

REGULAR MEETING OF
THE KENOSHA UNIFIED SCHOOL BOARD
HELD SEPTEMBER 24, 2019

A regular meeting of the Kenosha Unified School Board was held on Tuesday, September 24, 2019, at 7:00 P.M. in the Board Room of the Educational Support Center. Mr. Wade, President, presided.

The meeting was called to order at 7:03 P.M. with the following Board members present: Ms. Adams, Ms. Stevens, Mrs. Modder, Mr. Duncan, Mr. Battle, Mr. Garcia, and Mr. Wade. Dr. Savaglio-Jarvis was also present.

Mr. Wade, 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, Chief Communications Officer, presented the Frank Elementary School EL Education Credential Award.

Dr. Savaglio-Jarvis presented an Administrative/Supervisory Appointment.

Ms. Stevens moved to approve Mrs. Lindsey O'Connor as the Chief Human Resources Officer. Mrs. Modder seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis gave the Superintendent's Report which included a PowerPoint presentation by Dr. Savaglio-Jarvis, Dr. Alisia Moutry - President/CEO 4AM Consulting, Mrs. Yolanda Jackson-Lewis - Coordinator of Diversity/Student and Family Engagement, Mrs. Maria Kotz - Principal of Reuther Central High School, and Mr. Juan Torres - Coordinator of Diversity/Student and Family Engagement on the Wisconsin Urban Leadership Institute (WULI).

Ms. Adams introduced the student ambassador, Juan Gomez-Solis from Tremper High School, and he made his comments.

Mrs. Modder presented the legislative report.

Views and/or comments were made by the public.

The Board President did not make any remarks.

Board members considered the following Consent-Approve items:

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

Consent-Approve item X-B – Minutes of the 8/20/19 and 9/17/19 (2) Special Meetings, 8/27/19 Special Meeting and Executive Session, 8/27/19 Regular Meeting and 9/17/19 Annual Meeting of Electors.

Consent-Approve item X-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 August 2019 cash receipt deposits totaling \$196,294.39, and cash receipt wire transfers-in totaling \$24,748,528.11, be approved.

Check numbers 582413 through 583444 totaling \$7,848,297.74, and general operating wire transfers-out totaling \$2,707,099.52, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the August 2019 net payroll and benefit EFT batches totaling \$8,910,898.13, and net payroll check batches totaling \$3,618.79, be approved.”

Consent-Approve item X-D – Policy and Rule 3643 – Emergency School Closings submitted by Ms. Susan Valeri, Chief of School Leadership, and Dr. Savaglio-Jarvis, excerpts follow:

“Policy 3643 was developed to give the superintendent and/or his/her designee guidance when determining whether or not to close schools due to inclement weather or an emergency/crisis closing. Rule 3643 outlines how staff will make up the instructional minutes lost due to these closings.

The Wisconsin Department of Public Instruction previously required districts to make up the instructional time in days (half or full student instructional days). As of 2013, current DPI guidelines/Wisconsin Statute 121.02 require districts to have student contact minutes versus number of days in school.

Administration recommends that the board approve revised Policy and Rule 3643 – Emergency School Closings as a second reading on September 24, 2019.”

Consent-Approve item X-E – Update on Student and Staff Technology Acceptable Use Policies submitted by Ms. Angela Becker, Network Manager; Mrs. Annie Fredriksson, Coordinator of Instructional Technology; Mr. Kristopher Keckler, Chief Information Officer; and Dr. Savaglio-Jarvis, excerpts follow:

“In order for school districts to be compliant with current and emerging technology and security standards, Kenosha Unified has worked to implement new resources to best meet the educational initiatives for staff and student use. Federal regulations require that every school district abide by filtering and network policies for proper information access for minors, as well as staff use with public owned devices.

KUSD works to ensure student and staff internet safety by blocking, filtering and monitoring access to online resources. Best practice guidelines, based on Federal regulations, are applied and implemented daily. Kenosha Unified will continue to do its due diligence to

educate staff and students for potential online risks and reliable threats. Educating users about acceptable and responsible use of technology and appropriate online behavior is essential to keeping the environment secure. KUSD will comply with security standards and regulations to minimize threats by training staff with cybersecurity tutorials that address the ever increasing internet security dangers. Administrative Recommendation:

At its August 27, 2019, regular meeting the Board of Education reviewed and approved the listed revisions as a first reading. Administration recommends that the Board of Education review and approve the listed revisions as a second reading at the September 24, 2019, regular School Board meeting:

- Policy and Rule 4226 Staff Technology Acceptable Use Policy
- Policy and Rule 6633 Student Technology Acceptable Use Policy.”

