



MONTHLY SCHOOL BOARD STANDING COMMITTEE MEETINGS

August 9, 2016

6:45 P.M. Audit/Budget/Finance

6:50 P.M. Joint Audit/Budget/Finance & Personnel/Policy

7:00 P.M. Personnel/Policy

7:05 P.M. Curriculum/Program

Please Note: Committee meetings may start early if preceding meeting adjourns early.

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I. AUDIT/BUDGET/FINANCE - 6:45 P.M.

- A. Approval of Minutes - May 10, 2016 Audit/Budget/Finance and May 10, 2016 Joint Audit/Budget/Finance and Curriculum/Program 4
- B. Information Items
 - 1. None at this time
- C. Future Agenda Items
 - 1. Monthly Financial Statements - September
 - 2. Official Third Friday Enrollment Report - October
- D. Adjournment

**II. JOINT AUDIT/BUDGET/FINANCE & PERSONNEL/POLICY - 6:50 P.M.
OR IMMEDIATELY FOLLOWING CONCLUSION OF PRECEDING
MEETING**

- A. Policy 3420 - Purchasing 8
- B. Information Items
 - 1. None at this time
- C. Future Agenda Items
 - 1. None at this time
- D. Adjournment

**III. PERSONNEL/POLICY- 7:00 P.M. OR IMMEDIATELY FOLLOWING
CONCLUSION OF PRECEDING MEETING**

- A. Approval of Minutes - July 12, 2016 Personnel/Policy 16
- B. Information Item
 - 1. Recommendations Concerning Appointments, Leaves of Absence, Retirements and Resignations 18
- C. Future Agenda Items
 - 1. Policy 6456 - Graduation Requirements (Civics Exam Requirement) - September
 - 2. Official Third Friday Enrollment Report - October

3. Policy 5437 - Threats/Assaults - October
4. High School Transcript and Graduation Procedures Review
Committee Update - October

D. Adjournment

IV. CURRICULUM/PROGRAM - 7:05 P.M. OR IMMEDIATELY FOLLOWING
CONCLUSION OF PRECEDING MEETING

- | | |
|---|----|
| A. Approval of Minutes - June 14, 2016 Curriculum/Program | 20 |
| B. Information Item | |
| 1. Head Start Semi Annual Report | 22 |
| C. Future Agenda Items | |
| 1. Policy 6456 - Graduation Requirements (Civics Exam Requirement) -
September | |
| 2. APTTS Grant Update - September | |
| 3. Advanced Placement Update - October | |
| D. Adjournment | |

**Please Note: August 2016 Planning/Facilities/Equipment
Committee meeting has been canceled.**

There may be a quorum of the board present at these Standing Committee meetings; however, under no circumstances will a board meeting be convened nor board action taken as part of the committee process. The three board members who have been appointed to each committee and the community advisors are the only voting members of the Standing Committees.



KENOSHA UNIFIED SCHOOL BOARD
AUDIT/BUDGET/FINANCE MEETING
Educational Support Center – Room 110
May 10, 2016
MINUTES

A meeting of the Kenosha Unified Audit/Budget/Finance Committee chaired by Mr. Wade was called to order at 6:21 P.M. with the following committee members present: Ms. Stevens, Mr. Wade, Mr. Kent, Mr. Aceto, Mr. Holdorf, Mr. Leipski, Mr. Lawler, Mr. Balk, and Mr. Kunich. Dr. Savaglio-Jarvis was also present. Ms. Dawson was excused and Mr. Battle was absent.

Approval of Minutes – April 12, 2016 Joint Planning/Facilities/Equipment and Audit/Budget/Finance and April 12, 2016 Audit/Budget/Finance

Mr. Leipski moved to approve the minutes as contained in the agenda. Ms. Stevens seconded the motion. Unanimously approved

Board Approved Student User Fees and Recreation Department Fees for the 2016-17 School Year

Mr. Tarik Hamdan, Chief Financial Officer, presented the Board Approved Student User Fees and Recreation Department Fees for the 2016-17 School Year. He said that as a component of the budget development process, a review of the fees charged by the District is conducted every year. The administration is not recommending any changes to the 2016-17 student user fees; however there are several recommended changes to the Recreation Department fees. On December 15, 2015, as part of the Summer School 2016 Program Recommendations report, the Board approved moving both the Kenosha Youth Performance Arts Center (KYPAC) and the Summer Marching Band programs into the Community Programs and Services (Fund 80). With this transition, School Board approval of an official fee is required. The Recreation Department is also recommending a change to the fee structure for adult basketball, adult softball, and adult volleyball. The recommended change is the consolidation of the team fee, player fee, and trophy fee into one combined team fee. In addition, the Recreation Department is adding a program for Lifeguard Training (Red Cross certification) and that will have a new fee. Mr. Hamdan noted that the proposed 2016-17 student user fee schedule and the proposed 2016-17 Recreation Department fees were contained in the agenda packet.

Mrs. Stevens moved to forward this report to the Board of Education for consideration to accept the recommendation to establish the fiscal year 2016-2017 student user fees and recreation department fees. Mr. Wade seconded the motion. Unanimously approved.

Informational Items

Mr. Tarik Hamdan presented the Monthly Financial Statements. He noted on the revenue side Medicaid payments are very sporadic and year to date the district has only received a fraction of what was budgeted. He hopes the Medicaid payments are received within this fiscal year but said we are very limited in the receivables we can book for Medicaid. In response to a question, Mr. Hamdan said there is \$3.64 million budgeted for Medicaid and as of March the district had received only \$217,000.

Mr. Hamdan presented the Cash and Investment Quarterly Report and there were no questions from committee members.

Mr. Hamdan presented the Summary of Grant Activity and there were no questions from committee members.

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

Meeting adjourned at 6:27 P.M.

Kathleen DeLabio
Executive Assistant to the Superintendent



KENOSHA UNIFIED SCHOOL BOARD
JOINT AUDIT/BUDGET/FINANCE AND
CURRICULUM/PROGRAM MEETING
Educational Support Center – Room 110
May 10, 2016
MINUTES

A joint meeting of the Kenosha Unified Audit/Budget/Finance and Curriculum/Program Committees chaired by Mr. Kunich was called to order at 6:30 P.M. with the following committee members present: Ms. Stevens, Mr. Wade, Mr. Kent, Mr. Aceto, Mr. Holdorf, Mr. Leipski, Mr. Lawler, Mr. Balk, Mr. Garcia, Mrs. Snyder, Ms. Karabetsos, Mrs. Wickersham, and Ms. Nielsen. Ms. Dawson and Ms. Riese were excused. Mr. Battle, Mrs. Santoro and Mr. Wojciechowicz were absent. Dr. Savaglio-Jarvis was also present.

