

REGULAR MEETING OF
THE KENOSHA UNIFIED SCHOOL BOARD
HELD APRIL 24, 2017

A regular meeting of the Kenosha Unified School Board was held on Monday, April 24, 2017, 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 7:02 P.M. with the following Board members present: Mr. Falkofske, Mr. Kunich, Ms. Stevens, Mr. Wade, Mrs. Snyder, Mr. Garcia, 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.

Dr. Bethany Ormseth, Chief of School Leadership, presented the Brompton Archery Team – National Archery in the Schools Program Tournaments Award, the Battle of the Books Team Award, and the LakeView Technology Academy Mock Trial Team – Wisconsin High school Mock Trial Tournaments Award.

There were no Administrative or Supervisory Appointments.

Mr. Falkofske introduced the student ambassador, Emily Wulf from Tremper High School, and she made her comments.

There was no legislative report.

Views and/or comments were made by the public.

Board members made their responses/comments.

Mrs. Coleman gave the Board President remarks.

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

Board members considered the following Consent-Approve items:

Consent-Approve item XI-A – Recommendations Concerning Appointments, Leaves of Absence, Retirements, Resignations and Separations.

Consent-Approve item XI-B – Minutes of the 3/6/17 Special Meeting, 3/28/17 Special Meeting and Executive Session, and 3/28/17 Regular Meeting.

Consent-Approve item XI-C – Summary of Receipts, Wire Transfers, and Check Registers submitted by Mrs. Lisa Salo, Accounting Manager; Mr. Tarik Hamdan, Chief Financial Officer; and Dr. Sue Savaglio-Jarvis, excerpts follow:

“It is recommended that the March 2017 cash receipt deposits totaling \$463,125.83, and cash receipt wire transfers-in totaling \$49,025,185.13, be approved.

Check numbers 548379 through 549867 totaling \$8,535,724.96, and general operating wire transfers-out totaling \$415,153.87, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the March 2017 net payroll and benefit EFT batches totaling \$17,435,375.78, and net payroll check batches totaling \$17,654.90, be approved.”

Consent-Approve item XI-D – Policy 6610 – Procedures for Selecting and Using Supplementary Instructional Materials submitted by Ms. Luanne Rhode, Director of Early Education; Mrs. Sarah Smith, Coordinator of Language Acquisition; Mrs. Christine Pratt, Coordinator of Science; Mr. Che Kearby, Coordinator of Educator Effectiveness and Social Studies; Mrs. Julie Housaman, Chief Academic Officer; and Dr. Savaglio-Jarvis, excerpts follow:

“School Board Policy 6610 includes a seven-year curriculum cycle that details the selection and purchase of updated curriculum materials in Phase 3 of the seven-year cycle. To be responsive to the continuously changing global community and academic expectations and standards, it is essential that the curriculum cycle is reviewed regularly. When necessary, updates to this cycle are brought to the School Board for approval to ensure the immediate needs of students and teachers alike are addressed through this process.

The revisions to the seven-year cycle in Policy 6610 are based on maximizing curriculum funding allocations as well as the addition of early education and kindergarten through eighth grade Spanish language arts curriculum.

The Board of Education approved revised Policy 6610 as a first reading on March 28, 2017. Administration recommends that the Board of Education approve revised Kenosha Unified School District Policy 6610—Procedures for Selecting and Using Supplementary Instructional Materials as a second reading on April 24, 2017.”

Mr. Kunich moved to approve the consent agenda as presented. Ms. Stevens seconded the motion. Unanimously approved.

Mrs. Annie Petering, Chief Human Resource Officer, presented the 2017-2018 Revised Edition of the Employee Handbook submitted by Mrs. Petering and Dr. Savaglio-Jarvis, excerpts follow:

“Kenosha Unified School District (“the District”) has an employee handbook that is in effect until June 30, 2017. Each year, the Office of Human Resources reviews and updates the employee handbook.