Consent-Approve item X – F – Policy 5533.2 - Pediculosis (Head Lice) submitted by Ms. Julie Housaman, Chief Academic Officer, Ms. Bridget Kotarak, Director of Special Education & Student Support, and Dr. Savaglio-Jarvis, excerpts follow:

“School Board Policy and Rule 5533.2 (Pediculosis-Head Lice) was originally approved in 1991 and was later revised in February of 1998. Since that time, there has been a shift in guidance for head lice management within the school setting. Current KUSD policy on head lice management does not align with current recommendations from the American Academy of Pediatrics, the National Association of School Nurses, and the Centers for Disease Control and Prevention. These professional medical agencies have provided recommendations for school district policies on head lice based upon current research.

Furthermore, in August of 2014, Carolyn Stanford Taylor, then WI-DPI Assistant State Superintendent, sent all school districts school health updates and notices from the Student Services, Prevention, and Wellness Team for the upcoming school year. This update encouraged school districts to review their lice policies if they had not done so recently.

It is recommended that, at this second reading, the Board of Education approve the revised Kenosha Unified School District Policy 5533.2 – Pediculosis (Head Lice).”

Mr. Duncan moved to approve the consent agenda. Mrs. Modder seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis presented the Classification, Compensation, and Personnel Policy for General Administrative, Instructional Administrative, Supervisory and Technical Personnel submitted by Mrs. Ruder and Dr. Savaglio-Jarvis, excerpts follows:

“The Classification, Compensation, and Personnel Policy for General Administrative, Instructional Administrative, Supervisory and Technical Personnel is a two-year policy that outlines benefits other than health, vision and dental for the aforementioned groups. This policy has been reviewed to remove areas that are covered for all employees in the Employee Handbook. Only items that are related to these employee groups will remain in the policy.

Changes to the 2019-2021 Classification, Compensation, and Personnel Policy for General Administrative, Instructional Administrative, Supervisory and Technical Personnel as noted above are up for consideration and/or approval by the board on Sept. 24, 2019.”

Mr. Battle moved to approve the recommended changes to the 2019-2021 Classification, Compensation, and Personnel Policy for General Administrative, Instructional Administrative, Supervisory and Technical Personnel. Mr. Duncan seconded the motion. Unanimously approved.

Mr. Patrick Finnemore, Director of Facilities, presented the Facilities Update. He gave a PowerPoint presentation entitled “Summer 2019 Construction Project Updates” which covered the following topics: Bradford main entrance, Bradford staff entrance, Bradford cafeteria, Bradford commons window project, Bradford swimming pool, Bradford gym wall, Bradford boiler room, Bradford chillers, Reuther greenhouse, Reuther pool skylights, Reuther chiller, Tremper staff entrance, Tremper automotive classroom/shop, Tremper culinary classroom, Tremper music room, Tremper special education room, Tremper exterior windows, and coming in summer of 2020.

Mr. Finnemore answered questions from Board members.

No action was taken on the Facilities Update as it was an informational only item.

Dr. Savaglio-Jarvis presented the 2019-2020 Elementary School Multiage Waivers Request submitted by Mr. Martin Pitts, Regional Coordinator of School Leadership and Learning – Elementary; Ms. Susan Valeri, Chief of School Leadership; and Dr. Savaglio-Jarvis, excerpts follow:

“On July 30, 2013, revisions were made to Kenosha Unified School District School Board Policy 6432 – Class Size (Attachment A). See Attachment B, item Number (6) for the revision that was approved by the Board of Education pertaining to Policy 6432-Class Size. Last year the board approved the multiage waiver for Jefferson, Nash, and Wilson (Attachment C).

In order to meet the guidelines for number six (6) of Policy 6432 for the 2019-2020 school year, the administration is requesting waivers for the following three (3) elementary schools: Grant, Nash and Prairie Lane.

Administration recommends that the Board of Education approve the class size waiver request for Grant, Nash, and Prairie Lane Elementary Schools for the 2019-2020 school year.”

Mr. Battle moved to approve the class size waiver request for Grant, Nash, and Prairie Lane Elementary Schools for the 2019-2020 school year. Mr. Duncan seconded the motion. Unanimously approved.