Request to Submit the Academic Parent-Teacher Team School Continuation Grant and Planning and Implementation Grant Applications for the 2016-17 School Year

Ms. Julie Housaman, Assistant Superintendent of Teaching and Learning, presented the Request to Submit the Academic Parent-Teacher Team School Continuation Grant and Planning and Implementation Grant Applications for the 2016-17 School Year. She explained that this is a continuation grant for Frank Elementary in the amount of \$10,000 and a planning and implementation grant for EBSOLA-Creative Arts in the amount of \$27,000. Ms. Housaman said that the APTTs model replaces traditional parent-teacher meetings. Classroom teachers invite families to participate in 3 75-minute group meetings and 1 30-minute individual parent-child session annually. During APTTs meetings teachers share actionable data, review grade-level skills, and demonstrate concrete activities families can do at home to help students master skills. Families practice the learning activities, and each family reviews their child's progress data to set a 60-day academic goal individualized to their child's needs. This alternative conference system is designed to: help parents participate in supporting their child's learning at home; provide an opportunity for families from the same classroom to work together and possibly form support networks; increase parent knowledge of how data is used in the classroom; and provide an opportunity for parents to get to know the teacher. APTTs replace traditional parent-teacher conferences. Ms. Housaman noted that this model is a win-win as it is a process which can be replicated even when the grant is no longer available.

Ms. Stevens moved that the joint committee forward this request to submit the Academic Parent Teacher Team School Continuation Grant Application and the Academic Parent-Teacher Team Planning and Implementation School Grant Application for the 2016-17 school year to the school board for approval. Mrs. Snyder seconded the motion. Unanimously approved.

Ms. Stevens said she hopes to receive a report detailing the results of the grant.

Request to Submit the Wisconsin Fitness Center Award for the 2016-17 School Year

Ms. Julie Housaman, Assistant Superintendent of Teaching and Learning, presented the Request to Submit the Wisconsin Fitness Center award for the 2016-17 School Year. She explained that the National Foundation for Governors' Fitness Councils (NFGFC) seeks to improve youth physical fitness by recognizing schools that actively promote physical activity and well-ness to students. The NFGFC will select three schools in Wisconsin to receive equipment for a state-of-the-art fitness center. A donation of fitness equipment worth

approximately \$100,000 each will be granted to three eligible schools in the state. The award includes strength training equipment, cardio fitness equipment, and interactive exercise games. The award also includes the design, delivery, and installation of the equipment within the school's existing structure. Edward Bain School of Language and Art—Creative Arts and Dual Language, Frank Elementary School, and Washington Middle School are requesting approval to submit a grant proposal for this project. The Office of Facilities Services has analyzed the targeted space at the schools and confirmed that each space will meet the minimum grant requirements. Each school will develop a robust plan that will detail the features of their existing physical education programs, describe how the fitness equipment would fill unmet needs of the student population, and engage the community in physical fitness. Schools will be responsible for equipment maintenance and any repairs that may be necessary.

Mr. Wade moved to forward the request to submit and implement the Wisconsin Fitness Center Grant for the 2016-17 school year to the board of education for approval. Ms. Stevens seconded the motion. Unanimously approved.

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

Meeting adjourned at 6:39 P.M.

Kathleen DeLabio
Executive Assistant to the Superintendent

Kenosha Unified School District
Kenosha, Wisconsin

August 9, 2016

Joint Personnel/Policy & Audit/Budget/Finance Standing Committee

Policy 3420 – Purchasing

The Kenosha Unified School District receives approximately \$23 million dollars in Federal grant reimbursements annually. As the recipient of significant Federal funds, we are required to follow the new Federal Uniform Grant Guidance (OMB CFR Section 200) which became effective during the 2015-16 fiscal year. The guidance includes changes to procurement (purchasing) requirements. Non-Federal entities, such as Kenosha Unified School District, were provided with one year to adopt the new procurement standards. The required Federal standards will be effective for the District's 2016-17 fiscal year and will require some revisions to School Board Policy and Rule 3420 – Purchasing in order to reflect the new requirements and to ensure compliance.

Administrative Recommendation

Administration requests that the Joint Personnel/Policy & Audit/Budget/Finance Standing Committee review and accept the proposed revisions to School Board Policy and Rule 3420 - Purchasing.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Tarik Hamdan
Chief Financial Officer

Robert Hofer
Purchasing Agent

Lisa M. Salo, CPA
Accounting Manager

POLICY 3420
PURCHASING

Purchasing in the School District shall be in accordance with **federal laws**, state laws, accepted purchasing practices, ~~and aligned with the District strategic plan~~, ethical business practices, ~~and the District's purchasing guidelines~~, **and be aligned with the District strategic plan.**

Purchases of supplies and equipment shall be made through the established requisition procedure. Approved purchase orders shall be required prior to all purchases.

Any public officer or public employee is prohibited from having any private interest in a public contract except as permitted by state law.

LEGAL REF.: Wisconsin Statutes

Sections	19.59	[Ethical standards for public officials] Codes of ethics for local government officials, employees, and candidates]
	66.0131	[Local governmental purchasing]
	66.0607	[Disbursements from the local treasury] [Withdrawal or Disbursements from the local treasury]
	66.0901	[Public works contracts, bids]
	120.13(5)	[Purchase of books, materials and equipment] School board powers (books, material, and equipment)]
	175.10	[Procurement for sale to employees prohibited]
	946.10	[Bribery of public officers or employees prohibited]
	946.13	[Private interest in public contracts prohibited]
Code of Federal Regulations (CFR)		
Section	200	[Uniform Grant Guidance]

CROSS REF.: 3121 Financial Accounting
3321 Student Activity Funds
3422 Exclusivity Agreements with Vendors
3430 Payment for Supplies, Equipment and Services
3522 Milk Program
3651 Hazardous Chemicals
3711 Improvement or Maintenance Projects
3750 Playground Equipment
3800 Asset Management
4224 Employee Code of Ethics
7330 Construction Contracts, Bidding and Awards, **and Change Orders**
8651 School Board Member Conflicts of Interest
~~District Purchasing and Requisition~~ **and Purchasing Procedure Manual**

ADMINISTRATIVE REGULATIONS: None

AFFIRMED: March 26, 1991

REVISED: August 13, 1996
January 12, 1999
October 26, 1999
October 28, 2003
December 18, 2007

December 20, 2011

August 26, 2013

September 27, 2016

RULE 3420
PURCHASING

A. Definitions

1. **Procurement:** the act of purchasing, renting, leasing or otherwise acquiring any supplies, services, equipment or construction. The process includes preparation and processing of a demand as well as the end receipt and approval of payment.
2. **Purchase Requisition:** the initial purchase request that an employee enters into the District financial accounting software. Once the requisition has made it through the approval process it is printed out or emailed as a purchase order and the order is processed.
3. **Quote:** the cost for a good or service that an authorized seller or provider offers in good faith. This is a written agreement to sell the product at the stated amount. Generally, this is considered an informal bid.
4. **Bid:** a formal written offer or response to provide a good or service for a particular price based on specifications in a request for proposal.
5. **Contract:** a voluntary arrangement between two or more parties that is enforceable by law as a binding legal agreement.
6. **Purchase Order:** a document issued by the District that authorizes a purchase transaction. The purchase order sets forth the descriptions, quantities, prices, discounts, date and other terms and conditions.
7. **Confirming Order:** when an order for goods, services, equipment, or construction is placed and an invoice is received before a purchase requisition is processed and the purchase order is created.