Below are the recommended changes for the 2017-2018 employee handbook. We presented these changes during three feedback sessions on March 14 (7:30 a.m. to 9 a.m.), March 15 (3:30 p.m. to 5 p.m.), and March 22 (4:30 p.m. to 6 p.m.). We offered three dates with varying times so that individuals from varying work shifts were accommodated for ease of attending. On March 14, 2017, we had a total of three attendees. On March 15, 2017, we had a total of five attendees and eleven attendees on March 22, 2017. There were no questions or concerns posed as to the recommended changes.

The largest clean-up of the handbook took place in the last two years. So, it is our hope that in upcoming years there will be few changes, barring any updates in Board policy or federal and state laws.

This document was shared as a discussion item on March 28, 2017. Administration recommends that the School Board approve the 2017-2018 employee handbook-revised edition as presented this evening as a first reading on April 24, 2017, and a second reading on May 23, 2017.”

Mr. Falkofske moved to approve the revised edition of the 2017-2018 Employee Handbook as a first reading. Mr. Wade seconded the motion. Unanimously approved.

Mrs. Housaman presented the Report in Aggregate of \$25,000 submitted by Mr. Robert Hofer, Purchasing Agent; Mrs. Housaman; 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 contracts/agreements in aggregate of \$25,000 that have been added to the Contract Management Database subsequent to April 24, 2017 with approval of the purchasing agent are shown in the database in coral color.

The following contract/agreement has not been added to the Contract Management Database and is being presented for board approval:

The acquisition of Wisconsin: Our State, Our Story from Maris Education – Wisconsin Historical Society in the amount of \$87,412.50 will complete the elementary adoption and prepare students for the Wisconsin Forward Exam.

The Purchase/Contract Rationale is attached.”

Ms. Stevens moved to approve the contract/agreement with Education – Wisconsin Historical Society for the acquisition of Wisconsin: Our State, Our Story in the

amount of \$87,412.50 to complete the elementary adoption and prepare students for the Wisconsin Forward Exam. Mr. Wade seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis introduced the Hourly Rate for Cafeteria Workers submitted by Mrs. Cindy Gossett, Food Service Director; Mr. Patrick Finnemore, Director of Facilities; Dr. Ormseth; and Dr. Savaglio-Jarvis, excerpts follow:

“Cafeteria Workers (previously called “Domestics”) are part-time, non-benefit eligible hourly paid employees working an average of 2.5 - 3.5 hours per day for lunch and 1.25 hours for breakfast, preparing/re-heating and serving our students their school meals. Currently, at 12 elementary schools, the same person works both breakfast and lunch. However, the same person working both meals fluctuates as the positions have a significant time gap between breakfast and lunch and are not ‘tied’ together. With 145 positions across all schools, plus a sub-pool of 10, Cafeteria Workers represent 75% of the Food Service Departments’ employees. The position description for the Cafeteria Worker position is provided as Attachment 1 to this report. Cafeteria Workers should not be confused with the Lunch Room Supervisors who supervise the students, collect lunch cards and wash the tables. The position description for Lunch Room Supervisor is provided as attachment 2 to this report.

Historically, Cafeteria Workers have been paid less than Lunch Room Supervisors. Currently Lunch Room Supervisors are paid \$13.92/hour and Cafeteria Workers are paid \$9.43/hour, a difference of \$4.49/hour. That difference in pay has grown significantly over the years. Looking back at the pay rates over the past twelve years one can see the difference between the two employment groups has increased from \$2.62/hour to the current \$4.49 during this period.

The proposal is to increase the rate of pay for Cafeteria Workers to \$14.23/hour. Clearly, an increase of \$4.80/hour is significant especially in light of the current rate of pay of \$9.43/hour but multiple factors justify this increase. We experience staffing issues at our current rate of \$9.43/hour and the proposed rate of \$14.23/hour increase falls in line with other school districts the size of KUSD.

Turn-over rate is percentage of the number of employees lost divided by the total number of employees. Historically, the turn-over rate for Cafeteria Worker positions has been 16% - 23% annually, meaning the Food Service Department would lose and have to replace between 25 – 35 employees each year. The most common reasons for leaving in the past have been gaining full-time employment, moving out of the area and child/parent care.

