

REGULAR MEETING OF  
THE KENOSHA UNIFIED SCHOOL BOARD  
HELD DECEMBER 11, 2018

A regular meeting of the Kenosha Unified School Board was held on Tuesday, December 11, 2018, 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 7:34 P.M. with the following Board members present: Ms. Stevens, Mr. Garcia, Mr. Battle, Mr. Duncan, Mr. Kunich, Mrs. Modder, 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.

There were no awards or recognitions.

Dr. Savaglio-Jarvis presented an Administrative Appointment.

Mr. Kunich moved to approve Mrs. Barb Villont as the Interim Assistant Principal at Mahone Middle School. Mr. Garcia seconded the motion. Unanimously approved.

Mr. Kunich introduced the student ambassador, Benjamin Abrahamson from Bradford High School, and he made his comments.

There was not a legislative report.

Views and/or comments were made by the public.

There were responses/comments by Board members.

The Board President made his 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 11/27/18 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 November 2018 cash receipt deposits totaling \$276,343.16, and cash receipt wire transfers-in totaling \$3,998,719.23, be approved.

Check numbers 571628 through 573044 totaling \$11,256,551.40, and general operating wire transfers-out totaling \$428,318.89, are recommended for approval as the payments made are within budgeted allocations for the respective programs and projects.

It is recommended that the November 2018 net payroll and benefit EFT batches totaling \$12,563,437.85, and net payroll check batches totaling \$14,078.87, be approved.”

Consent-Approve item XI-D – Policy 3420 – Purchasing submitted by Mrs. Salo; Mr. Robert Hofer, Purchasing Agent; Mr. Hamdan; and Dr. Savaglio-Jarvis, excerpts follow:

“The Kenosha Unified School District receives approximately \$24 million dollars in Federal grant reimbursements annually. As the recipient of significant Federal funds, we are required to follow the current Federal Uniform Grant Guidance (OMB CFR Section 200) which became effective during the 2016 fiscal year. The guidance includes changes to procurement (purchasing) requirements.

In a memorandum from the Deputy Controller of the Office of Federal Financial Management dated June 20, 2018, it states that recent statutory changes set forth in the National Defense Authorization Acts (NDAA) for Fiscal Years 2017 and 2018 raised the threshold for micro-purchases under Federal financial assistance awards to \$10,000 and raised the threshold for simplified acquisitions to \$250,000 for all recipients.

Non-Federal entities, such as the Kenosha Unified School District, may implement these changes in our internal controls, which include School Board Policies. Thresholds in our policies are required to be at least the minimum Federal thresholds, but they may be more stringent.

The recommended purchase thresholds contained in the revised draft reflect the needs of the district while maintaining Federal compliance.

The required Federal standards will be effective for the District’s 2018-19 fiscal year and will require revisions to School Board Policy and Rule 3420 – Purchasing in order to reflect the new requirements and to ensure compliance.

With the proposed changes to purchasing thresholds, the Administration is also recommending a change to the purchasing and signing authority threshold from \$25,000 to \$50,000. This would include the contract amount that requires pre-approval by the Board of Education.

On October 23, 2018, the School Board unanimously approved the revised Policy and Rule 3420 “Purchasing” as a first reading. Administration recommends that the Board approve the policy as a second reading on December 11, 2018.”

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

Dr. Savaglio-Jarvis presented the 2019-2020 Instructional Calendar Adjustment submitted by Mrs. Lorien Thomas, Research Coordinator; Mrs. Tanya Ruder, Interim Chief Human Resource Officer; Mr. Kristopher Keckler, Chief Information Officer; and Dr. Savaglio-Jarvis, excerpts follow:

“The 2019-20 instructional school calendars were approved by the KUSD School Board in the summer of 2018. Those primary calendars meet the current state requirements for instructional minutes as well as the KUSD local policy of two full days reserved for potential school closings. The existing Wisconsin state requirements require that elementary schools must meet a minimum of 63,000 minutes (1,050 hours) of instruction. Secondary schools have a requirement of 68,220 minutes (1,137 hours).

A recent review of the staff work days revealed a minor discrepancy for the working days for the KUSD extended year schools, Frank & Wilson. This proposed adjustment will bring Frank and Wilson instructional staff workdays into alignment by moving up both the staff return date and the start date for students one day earlier. The staff return date will shift from July 31, 2019 to July 30, 2019. The first day for students will move from August 6, 2019 to August 5, 2019.

Another proposal is presented to move the return week for remaining instructional staff in August a day earlier to allow for a longer Labor Day period. This would move the first day for instructional staff from August 22, 2019 to August 21, 2019. Friday, August 30 would become a non-workday for instructional staff. The first day for students will not change from its current start date of Tuesday, September 3, 2019. All other 2019-20 instructional calendar designations and dates remain unchanged.

These calendars not only meet state requirements, but also include enough minutes for the equivalent of two full instructional days to cover any potential school cancellations.

Certain choice schools, charter schools, and alternative programs align to the majority of the proposed boundary school calendars, but those programs may have minor alterations that best suit their specific instructional format. Regardless of location, all KUSD instructional staff follow a consistent work calendar. The following schools and programs have the approval to deviate from the state mandate for instructional student contact minutes: Brompton, Dimensions of Learning, eSchool, Harborside, Hillcrest, KTEC, Reuther and the Phoenix Program.