AB. General

1. The Purchasing Agent will be responsible for the procurement of all District supplies and equipment.
2. In making a selection for purchase, the Purchasing Agent shall attempt to achieve maximum price advantage within quality specifications.
3. Bid specifications **and requests for proposals** shall be developed for larger dollar volume purchases and will be coordinated **between the user and the Purchasing Agent.**
~~between the user and the Purchasing Agent.~~
4. Continuing efforts shall be made to ~~effect~~**affect** savings in purchasing and maintenance through the standardization of specifications for similar items used throughout the District. Proprietary specifications or source procurement for items that will allow such standardization for security or confidentiality requires the approval of the ~~Assistant Superintendent of Business Services~~**Purchasing Agent.**
5. Impartial and open consideration shall be given to bids and ~~quotations~~**quotes** received from vendors. There will be prompt follow-up on questions concerning vendor orders and vendor services. The Purchasing Agent shall maintain a ~~vendor performance record~~**an approved vendor list.**
6. Authorized employees are encouraged to purchase high quality items and to make purchases of ~~non-stock~~ items having a value of less than \$30 out of petty cash, or with department purchasing cards.
7. **All ongoing purchases of supplies, materials, maintenance, and repairs should be reviewed annually to obtain and ensure maximum price advantage within quality specifications.**
78. The Purchasing Agent shall furnish a current ~~Requisitioning and Purchasing Procedures Manual~~ to all principals and departmental administrators.
9. **Verification will be performed on all new vendors so that they are confirmed to have not been debarred or suspended per the Federal Government System for Award Management (SAM).**

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PURCHASING
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C. Purchasing Methods

One of the following purchasing methods should be completed before a purchase requisition is entered into accounting information system:

1. **Purchases < \$3,000 (Micro-purchase):** A micro-purchase is where the purchase for supplies or services aggregate dollar amount does not exceed \$3,000. There is no need to solicit competitive quotes if management determines that the price is reasonable. However, when practical, the District should distribute micro-purchases equitably among qualified suppliers.
2. **Purchases \$3,000 to \$10,000 (Small purchase):** A small purchase is where the purchase requisition for supplies or services aggregate dollar amount is between \$3,000 and \$10,000. A minimum of 2 QUOTES shall be obtained and documented for these purchases. If for whatever reason two quotes are not possible, documentation must be provided on why only one quote was obtained and approved by the Purchasing Agent.
3. **Purchases over \$10,000 should complete one of the following methods:**
 - a. **Sealed bids:** Sealed bids shall be used for purchases over \$10,000. Under this purchase method, formal solicitation is required. An individual, independent of the bid approval process, shall be responsible for sending out bid requests to vendors, maintaining a record of the bids, documenting the receipt of the quotation and sending letters to all vendors informing them of the bid results. The bid shall be awarded to the responsible bidder based on the evaluation on the basis of District specifications and the lowest in price. In the event of identical bids, and all other conditions being equal, a local manufacturer or business merchant shall be given preference in purchases and contracts.
 - b. **Competitive proposals:** Competitive proposals shall be used for purchases over \$10,000 and when sealed bids are not appropriate or feasible. Under this purchase method, formal solicitation and fixed-price or cost-reimbursement contracts are required. The contract shall be awarded to the responsible firm whose proposal is most advantageous to the program, with the price being one of the various factors.
 - c. **Noncompetitive proposals:** Noncompetitive proposals are also known as sole-source procurements. If it is not possible to obtain competitive proposals, approval of the Purchasing Agent is required. Documentation of the competitive proposal attempt(s), documentation on why a noncompetitive proposal should be used and the final approval is required to be maintained.

A proposal from only one source can be used under the following conditions:

- The item is only available from one source; however, this cannot be based on “name brand.”
- Public emergency makes a sealed or competitive bid process unrealistic.

- A grant pass through entity expressly authorizes in response to a written request by a grant sub-recipient. This is the case with contracts with the CESA's and CCDEB's in the state of Wisconsin.
- After solicitation of a number of sources, competition is determined to be inadequate.

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PURCHASING
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D. Purchasing and Signing Authority

The levels of authority for purchase approval are as follows:

Purchases less than \$25,000:

1. The Purchasing Agent shall be authorized to approve purchases less than \$25,000 for equipment or services.
2. The Purchasing Agent shall be authorized to approve contracts and renewals less than \$25,000.

Purchases greater than \$25,000:

1. All contracts and renewals of contracts in an aggregate of \$25,000 or more 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. If a bid has been approved by the Board, the Superintendent or Designee can implement and approve the contract without further board action.
2. Purchases of \$25,000 and over for equipment or services, shall require the approval of the Budget Manager, and the Superintendent's Delegate over the school/department making the purchase. Contracts for purchases of equipment or services must be signed by both the Budget Manager and the Superintendent's Delegate over the school/department making the purchase.

No threshold:

1. The Purchasing Agent shall be authorized to approve the purchase of supplies and to contract for equipment maintenance agreements in accordance with sound purchasing procedures. The Purchasing Agent is authorized to sign on behalf of the District, agreements or contracts for equipment maintenance.

E. Purchase Requisitions

1. Once the procurement requirements above have been completed and proper approvals have been obtained, a purchase requisition is entered in the accounting information system.
2. The *Requisition and Purchasing Procedure Manual* includes procedures for preparing, processing, and routing of requisitions; criteria for supply and equipment items; a sample listing of requisition forms in use; and year-end requisitioning procedures.
3. Requisitions shall be reviewed by Finance and Purchasing personnel for authorization, funding, and coding prior to processing the requisition and creating a purchase order by the Purchasing Agent.
4. Confirming orders require advance, written approval from the Purchasing Agent before committing the District to a purchase of supplies or equipment. Failure to follow proper procedures may result in disciplinary action, personal liability or return of the merchandise. Confirming orders are not encouraged and will not be standard practice.

F. Purchase Orders

1. Once the purchase requisition workflow has been completed, Purchasing will create the purchase order and send out the purchase order to the vendor for fulfillment of the purchase.
2. The authority for issuing purchase orders is delegated to the Purchasing Agent by the Superintendent.
3. Only approved District purchase order forms shall be used. The *Requisition and Purchasing Procedure Manual* shall include instruction for use of requisition/purchase order forms, distribution of purchase order copies, and a sample of the purchase order form in use.