Mrs. Ruder presented the Human Resource Information System Upgrade submitted by Mr. Hamdan, Mrs. Ruder, and Dr. Savaglio-Jarvis, excerpts follow:

“The district has been using the BusinessPlus as its human resource information system (HRIS), payroll and general ledger vendor since 2002. While this system has provided basic tools to keep the HR and finance teams afloat, it has not stayed aligned with advancements in

HR or technology and lacks many of the essential tools required by HR and payroll professionals to do their jobs efficiently, resulting in a lot of manual processing. This not only uses valuable time and resources on behalf of the HR and finance teams, but also on behalf of hiring managers in all departments and buildings throughout the district. In addition, it adds an increased margin of error due to manual processing and human error in the areas of payroll, data entry, and the overall hire to retire realm.

In our current state, our system essentially serves as an employee database that houses employee information, provides a basic employee portal, and requires us to use the honor system and Excel for time and attendance of our hourly employees. It is not used for document storage, does not offer applicant tracking, does not offer time and attendance tracking, does not offer performance management and does not offer benefit enrollment. As a mid-sized organization with nearly 4,000 employees and only 11 full-time equivalent HR professionals and 1.5 full-time equivalent payroll professionals, the district is restricted in what it can do to improve the employee experience due to the manual processes that exist due to a lack of proper tools in place for its employees.

In January 2019, the HR team began working with its broker, Hays Companies, to enter into a request for information (Attachment A). This initial step allowed the HR team to review a variety of vendors and the capabilities associated with them, along with very rough estimates on costs. Following many revisions based on HR requests for additional companies, the team determined to finish the process with ADP, Ceridian, UltiPro and Workday based on the products and services they offer. Upon narrowing the vendor options down, HR worked with Hays to schedule discovery calls, exploratory meetings and individualized demos with each of the selected vendors. The HR team completed the discovery calls, and then brought finance in to take part in the more detailed meetings to ensure their needs were also being addressed and questions answered.

Both UltiPro and Workday backed out of the process prior to the discovery calls being held based on the district's unique 10-month/12-month staff scenario and the fact that 10-month staff are paid over 26 pay periods. Ceridian followed through with a discovery call and exploratory meeting, but backed out following that meeting based on the district's unique 10-month/12-month staff scenario and the fact that 10-month staff are paid over 26 pay periods.

ADP, uniquely, had experience in this area and was extremely thorough with their approach from the beginning. Upon meeting with them, we went through a variety of scenarios to ensure they could meet our business needs. To reaffirm this notion, we scheduled a follow-up demo where they again showed that they are capable of meeting our unique needs. Any pending questions were reviewed and answered in follow-up calls and/or emails.

The district also has the option to add on W-2s, time and attendance tools and audits of dependents for additional costs as seen in the Proposal for ADP Services (Attachment B). The implementation fee of \$395,000 will be spread over a five-year contract. The estimated annual fee of \$606,127 is based on active employees and will be offset by UnitedHealthcare's contribution of \$250,000 for an enrollment platform the first year of our contract, and \$150,000 for each year following. This is in addition to nominal amounts saved by moving from BusinessPlus to ADP.

If approved, the HR and finance teams will begin working with ADP as early as August to begin reviewing processes and procedures to ensure they are outlined so the system is set up to work efficiently for KUSD. Some of this work is done in conjunction with the Hackett Group, who ADP partners with to ensure industry standards are met and the district has the best processes in place possible. This will then continue with data clean up, system building and then transitioning to the new system. This process will likely take at least one year for the setup and possibly up to two years for the full rollout of the system no later than fall of 2021, but sooner if at all feasible.

Should the district find during implementation that the tool is not working as promised, ADP has approved to limit the financial exposure to no more than \$125,000, including any funds owed to Resource Navigation. This amount would be offset by funds received from UnitedHealthcare, resulting no actual financial impact to the district should this occur.

This sort of transition will be huge for the district and the HR and finance teams, and it is well known that there will be growing pains during such transition but that they will result in many more positives in the end (See Attachment E). The data that currently exists in our system must be cleaned up and processes developed in order to ensure the proper utilization of tools going forward. However, with a commitment from both teams, the benefit to the district will be that both teams will have the ability to do more for our employees, dedicate time to projects that have been pending due to a lack of time.

Administration recommends that the Board of Education approve ADP as the district's human resource information system (HRIS) vendor."

Mrs. Ruder gave a PowerPoint presentation entitled "KUSD 2019: Need for a Human Resource Information System" which covered the following topics: challenges - high level overview, research, request for information (RFI), objectives, overall cost, overall cost compared to budgeted salaries, financial exposure, and next steps.

Mrs. Ruder and Mr. Handan answered questions from Board members.

Mr. Duncan moved to postpone the Human Resource Information System Upgrade for 60 days. Ms. Stevens seconded them motion. Unanimously approved.

