agenda excluding the policies: 8300, 8330, 8411, 8412, 8510, 8520, 8620, 8630, 8740, and 8870.

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

Mrs. Coleman presented the Revisited 8000 Policies submitted by Mrs. Coleman, excerpts follow:

“At the January 27, 2015 Board meeting, the 8000 policy series was approved as a first reading. Upon inserting the policies using standard policy formatting, it was discovered that there were policies that were missing a Rule, had deletions without being noted and/or two policies were combined as one. Therefore, these policies were approved as a first reading despite having all of the necessary content.

In order to be as transparent as possible and to avoid confusion, the following policies have been removed from the 8000 policy series for additional review and approve: 8300, 8300, 8411, 8412, 8510, 8520, 8630, 8630, 8740, and 8870.

It is recommended that the School Board approve policies 8300, 8330, 8411, 8412, 8510, 8520, 8620, 8630, 8740, and 8870 as a simultaneous first and second reading this evening.”

Mr. Wade moved to approve polices 8300, 8330, 8411, 8412, 8510, 8520, 8620, 8630, 8740, and 8870 as a simultaneous first and second reading. Mr. Kunich seconded the motion.

Roll call vote. Ayes: Mr. Kunich, Mr. Flood, Mr. Bryan, Mrs. Snyder, Mr. Wade, and Mrs. Coleman. Noes: None. Unanimously approved.

Dr. Savaglio-Jarvis presented the Report of Contracts in Aggregate of \$25,000 submitted by Mr. Robert Hofer, Purchasing Agent; Mr. Hamdan; Mrs. Housaman; Dr. Bethany Ormseth, Assistant Superintendent of Secondary School Leadership; and Dr. Savaglio-Jarvis, excerpts follow:

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

The contracts/agreements in aggregate of \$25,000 that have been added to the Contract Management Database subsequent to January 27, 2015, with approval of the purchasing agent are shown in the database in coral color. Board members may access this database while on district property.

The following contracts/agreements have not been added to the Contract Management Database and are being presented for board approval. Purchase/Contract Rationale forms are attached for each vendor.

- Mastery Connect – 3-year aggregate of \$36,000
- Solution Tree – \$41,536.”

Mr. Bryan moved to approve the contracts/agreements with Mastery Connect for a 3-year aggregate of \$36,000 and with Solution Tree in the amount of \$41,536. Mr. Wade seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis introduced the School Year 2015-16 Instructional Calendars submitted by Mrs. Lorien Thomas, Research Analyst; Mr. Keckler; and Dr. Savaglio-Jarvis, excerpts follow:

“The proposed 2015-16 instructional calendars were developed with input from many stakeholders. A survey was provided to all KUSD staff and reviewed in December 2014. Many optional calendar components were considered regarding full instructional days, early release days, and non-instructional days. 1,736 staff members, including 1,146 (approximately 2/3 of all) teachers selected preferences for several areas. The majority of responses were in alignment to historical calendar options.

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

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

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

Administration recommends that the School Board review and accept the 2015-16 Instructional Calendars at its February 24 meeting.”

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

Mr. Kunich moved to accept the 2015-16 Instructional Calendars. Mr. Wade seconded the motion. Unanimously approved.

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

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

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

Meeting adjourned at 7:54 P.M.

Stacy Schroeder Busby  
School Board Secretary