B. Bidding Requirements

- 1. A minimum of three bids shall be obtained and documented for all individual purchases over \$10,000.
- 2. All ongoing purchase of supplies, materials, maintenance and repairs should be bid out annually to obtain and ensure the most competitive bidding unless long term agreements are entered into, which shall be approved by the Director of Finance or Assistant Superintendent of Business Services.
- 3. An individual, independent of the bid approval process, shall be responsible for sending out bid requests to vendors, maintaining a record of the bids, documenting the receipt of the quotation and sending letters to all vendors informing them of the bid results. This process should be performed for all District purchases over \$10,000 for all departments. Bids for contracted services will have qualification factors identified and included as part of the bid document.
- 4. Bids shall be evaluated on the basis of District specifications and the selection for purchase shall be made on the basis of the low qualified bid. In the event of identical bids, and all other conditions being equal, a local manufacturer or business merchant shall be given preference in purchases and contracts.

C. Purchasing and Signing Authority

- Requisitions for equipment, supplies and services shall be approved for funding and coding before the Purchasing Agent proceeds with the purchase. The levels of authority for purchase approval are as follows:
- 1. The Purchasing Agent shall be authorized to approve purchases less than \$25,000 for equipment or services. If the purchase value is \$10,000 or more, three price quotations shall be obtained wherever possible. When it is not possible to obtain three written quotations, approval of the Chief Financial Officer or Executive Director of Business Services is required. Documentation must be maintained.

RULE 3420
PURCHASING
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2. ~~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, and shall be based on three price quotations, whenever possible, or advertised bids. If a bid or proposal has been approved by the Board, the Superintendent or designee can implement and approve the contract without further board action. Purchases of \$25,000 and over for equipment or services shall require the approval of the budget manager, and the Assistant Superintendent over the department making the purchase. Contracts for purchases of equipment or services must be signed by both the Budget Manager and the Assistant Superintendent over the department making the purchase.~~
3. ~~The Purchasing Agent shall be authorized to approve the purchase of supplies and to contract for equipment maintenance agreements in accordance with sound purchasing procedures. The Purchasing Agent is authorized to sign on behalf of the District, agreements or contracts for equipment maintenance.~~

D. Requisitions

1. ~~The principal or departmental administrator/budget manager shall approve all requisitions. In the processing of requisitions, consideration will be given to availability of service, staff, budgetary appropriations and priority of District needs.~~
2. ~~Requisitions shall be checked by the Finance Office for authorization, funding and coding prior to forwarding to the Purchasing Office for processing.~~
3. ~~Each principal or departmental administrator shall keep a record of requisitions submitted for Budget control uses.~~
4. ~~Approved District requisition forms shall be used for specific requisitioning applications.~~
5. ~~The *Requisition and Purchasing Procedures Manual* will include procedures for preparing, processing and routing of requisitions, information on warehouse items, criteria for supply and equipment items and a listing of samples of requisition forms in use, and year end requisitioning procedures.~~

E. Purchase Orders

1. ~~The authority for issuing purchase orders is delegated to the Purchasing Agent by the Superintendent.~~
2. ~~Confirmation requisitions/orders require advance approval, by telephone, from the Purchasing Agent before committing the District to a purchase of supplies or equipment. Failure to follow proper procedures may result in disciplinary action, personal liability or return of the merchandise.~~
3. ~~Only approved District purchase order forms shall be used. The *Requisition and Purchasing Procedures Manual* shall include instruction for use of requisition/purchase order forms, distribution of purchase order copies, and a sample of the purchase order form in use.~~



KENOSHA UNIFIED SCHOOL BOARD
PERSONNEL/POLICY MEETING
Educational Support Center – Room 110
July 12, 2016
MINUTES

A meeting of the Kenosha Unified Personnel/Policy Committee chaired by Mrs. Snyder was called to order at 6:36 P.M. with the following committee members present: Mr. Kunich, Mr. Falkofske, Mrs. Hamilton, Mr. Moore, Mrs. Stephens, Mr. Jenewein, and Mrs. Snyder. Dr. Savaglio-Jarvis; Mrs. Annie Petering, Chief Human Resource Officer; and Attorney Shana Lewis from Strang, Patteson, Renning, Lewis & Lacy, s.c. were also present. Mrs. Dahl was absent.

Approval of Minutes – April 12, 2016

Mr. Kunich moved to approve the minutes as presented in the agenda. Mr. Falkofske seconded the motion. Unanimously approved.

Policies 1950 – Relations with Wisconsin Interscholastic Athletics Association, 5110 – Equal Educational Opportunity Discrimination Complaint, 5111 – Anti-Bullying/Harassment/Hate, 5112 – Student Restroom and Locker Room Accessibility and 6470 – Student Records

Ms. Valeri indicated that to ensure the district is up to date with all policies regarding transgender youth, it was determined that policies 1950, 5110, 5111 and 6470 required updating. In addition to updating each of the policies to include transgender or non-conforming youth, policy 5112 was developed to address the use of restrooms and locker rooms within the district.

Ms. Valeri presented Policy 1950 – Relations with Wisconsin Interscholastic Athletics Association and indicated that the only change to the policy was the sentence indicating that the district shall comply with policies, rules, and regulation promulgated by the WIAA. There were no questions from Committee members.

Mr. Moore moved to forward Policy 1950 – Relations with Wisconsin Interscholastic Athletics Association to the full Board for consideration. Mr. Kunich seconded the motion. Unanimously approved.

Ms. Valeri presented the proposed changes to Policy and Rule 5110 – Equal Educational Opportunity Discrimination Complaint and then answered questions from Committee members.

Mr. Kunich moved to forward Policy and Rule 5110 – Equal Educational Opportunity Discrimination Complaint to the Board for consideration. Mrs. Stephens seconded the motion. Unanimously approved.

Ms. Valeri presented the proposed changes to Policy and Rule 5111 – Anti-Bullying/Harassment/Hate. There were no questions from Committee members.

Mr. Kunich moved to forward Policy and Rule 5111 – Anti Bullying/Harassment/Hate to the Board for consideration. Mr. Falkofske seconded the motion. Unanimously approved.

Ms. Valeri presented Policy 5112 – Student Restrooms and Locker Room Accessibility and noted that it was a new policy in its entirety. Ms. Valeri and Attorney Lewis answered questions from Committee members.

Mr. Kunich moved to forward Policy 5112 – Student Restrooms and Locker Room Accessibility to the Board for consideration. Mrs. Hamilton seconded the motion. Unanimously approved.

Ms. Valeri presented the proposed changes to Policy and Rule 6470 – Student Records. Attorney Lewis answered questions from Committee members.

Mr. Falkofske moved to forward Policy and Rule 6470 – Student Records to the Board for consideration. Mr. Kunich seconded the motion. Unanimously approved.

Future Agenda Items

Mrs. Snyder indicated that Policy 3420 – Purchasing would be presented in August.

Meeting adjourned at 7:06 P.M.