Beginning in the 2015-2016 school year, the Food Service Department experienced a significant increase in Cafeteria Workers leaving for higher paying jobs. At the same time, there has been a significant decrease in applicants available to replace them. The turn-over rate for just the first half of the 2016-17 school year is already at 38% as the job market has become saturated with positions that pay in the \$10-\$15/hour range for the same workforce.

Because of the difficulty in finding new staff, for the first time in at least 20 years we have turned to a temporary employment agency to help fill our open positions. The

first four agencies contacted – Parallel, Manpower, Labor Solutions and QPS were unable to provide us any assistance. The fifth agency contacted, Andrews Staffing has been able to provide us with six temporary employees. These employees earn \$10.00 per hour with a minimum 4 hour day through the agency. KUSD's Food Service Department has to pay the agency \$15.00 per hour with a 4 hour minimum for each person. Other steps taken to attract applicants have been to update the position title from Domestic to Cafeteria Worker, advertise available positions via social media, continued advertising at the Kenosha County Job Center and in the Menu Calendar that goes to every elementary family.

The recommendation is to increase the hourly wage for Cafeteria Workers to \$14.23/hour with no benefits.

The Cafeteria Workers funding is 100% from the Food Service Department budget. The budget is accounted for in Fund 50 which is a completely separate fund from the KUSD General Fund (Fund 10). Fund 50 has its own revenue sources which are a combination of Federal dollars from the USDA, income generated through the sale of food, and a small amount of State aid. Fund 50 currently has a healthy fund balance as the fund has historically had more revenue than expenses each year. We are very confident that this wage increase can be absorbed without any financial impact on any other aspects of KUSD operations. In addition, the money generated by Fund 50 cannot be used for anything other than Food Service operations. We recommend that this change be implemented to take effect on May 10, 2017.

Administration recommends that the School Board approve the proposed wage increase for Cafeteria Workers from \$9.43 to \$14.23 per hour.”

Ms. Stevens moved to approve the proposed wage increase for Cafeteria Workers from \$9.43 to \$14.23 per hour. Mr. Kunich seconded the motion. Unanimously approved.

Mr. Finnemore presented the Senior Center Lease Extension submitted by Mr. Finnemore and Dr. Savaglio-Jarvis, excerpts follow:

“The City of Kenosha and the Kenosha Senior Citizens Council, Inc. entered into a lease agreement for the building known as the Kenosha Senior Center in October of 1982. The Senior Citizens Council under the oversight of the Kenosha Unified School District has operated the Senior Center at that location for the past 35 years. During that time, the lease has been extended numerous times in five year increments with the financial considerations remaining the same which is an annual rent payment of One (\$1.00) Dollar. The most recent lease extension expired in 2009, and at that time the City proposed some major changes to the lease related to term of the lease and maintenance responsibilities that the Senior Citizens Council leadership could not agree to.

Annual payment of the \$1 rent has continued since that time. In 2015, the City of Kenosha approached the Senior Citizens Council with a new lease extension proposal which again was not acceptable to the Senior Citizens Council leadership. Earlier this year, Mayor Antaramian and representatives of the Senior Citizens Council asked the

City Administrator and the KUSD Director of Facilities to intercede on behalf of both the City and the Senior Citizens Council to develop a lease extension that would be agreeable to both parties.

There were several items in the new language proposed by the City that caused concern for the Senior Citizens Council, none more important than the articles related to the term of the lease and the associated termination language. The Senior Citizens Council leadership and its members felt that the proposed language reduced their bargaining power which gave them an overall feeling of uneasiness about their long-term use of the building. This item has been addressed in the latest version of the lease extension (a redline version is provided as Attachment A and a clean version as Attachment B to this report) through a number of changes: (1) the term of the extension has been increased from 5 to 10 years, (2) the termination language has been changed to be equal for both parties with a more reasonable notice period, and (3) KUSD has been named as a third party to the lease giving the Senior Citizens Council greater comfort on this issue as well as firming up the maintenance responsibilities.

Administration recommends Board approval of the proposed lease extension with the City of Kenosha and the Kenosha Senior Citizens Council, Inc. for the Kenosha Senior Center.”

Ms. Stevens moved to approve the proposed lease extension with the City of Kenosha and the Kenosha Senior Citizens Council, Inc. for the Kenosha Senior Center. Mrs. Snyder seconded the motion. Unanimously approved.