Dr. Savaglio-Jarvis presented the Gang Prevention Program submitted by Ms. Valeri and Dr. Savaglio-Jarvis, excerpts follow:

"The Boys & Girls Club of Kenosha (BGCK) and the Kenosha Unified School District (KUSD) have enjoyed a partnership for many years working collaboratively to address the issue of gang involvement and delinquency issues in our community. This partnership provides the Boys & Girls Club of Kenosha with the support they need to monitor, supervise and mentor youth in gang prevention groups, while working on anger management, team building, job skills development, gang resistance, and social and delinquency issues.

Together, the BGCK and KUSD provide educational gang intervention and/or prevention services at Bradford, Indian Trail, Tremper, Reuther and Hillcrest high schools; and Bullen, Lance, Lincoln, Mahone and Washington middle schools. Club gang prevention staff also provides extra security at KUSD and BGCK sporting events.

The program activities continue to focus on high school and middle school age students. In the previous years there was a heavier focus on middle school students dictated by need. BGCK continues to assist all schools regarding gang threats by assisting in identification of gangs, mediating disputes between students and/or gang members, investigating fights and any other issues schools request.

BGCK provides schools with gang prevention and community service activities that assist with the safety of schools. BGCK staff assists with gang prevention activities and has ongoing in-service gang trainings for school personnel upon request. BGCK staff attends local universities gang awareness trainings and BGCK staff sits on panels upon request.

BGCK staff has found that one of the most effective incentives affecting behavioral change has traditionally been and will continue to be offering employment opportunities for our youth. BGCK has been working to maintain unsubsidized employment opportunities in the private sector or enroll participants in the BGCK Summer Youth Employment Program (SYEP) for at-risk youths in our community. A major focus last year was centered on employment efforts for case managed youth and that will continue to be a key component. BGCK staff facilitates a National Boys & Girls Club program titled Career Launch. This program is used as a springboard to help the youth prepare for entrance in the job market by assisting with resume writing, interviewing skills, job searching and appropriate dress for success. Since jobs continue to be the number one driving force or tool to captivate the attention of young teenagers, a major effort of BGCK staff has been to transition youth into permanent employment instead of seasonal employment. Many of the case managed youth are referred and participate in the SYEP. There is a total of nine current case managed youth participating in the SYEP.

Another program that is offered at the Boys and Girls Club program is the Youth Empowerment Program (YEP). This program is designed primarily for middle school youth and focuses on providing them with tools to ensure successful completion of high school. In addition, the staff will continue to encourage youth to participate at the BGCK year-round in order to benefit and maximize the offerings.

BGCK now participates in the Child and Adult Food Care Program (CAFCP), which provides a healthy cooked meal to attendees to ensure youth are not going home hungry on the days they attend the club. The BGCK worked with Kenosha Transit to make the BGCK a stop on the city bus route from the following schools: Bradford, Indian Trail, Tremper, Bullen, Lincoln, Mahone and Washington. In addition, BGCK is transporting members from select elementary schools. BGCK staff is also available to assist elementary schools by providing elementary principals and staff with assistance in locating direct community resources and programs.

In the 2018-2019 school year we facilitated nine school-based groups weekly, in addition to the groups held at the Teen Center. Several of the groups are continuations of groups from previous school years. The groups are typically held during lunch or CORE class period to decrease the amount of time taken away from academics. Youth are hand selected by staff that exhibit certain risk factors that put them at increased risk for gang involvement; such as, but not limited to: disruptive classroom behavior, family member known gang member, lack of

extracurricular activities, fighting with classmates and etc. Each group contains no more than 15 students and are typically separated by gender; which allows for freer conversation between the students and staff member.

Administration recommends that the School Board approve entering into a Memorandum of Understanding with the Boys and Girls Clubs of Kenosha for Gang Prevention Education Program.”

Mr. Battle moved to approve the Memorandum of Understanding with the Boys and Girls Club of Kenosha for Gang Prevention Education Program. Mr. Duncan seconded the motion. Motion carried. Ms. Adams dissenting.

Ms. Stevens presented Resolution No. 356 - National Bullying Prevention Month 2019 which read as follows:

“WHEREAS, bullying is unwanted physical, verbal, written, indirect and electronic behaviors that involve an observed or perceived power imbalance and may be repeated multiple times or is highly likely to be repeated; and

WHEREAS, bullying occurs in neighborhoods, on playgrounds, at schools and through technology, such as the internet, social media and cell phones; and

WHEREAS, children who witness or are victims of bullying often feel less secure, more fearful and intimidated; and

WHEREAS, families, schools, youth organizations, colleges, workplaces, places of worship and other groups are responsible for empowering and protecting their members and promoting cultures of caring, respect and safety for everyone; and

WHEREAS, it is time for our community to do its part to help end bullying in Kenosha.