Stacy Schroeder Busby
School Board Secretary

Kenosha Unified School District

Kenosha, WI

August 9, 2016

The Human Resources recommendations regarding the following actions:

ACTION	LAST NAME	FIRST NAME	SCHOOL/DEPT	POSITION	STAFF	DATE	FTE	SALARY
Appointment	Despin	Melissa	Department of Special Education	Occupational Therapy	Instructional	08/26/2016	1	\$59,319.00
Appointment	Swank	Kelly	Frank Elementary School	Grade 5	Instructional	08/03/2016	1	\$39,702.00
Appointment	Ramos	Jamie	KTEC East	Grade 5	Instructional	08/26/2016	1	\$39,106.00
Appointment	Heer	Katie	Reuther High School	Biology	Instructional	08/26/2016	0.5	\$21,534.50
Appointment	Kauffman	Matthew	Roosevelt Elementary School	Special Education - Cross Categorical	Instructional	08/26/2016	1	\$39,106.00
Appointment	Kegel	Dominic	DOL	Physical Education	Instructional	08/26/2016	1	\$39,106.00
Appointment	Schmidt	Margaret	Tremper High School	French	Instructional	08/26/2016	1	\$78,396.00
Appointment	Hoy	Jacqueline	Bullen Middle School	ESL Other Language	Instructional	08/26/2016	1	\$39,106.00
Appointment	Markowski	John	ITA	Math	Instructional	08/26/2016	0.5	\$39,198.00
Appointment	Ferguson	Susan	Washington Middle School	Grade 6	Instructional	08/26/2016	1	\$39,702.00
Appointment	Koslica	Michael	Tremper High School	Special Education - Cross Categorical	Instructional	08/26/2016	1	\$39,106.00
Appointment	Meehan-Scuglik	Molly	Brompton School	Guidance Counselor	Instructional	08/26/2016	0.4	\$17,227.60
Appointment	Dima Giganti	Andrea	Tremper/Bradford High School	Spanish	Instructional	08/26/2016	0.84	\$36,177.96
Appointment	Evans	Royette	Washington Middle School	At Risk	Instructional	08/26/2016	1	\$62,893.00
Appointment	Belshaw	Kathleen	Reuther High School/Special Education	Social Worker	Instructional	08/26/2016	0.6	\$47,037.60
Appointment	LeFevre	Nicolas	ITA	Security	ESP	08/31/2016	1	\$15.33
Appointment	Nordhaus	Paul	Harborside Academy School	Middle School Guidance Counselor	Instructional	08/26/2016	1	\$78,396.00
Appointment	Yost	Jennifer	Bradford High School	Math	Instructional	08/26/2016	1	\$60,411.00
Appointment	Miller	Jordin	ITA	Special Education-Cross Categorical	Instructional	08/26/2016	1	\$39,106.00
Appointment	Mann	NaQuisha	Southport Elementary School	Kindergarten	Instructional	08/26/2016	1	\$48,947.00
Appointment	Halonon	Desiree	Reuther High School	Math	Instructional	08/26/2016	1	\$39,106.00
Appointment	Formento	Meghan	ITA	Special Education-Cross Categorical	Instructional	08/26/2016	1	\$39,106.00
Appointment	Connors	Patrick	ITA	Physics	Instructional	08/26/2016	1	\$39,106.00
Appointment	Coey	Scott	Bradford High School	Social Studies	Instructional	08/26/2016	1	\$39,106.00
Appointment	Antoni	Kelly	Fine Arts	Elementary Art	Instructional	08/26/2016	1	\$39,106.00
Appointment	Jeffson	Elisa	Fine Arts	Elementary General Music	Instructional	08/26/2016	1	\$70,517.00
Appointment	Zoerner	Amy	Lance Middle School	Special Education IDEA	ESP	08/31/2016	1	\$15.33
Appointment	Anderson	Dana	Prairie Lane	Special Education	ESP	08/31/2016	1	\$14.33
Appointment	Leary	Cynthia	Washington Middle School	Math	Instructional	08/26/2016	1	\$48,022.00
Appointment	Meyer	Erin	Special Education & Student Support	Special Education-Cross Categorical	Instructional	08/26/2016	1	\$39,106.00
Appointment	Franks	Camilla	Special Education & Student Support	Special Health Needs Nurse	Instructional	08/26/2016	1	\$42,673.00
Appointment	Chico	Corbett	Jefferson Elementary School	Special Education-Cross Categorical	Instructional	08/26/2016	1	\$39,106.00
Appointment	Workman	Andrew	Bullen Middle School	Math	Instructional	08/26/2016	1	\$39,106.00
Appointment	Leden	Maggy	Tremper High School	English	Instructional	08/26/2016	1	\$78,396.00
Appointment	Seay	Samantha	EBSOLA-CA	Library Media Specialist	Instructional	08/26/2016	1	\$57,430.00
Appointment	Palmer	Corey	Southport Elementary School	Grade 4	Instructional	08/26/2016	1	\$70,517.00

Kenosha Unified School District

Kenosha, WI

August 9, 2016

The Human Resources recommendations regarding the following actions:

ACTION	LAST NAME	FIRST NAME	SCHOOL/DEPT	POSITION	STAFF	DATE	FTE	SALARY
Appointment	Smith	Charlene	Tremper High School	Technology Education	Instructional	08/26/2016	1	\$42,673.00
Appointment	Sharon	Michelle	Hillcrest School	Special Education - ED	Instructional	08/26/2016	1	\$56,280.00
Resignation	Kirchens	Amber	ITA	Family and Consumer Education	Instructional	07/07/2016	1	\$39,106.00
Resignation	Robinson	Jennifer	Southport Elementary School	Grade 4	Instructional	07/05/2016	1	\$72,803.00
Resignation	Balcerak	Nicholas	Southport Elementary School	C.D.S.	Instructional	08/15/2016	1	\$39,106.00
Resignation	Fix	Paul	ITA	Biology/Life Science	Instructional	07/13/2016	1	\$59,268.63
Resignation	Marx	Jeffrey	Facility Services	Transportation Supervisor	Administration	07/15/2016	1	\$79,986.00
Resignation	Anderson	Ashlyn	Jefferson Elementary School	Multi-Age 4/5	Instructional	07/14/2016	1	\$39,106.00
Resignation	Cole	Jessica	EBSOLA - CA	Kindergarten	Instructional	07/18/2016	1	\$39,106.00
Resignation	Stachow	Rebecca	Bullen Middle School	Grade 6	Instructional	07/19/2016	1	\$47,153.00
Resignation	Monson	Stacy	Bradford	Special Education	ESP	07/17/2016	1	\$15.33



KENOSHA UNIFIED SCHOOL BOARD
CURRICULUM/PROGRAM MEETING
Educational Support Center – Room 110
June 14, 2016
MINUTES

A meeting of the Kenosha Unified Curriculum/Program Committee chaired by Mr. Wade was called to order at 6:00 P.M. with the following committee members present: Mr. Garcia, Mrs. Snyder, Mrs. Santoro, Mrs. Wickersheim, and Mr. Wade. Dr. Savaglio-Jarvis was also present. Mrs. Karabetsos, Ms. Nielsen, Ms. Riese and Mr. Wojciechowicz were excused.