Mrs. Housaman presented Policy 6423 – Talent Development Program submitted by Mrs. Patricia Clements, Coordinator of Talent Development; Mrs. Housaman; and Dr. Savaglio-Jarvis, excerpts follow:

“The September 2013 Curriculum Audit conducted by Phi Delta Kappa International stated that administration should “Provide draft policy language that offers clarity of expectations where needed to meet audit criteria” (page 322). In response to this finding, Policy 6423—Talent Development Program, which was last updated on January 29, 2002, was revised.

The revisions to the policy focus on the administrative recommendation in the September 2013 Curriculum Audit of Kenosha Unified School District as follows:

Revise board Policy 6423 to require ongoing review of district equity data for developing procedures for fast tracking students who lack sufficient skills for courses such as AP, Honors, etc. (page 321).

Policy 6423—Talent Development Program—(Appendix A) was revised to reflect this recommendation as well as current best practices from the field of gifted and talented education. More specifically, Kenosha Unified School District’s updated Talent Development Program Plan is based on research findings of exemplar gifted and talented programs and best practices in gifted education. The plan is built on the Wisconsin Response to Intervention (RTI) framework service model that embeds gifted services into what is occurring throughout the school or district, and it requires

administration and teachers to consider the needs of gifted students when planning. Using standardized screeners that are free from cultural and linguistic bias, students may be identified for gifted services in the following areas: general intellect, specific academic, visual arts, performing arts, leadership, and creative thinking. The policy is aligned with the Wisconsin Administrative Rule P18.01(2) (t).2 requirements.

The Talent Development Program Plan outlines a multilevel system of support. The needs of most students are addressed by the classroom teacher through curriculum extensions and curriculum compacting. When testing indicates that a student should receive intense enrichment services, a differentiated education plan is written; and this plan will recommend either subject acceleration, grade level acceleration, or a talent development program.

On May 27, 1997, the U.S. Department of Education, Office for Civil Rights (OCR) received a complaint filed against Kenosha Unified School District. One component of this complaint was that minority students were underrepresented in gifted and talented programs. In response on November 11, 1997, the school board passed a resolution to identify the top 10 percent of the student population by gender and ethnic group for the second through fifth grade Magnet Program. The following motion has defined the current identification process for the elementary magnet program:

“ . . . in addition to the current Talent Development Program, consistent with the existing policies and fiscal responsibility, the district shall create classrooms through the eighth grade level which meet the needs of the top 10 percent of the student population by gender and ethnic groups as identified by widely recognized intelligent measures . . .” (Appendix B). This motion was seconded and passed.

The assessments utilized for identification (i.e., the Naglieri Nonverbal Ability Test 3 [NNAT3] and the Cognitive Abilities Test [CogAT-7]) were selected because they are free from cultural and linguistic bias. Legal counsel has affirmed that the selection and use of nonbiased screening tools ensures that the district is appropriately identifying students who meet the criteria for participation in the elementary gifted and talented program.

Administration recommends that the board of education approve the revised Kenosha Unified School District Policy 6423 - Talent Development Program as a first reading on April 24, 2017, and as a second reading on May 23, 2017. Administration also recommends that the board of education eliminate the requirement that the district create classrooms through the eighth grade level which meet the needs of the top 10 percent of the student population by gender and ethnic groups as identified by widely recognized intelligent measures as previously set out in the November 11, 1997, motion.”

Mrs. Housman and Mrs. Clements answered questions from Board members.

Mr. Wade moved to approve revised Policy 6423 - Talent Development Program as a first reading and eliminate the requirement that the district create classrooms through the eighth grade level which meet the needs of the top 10 percent of the

student population by gender and ethnic groups as identified by widely recognized intelligent measures as previously set out in the November 11, 1997, motion. Ms. Stevens seconded the motion. Unanimously approved.

Mrs. Snyder presented the Donations to the District.

Mrs. Snyder moved to approve the Donations to the District. Ms. Stevens seconded the motion. Unanimously approved.

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

Meeting adjourned at 8:01 P.M.

Stacy Schroeder Busby
School Board Secretary