NOW, THEREFORE, be it resolved that Kenosha Unified School District does hereby proclaim October as the annual observance of National Bullying Prevention Month as a symbol of our commitment to the year-round struggle against bullying.

BE IT FURTHER RESOLVED, that a true copy of this resolution be spread upon the official minutes of the Board of Education.”

Mr. Battle moved to approve Resolution No. 356 - National Bullying Prevention Month 2019. Ms. Stevens seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis presented Resolution 357 – Wisconsin School Board Appreciation Week October 6-12, 2019 which read as follows:

“WHEREAS, Kenosha Unified School District’s locally elected board members play a vital role in governing the policies of our excellent public education system and ensuring the district meets state standards for the purpose of attaining the district’s vision of becoming Wisconsin’s top performing urban school district that is highly regarded for continuously exceeding all expectations; and

WHEREAS, the members of the Kenosha Unified School District Board of Education are dedicated to children, learning and the community, and devote many hours of service to public education as they continually strive for improvement, excellence and progress in education; and

WHEREAS, school board members are charged with representing our local education interests by serving as the voice of our community while ensuring compliance with state and federal law; and

WHEREAS, school board members selflessly devote their knowledge, time and talents as advocates for our school children and community's future.

NOW, THEREFORE, be it resolved that Kenosha Unified School District recognizes and salutes the members of the Kenosha Unified Board of Education by proclaiming October 7-13, 2018, as Wisconsin School Board Appreciation Week.

BE IT FURTHER RESOLVED, that a true copy of this resolution be spread upon the official minutes of the Board of Education."

Mrs. Modder moved to approve Resolution 357 – Wisconsin School Board Appreciation Week October 6-12, 2019. Mr. Duncan seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis presented the Head Start Semi Annual Report submitted by Ms. Luanne Rohde, Director of Early Education; Mr. Pitts; Ms. Valeri; and Dr. Savaglio-Jarvis, excerpts follow:

"The purpose of this report is to ensure community and School Board awareness of the progress of the Kenosha Unified Head Start Program. This is an informational report provided every six months. Head Start is defined as a program that works with the most identified at-risk 3 and 4 year-old children and their families.

The Head Start Program has the capacity to serve 389 enrolled children. Three hundred thirty of these children are funded through the Federal Head Start Grant. Fifty-nine of these children are funded through the state Head Start Supplemental Grant.

All Head Start programs are structured through a common framework with the following components: Program Design and Management, Family and Community Partnership, and Early Childhood Development and Health Services. This report will summarize activities in each of these components from January 2019 through June 2019.

Performance Standards are the requirements mandated by Head Start, which is a federally funded program. One of the requirements is to license our facilities with the Wisconsin Department of Children and Families, which was completed for our 11 sites this year. Another requirement that is presenting some challenges is the requirement of fingerprinting all staff every five years. Our program has blended our Head Start students with our 4K students which involves a large number of staff and cost. In order to review these mandates and ensure the program is meeting requirements effectively, a committee will be formed to better understand the impacts and ramifications of these mandates on the program and its structure.

Enrollment of 330 federal students was met by Third Friday Count day in September, 2018. A total of 429 students (195 three year olds and 233 four year olds) were enrolled in the program during the 2018-2019 school year. During the year, 51 students were withdrawn from the program, 7 of which were in the program less than 45 days. The students withdrawn were mostly due to the families moving out of the district, parent choice to move to their boundary school with no Head Start program, transportation issues, and lack of attendance. There were 152 students enrolled in Head Start for a second year. 205 students will be leaving Head Start and entering kindergarten in the fall of 2019.

As of August 9, 2019, 296 students have been accepted into the program for the 2019-2020 school year as compared to 309 at the beginning of August last year. Another count occurs on Third Friday, September, 2019. Families will continue to be recruited to participate in Head Start throughout the school year. Enrollment progress will be monitored through the monthly HS22 reports that are provided to the Head Start Policy Council and School Board throughout the year.

Head Start was provided at the following locations for the 2018-2019 school year. There is a total of 33 classroom sessions that enroll Head Start students. There are no changes to the locations of Head Start for the 2019-2020 school year.

This is an informational report for the Head Start Program for the 2018-2019 school year.”

Ms. Valeri answered questions from Board members.

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

Meeting adjourned at 8:54 P.M.

Stacy Schroeder Busby
School Board Secretary