Approval of Minutes – May 10, 2016 Joint Audit/Budget/Finance and Curriculum/Program and May 10, 2016 Curriculum/Program

Mrs. Snyder moved to approve the minutes as presented in the agenda. Ms. Garcia seconded the motion. Unanimously approved.

Adoption of Instructional Materials for K-5 Social Studies

Mrs. Julie Housaman, Assistant Superintendent of Teaching and Learning, and Mr. Che Kearby, Coordinator of Educator Effectiveness and Social Studies, presented the Adoption of Instructional Materials for K-5 Social Studies. They explained that the current kindergarten through fifth grade social studies resources were published in 2002, are severely out of date, and in many instances are no longer in a useable condition. As a result teachers have been supplementing the existing materials with resources they have found on their own. In October 2015, teachers, instructional coaches, and administrators began the material review process.

Teachers were grouped in grade level teams to evaluate teacher resources, student textbooks, and ancillary materials received from multiple publishers. This process was beneficial in identifying the criteria to provide the best opportunity for student success in the request for purchase (RFP). An RFP was released in late February 2016. Seven publishers responded to the RFP. The proposals from McGraw-Hill and Pearson Education closely matched the district-identified criteria to maximize student achievement. On April 21, 2016, elementary teachers were invited to presentations provided by McGraw-Hill and Pearson Education. As a result of the feedback, investigation, and publisher presentations, the kindergarten through fifth grade *myWorld Social Studies* series published by Pearson Education was selected as the curriculum resource for Kenosha Unified School District.

Mr. Kirby answered questions from committee members.

Mrs. Snyder moved to forward the recommendation to purchase the kindergarten through fifth grade *myWorld Social Studies* series published by Pearson Education to the full board. Mrs. Santoro seconded the motion. Unanimously approved.

Adoption of Instructional Materials for High School Mathematics

Mrs. Housaman presented the Adoption of Instructional Materials for High School Mathematics. She indicated that in May 2014 the board approved the adoption and purchase of Big Ideas Math resources for mathematics instruction in grades 6 through 8 and for the high school Algebra 1-Geometry-Algebra 2 sequence. Instructional resources for other high school mathematics courses offered in the district were not purchased at that time. The existing resources for Precalculus, Precalculus Honors, and AP Calculus were purchased in 2006. Resources for AP Statistics and Math Applications were purchased in 2008. She noted that approval is sought to

purchase texts for Precalculus: Graphical, Numerical Algebraic, Calculus for AP, and The Practice of Statistics.

There were no questions from committee members.

Mrs. Snyder moved to forward the Adoption of Instructional Materials for High School Mathematics to the full board for approval to purchase the texts for: Precalculus: Graphical, Numerical Algebraic, Calculus for AP, and The Practice of Statistics. Mr. Garcia seconded the motion. Unanimously approved.

Future Agenda Items

Mr. Wade noted that the Head Start Semi-Annual Report was scheduled for presentation in July.

Mrs. Santoro moved to adjourn the meeting. Mr. Garcia seconded the motion. Unanimously approved.

Meeting adjourned at 6:14 P.M.

Stacy Schroeder Busby
School Board Secretary

Kenosha Unified School District
August 9, 2016
Curriculum/Program Standing Committee

HEAD START SEMI ANNUAL REPORT

The purpose of this report is to ensure community and school board awareness of the progress of the Kenosha Unified School District's Head Start Program. The purpose of Head Start, as defined in the Head Start Act, is to promote the school readiness of low-income children by enhancing their cognitive, social, and emotional development in a learning environment that supports children's growth in language, literacy, mathematics, science, social and emotional functioning, creative arts, physical skills, and approaches to learning; and through the provision to low-income children and their families of health, educational, nutritional, social, and other services that are determined, based on family needs assessments, to be necessary.

All Head Start programs are structured through a common framework that includes the following components: Program Management and Fiscal Operations, Parent, Family, and Community Engagement, Early Childhood Health and Wellness, and Early Childhood Development, Teaching, and Learning. This report will summarize activities in each of these components for January 2016 through June 2016.

PROGRAM MANAGEMENT AND FISCAL OPERATIONS

The purpose of the Program Management and Fiscal Operations component is to ensure strong, effective organizational management for the program. Activities for the past six months include:

- The Federal Head Start Grant and the State Head Start Supplemental Grant for the 2016-17 school year were approved by the Head Start Policy Council and the KUSD School Board. Differences between the 2016-17 grant requests and the current grant include an increase in the number of locations that will be served by Head Start for the coming school year. Beginning with the 2014-15 school year Head Start reduced the number of schools that received Head Start services. The intent was to increase the number of Head Start students at each site ensuring that the mandated enrollment of 389 students would be maintained while intensifying the amount of service for children and families at each location. Head Start reduced the number of sites that it served from 15 sites to nine sites and the number of sessions that had Head Start students from 40 sessions to 31 sessions. While this reduction of location and sessions allowed for concentrated services and less travel for Head Start staff, Head Start has been unable to reach its mandated enrollment for the past two years. To ensure that 389 students are enrolled in Head Start for the 2016-17 school year the decision has been made to expand to two additional locations; Grewenow Elementary School and Vernon Elementary School.

Head Start Locations 2016-17	
AM Session	PM Session
Bose Elementary School	Bose Elementary School
Brass Community School	Brass Community School
Chavez Learning Station	Chavez Learning Station
Edward Bain School of Language & Art	Edward Bain School of Language & Art
Frank Elementary School	Frank Elementary School
	Grewenow Elementary School
	Jefferson Elementary School
McKinley Elementary School	McKinley Elementary School
Vernon Elementary School	
Wilson Elementary School	Wilson Elementary School

- **Head Start Monitoring Reviews**

The Office of Head Start assesses grantee (KUSD) compliance through a monitoring system that is aligned with a comprehensive five year continuous oversight plan. The Aligned Monitoring System allows for greater clarity in distinguishing between high and low grantee performance. It also aids in intensive examination of performance in these core areas:

- Fiscal Integrity (completed February 2015)
- Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) (completed February 2015)
- Teacher-Child Interactions, as addressed through the Classroom Assessment Scoring System (CLASS™) observation instrument (completed March 2015)
- Environmental Health and Safety (completed April 2015)
- Comprehensive Services and School Readiness (completed December 2015)
- Leadership, Governance, and Management Systems (completed May 2016)

KUSD Head Start received the findings of three reviews and participated in one monitoring review during the past six months. Findings that have not previously been shared include:

- **Teacher-Child Interactions Review**
Reviewers utilized the Classroom Assessment Scoring System (CLASS) to conduct observations of randomly selected KUSD Early Education classrooms that included Head Start children. CLASS assesses interactions between children and teachers in three broad domains of classroom quality: Emotional Support, Classroom Organization, and Instructional Support. To pass this review the average score of the observed classrooms must exceed the minimum threshold for each domain and not be in the lowest 10 percent on any of the three CLASS domains. KUSD Head Start met these requirements.

Domain	Minimum Threshold Score	Lowest 10% Score	KUSD CLASS Score	Highest 10%
Emotional Support	4	5.6562	5.7955	6.37
Classroom Organization	3	5.2708	5.697	6.28
Instructional Support	2	2.2261	2.8636	3.69

○ Environmental Health and Safety Review

The Environmental Health and Safety Review is designed to ensure that all Head Start programs are implementing and promoting healthy practices and routines, as well as providing safe and supportive environments in which children can learn and grow. Review findings identified one non-compliance during this review. “The grantee (KUSD) did not obtain criminal record checks (CRCs) prior to employing staff. Five employees hired within the past 12 months did not complete CRC’s prior to employment.”

To address this non-compliance the following corrective actions were taken:

- KUSD Board Policy 4332 was clarified to ensure that KUSD policy complies with the Head Start Act. Human Resources has consistently interpreted the policy to require a criminal records check (CRC) be completed prior to employment and prior to contact with children. The Environmental Health & Safety Review demonstrated that current practice has not consistently followed the established policy. Consistency in practice was addressed in both the short and long term.
- In the short term, all requests to hire Head Start staff will be sent to the Head Start Director for review prior to being sent to KUSD’s Human Resource Department. Once the request has been reviewed for compliance with Head Start Performance Standards, the request will be forwarded to the KUSD Human Resources Department for processing.
- In the long term, KUSD is moving to an electronic work flow system beginning July 1, 2016. Candidates will be required to upload transcripts, certification, and medical documentation prior to beginning employment. At the time of offer of employment the individual recommended for hire will complete a CRC. This document and the results will be identified in the work flow system. A formal contract with the district will not be offered to the individual recommended for hire until the required documents and their results have been processed.

Based on these actions the review concerns were closed and KUSD was informed that no corrective action is required at this time.

○ Comprehensive Services and School Readiness Review

The Comprehensive Services and School Readiness Review focuses on grantee performance in providing comprehensive services and promoting school readiness to children and families enrolled in Head Start. The Review assessed the level of program performance in the following four areas:

- Identifying Child and Family Strengths and Needs
- Addressing Child and Family Needs
- Providing High-Quality Teaching and Learning
- Planning for Transition

Based on the information collected during the review, no area of noncompliance was found. Accordingly, no corrective action was required.

○ Leadership, Governance, & Management Systems Review

The Leadership, Governance & Management System review is organized to comprehensively assess how Head Start programs:

- Develop plans to achieve their goals and ensure the delivery of high-quality comprehensive services to children and families in healthy and safe environments.
- Coordinate and develop program resources
- Implement program practices and deliver quality services
- Identify areas for ongoing program improvement.

This review was conducted during the week of May 16, 2016. The results of this review have not yet been received.

● Annual Self-Assessment

Prior to submission of the Federal Head Start grant, a self-assessment is required to be conducted. The annual self-assessment provides the program with the means to regularly assess our systems and operations in order to continually strengthen the program and services delivered to children and families. The self-assessment is part of the continual improvement process and involves the collection of information from a variety of sources. The Head Start [Self-Assessment for 2015-16](#) school year showed:

- Successful completion of the federal reviews that had been conducted
- Head Start children achieved at a higher level than children in Early Education at the conclusion of the 2014-15 school year
- Attendance remains above 85% program wide
- All Head Start staff has multiple opportunities for professional growth
- A need to expand locations and revise recruitment strategies in order to reach the mandated enrollment number
- Concerns with completion of initial dental and physical exams and with dental follow-up treatment
- A need for integration of Head Start School Readiness goals with building goals

Program goals for the 2016-17 school year were developed to address the self-assessment findings.

PARENT, FAMILY, AND COMMUNITY ENGAGEMENT

The parent, family, and community engagement (PFCE) component of Head Start focuses on strengthening families by making the connection between school and home, and strengthening community awareness, collaboration, and outreach. Activities for the past six months include:

● Family Partnerships

The goal of parent and family engagement is to build strong and effective partnerships with families that can help children and families thrive. These partnerships are grounded

in positive, ongoing, and goal-oriented relationships with families. Positive goal-oriented relationships are based on mutual respect and trust and are developed over time, through a series of interactions between staff and families. Successful relationships focus on families' strengths and a shared commitment to the child's well-being and success. As relationships between staff and families are strengthened, mutually respectful partnerships are built. Strong partnerships with families contribute to positive and lasting change for families and children. In KUSD's Head Start program family service providers are asked to develop a family partnership with each of their families. The family partnership tool assesses the strengths of a family and areas with room for growth allowing the family and the family service provider to work together to set a goal of achievement.

Family Partnerships - End of the Year Report 2015-2016			
First Quarter	Second Quarter	Third Quarter	Fourth Quarter
263 families 208 partnerships 79%	288 families 245 partnerships 85%	331 families 297 partnerships 90%	351 families 314 partnerships 89%

- **Parent, Family, and Community Engagement (PFCE) Framework**
The KUSD Head Start program began implementation of the Parent, Family, and Community Engagement (PFCE) Framework during the 2014-15 school year. The PFCE is a road map for progress in achieving the kinds of outcomes that lead to positive and enduring change for children and families. It is a research-based approach to program change that shows how an agency can work together as a whole, across systems and service areas, to promote parent and family engagement and children's learning and development. Parent and family engagement activities are grounded in positive, ongoing, and goal-oriented relationships with families.

PFCE identifies seven outcomes for families and ways to demonstrate a family's growth in each outcome. Those seven outcomes are:

Family Outcome	Definition
Family Well-being	Safety, health, mental health/substance abuse, transportation, financial security, and housing
Positive Parent Child Relationships	Nurturing relationships, child development and parenting skills
Family as Life Long Educators	Family education at home, school readiness, promoting primary language
Families as Learners	Education, training, volunteering, life goals
Family Engagement in Transitions	Transitions
Family Connections to Peers and Community	Family connections to their community
Families as Advocates and Leaders	Leadership and advocacy

2015-16 summarized PFCE data shows:

- 266 families experienced gains in the family outcome areas listed above
- 5 families experienced no gains or progress in the family outcome areas
- 63 families experienced additional needs which resulted in no gains being reported
- 54 families chose not to participate in the PFCE framework.

Summarized PFCE Data Comparison		
	2014-15	2015-16
	# of Families	# of Families
Experienced gains in family outcomes	232	266
Did not experience gains in family outcomes	43	5
Experienced interrupting events resulting in no gains	37	63
Chose not to participate in the PFCE	86	54

The families that participated in the PFCE Outcomes Framework showed family well-being as the area of greatest need. This content area includes the elements of safety, health, mental health, substance abuse, transportation, financial security and housing. Family service providers supported families in this outcome most frequently.

- **Community Referrals**

Family service provider collaboration with community agencies develops agency relationships that are utilized by Head Start families. Connections with these community agencies strengthen support available to Head Start families. The need for community agency support may be based on a family emergency, family outreach, referral from a different agency, and/or the Head Start Family Partnership. A record of the frequency of referrals and the community agency that was referred is maintained. For the 2015-2016 school year the following community referrals were made:

Community Referrals - End of the Year Report 2015-2016			
First Quarter	Second Quarter	Third Quarter	Fourth Quarter
264 referrals	296 referrals	327 referrals	396 referrals
Kenosha Community Health Center, Holiday House, Kenosha Housing Authority, Kenosha County Division of Health, Urban Outreach and Kenosha County Prevention Services Network were the most frequently utilized agencies.			

EARLY CHILDHOOD HEALTH AND WELLNESS

Research shows that what happens during the first five years of life is critical to healthy child development. Parents have the primary, long-term responsibility for their children's health, so it is critical for them to be involved in the health care process. Head Start programs strive to provide families with a wide variety of health related information and support them in maintaining a safe, healthy, active life. Focusing on early identification, treatment, and health promotion staff use these health strategies to make sure children engage in learning. They are critical parts of Head Start's school readiness activities.

- Physical Exams & Dental Exams

Head Start Performance Standards require that every Head Start child receive an initial physical exam and dental exam. The Performance Standards also require that each child receives all follow up care that may be identified during the initial physical or dental exam. Community resources, typically relied on to support achievement of this requirement, have declined this year. As a result, a dramatic decline in the number of children meeting this Performance Standard has been evident throughout this school year.

	April 2012	April 2013	April 2014	April 2015	April 2016
Completed Health Checks	98%	87%	89%	81%	76%
Completed Dental Checks	96%	93%	93%	81%	72%

To address the decline in available community medical and dental services Head Start held medical clinics at the Chavez Learning Station. Parent permission was needed for each child to participate in the clinic. Parents were encouraged to accompany their child to the appointment at the Chavez Learning Station. Transportation was provided for those that were in need. As a result of the clinics and the hard work of the family service providers, at the end of May 87% of children had received an initial health check and 76% of children had received an initial dental exam. Continuing improvement in these requirements will continue to be a focus for the 2016-17 school year.

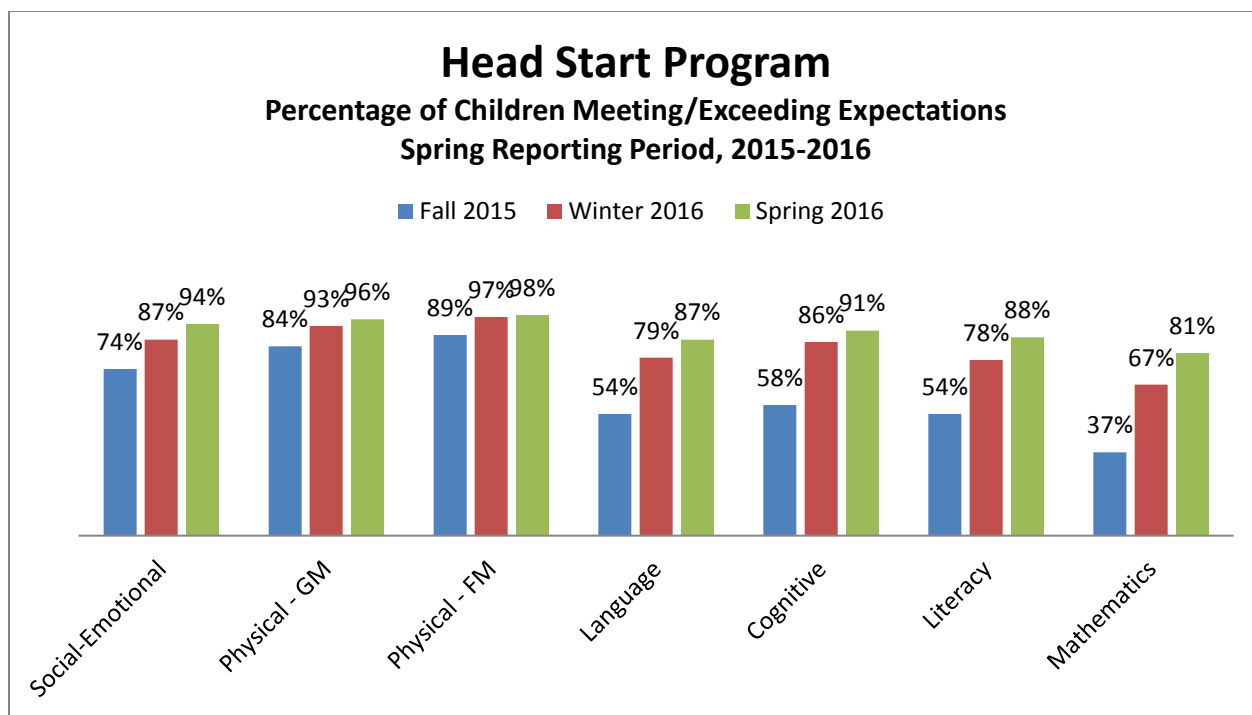
EARLY CHILDHOOD DEVELOPMENT, TEACHING, AND LEARNING

Head Start “Approach to School Readiness” means that children are ready for school, families are ready to support their children's learning, and schools are ready for children. Physical, cognitive, social, and emotional development are all essential ingredients of school readiness. Head Start views school readiness as children possessing the skills, knowledge, and attitudes necessary for success in school and for later learning and life. Programs must establish school readiness goals that are appropriate for the ages and development of enrolled children in the following domains:

- Language and Literacy
- Cognition
- Approaches to Learning
- Physical health and Motor Development
- Social and Emotional Development

Implementing and measuring progress toward school readiness goals helps programs individualize for each child and ensure that children know and can do what is needed to be ready for kindergarten. [KUSD Head Start’s school readiness goals](#) incorporate both long and short term goals.

KUSD Head Start reports summative student progress three times per year using Teaching Strategies GOLD™. Schools Readiness Outcomes (reported for 349 children) for spring 2015-16 are summarized below:



As evidenced by the graph, the most significant domain of improvement during this school year was math. However math continues to be the lowest achieving domain followed by language development. This is a continuing trend.

Recommendation

Administration recommends that the Curriculum/Program Standing Committee receive this six-month progress update of the Kenosha Unified School District Head Start Program.

Dr. Sue Savaglio-Jarvis
Superintendent of Schools

Martin Pitts
Regional Coordinator of Leadership
and Learning - Elementary

Ms. Luanne Rohde
Director of Early Education

Ms. Lisa KC
Assistant Director of Head Start