Recommendations Administration recommends that the School Board review and accept the proposed 2019-2020 Instructional Calendars adjustments (as noted in the attachments) at its December 11, 2018 meeting.”

Ms. Stevens moved to approve the 2019-2020 Instructional Calendar adjustments as noted in the report. Mr. Duncan seconded the motion. Unanimously approved.

Mr. Hamdan introduced Mr. David Maccoux from Schenck, S.C. and he presented the Annual Financial Report for 2017-2018. Mr. Maccoux presented information on the independent auditors' report, management's discussion and analysis, and basic financial statements. There were no questions from Board members.

Mr. Kunich moved to accept the Annual Financial Report for 2017-2018. Mrs. Modder seconded the motion. Unanimously approved.

Ms. Stevens presented Resolution No. 352 – National Mentoring Month – January 2019 which read as follows:

“WHEREAS, a number of organizations in the Kenosha community have partnered with the Kenosha Unified School District to offer a variety of mentoring programs that are designed to support student learning; and

WHEREAS, relationships with caring individuals offer students valuable support; and

WHEREAS, quality mentoring encourages positive choices, promotes self-esteem, supports academic achievement and introduces young people to new ideas; and

WHEREAS, mentoring provides the skills needed to build strong, positive relationships with family, friends and community members; and

WHEREAS, mentoring programs have shown to be effective in combating school violence and discipline problems, substance abuse, incarceration and truancy.

NOW, THEREFORE, be it resolved that Kenosha Unified School District does hereby proclaim January 2019 as the annual observance of National Mentoring Month and recognizes those who volunteer their time to help in our mission of providing excellent, challenging learning opportunities and experiences that prepare each student for success.

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

Ms. Stevens moved to approve Resolution No. 352 – National Mentoring Month – January 2019. Mr. Duncan seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis presented the School Safety Requirements submitted by Mr. Patrick Finnemore, Director of Facilities; Ms. Susan Valeri, Chief of School Leadership; and Dr. Savaglio-Jarvis, excerpts follow:

“On March 26, 2018, Governor Walker signed the Wisconsin School Safety Bill which created a new Office of School Safety in the Department of Justice (DOJ) and provided \$100M in funding for school safety grants of which KUSD received \$2,083,287. In addition to the grant funding, the new school safety law contained other requirements some of which require School Board review and approval. This report will serve as the formal Board approval of these requirements for 2018. In subsequent years, some of the items in this report will be brought on different cycles as required by the State Statutes.

The new law requires (State Statute 118.07 (4) (b, c, d & e)) that school districts file a copy of their school safety plan with the Department of Justice Office of School Safety prior to January 1, 2019, and before January 1 every year thereafter. We have already submitted a copy of our safety plan which we title our District Emergency Operations Plan as part of our School Safety Grant application. The law also requires that the School Board review and approve the plan every three years, and that local law enforcement also review the plan. We had formal review and approval of our plan by local law enforcement as part of the grant submittal process and it was signed by the Director of the Kenosha County Emergency Management Lt. Horace Staples of the Kenosha County Sheriff's Department on May 14, 2018. Review of this report and the associated link will serve as the formal School Board review and approval.

The law also requires (State Statute 118.07 (4) (b)) that school districts in consultation with a local law enforcement agency perform an on-site safety assessment of each school building, site and facility regularly occupied by pupils. To meet this requirement, KUSD hosted an 8-hour School Security Assessment Training session administered by the Wisconsin School Safety Coordinators Association (WSSCA). A total of nineteen (19) Kenosha Unified, Kenosha Police Department, and Pleasant Prairie Police Department staff members attended the training session this summer at Indian Trail High School & Academy. This fall, members of the Facilities Department and officers from our two local police departments have been performing assessments of every school in the District.

Another requirement of the law (State Statute 118.07 (4) (e)) is that districts perform at least one annual drill related to a school violence event. As part of our District-wide adoption of ALICE a few years ago, KUSD developed a set of seven lesson plans per grade level that included two active threat/ALICE drills each year. As a result of our comprehensive plan in response to the new school safety law, we have expanded the number of drills from two to four. The law also requires that the Principal of each school submit a brief written description of each annual drill(s) to the School Board within 30 days of holding the drill. We have held off on submittal of this first drill evaluation to coincide with this report. Starting in 2019, the drill evaluations will be provided to the Board the month following the drill as required by the law. During the 2018-19 school year our ALICE drills are scheduled for October 2, December 4, March 5, and April 9. Copies of the drill evaluations for the October 2 drill can be reviewed on the following link:

There are a number of staff and student training requirements associated with the law and the two grant applications. One of the reporting requirements of the law (State Statute 118.07 (4) (e)) is to report the date of the most recent school training on school safety. KUSD has a very extensive training system related to ALICE as well as other safety and security prevention topics. As mentioned above, our ALICE training for students involves seven age-appropriate lessons/drills that were formally developed as lesson plans. We also have trained every staff member and new staff member the past several years on ALICE. The initial staff training is a three-hour session that includes 90 minutes of classroom instruction to understand both what is ALICE and why we have adopted it, followed by 90 minutes of active simulations in actual classrooms in our schools.

We will continue to summarize our ALICE training and drills in future reports. We will supplement that with information related to the other training programs we have held and/or are developing in response to the School Safety law and grant applications.

Administration recommends Board approval of the School Safety Law Requirements as described in this report.”

Mr. Battle moved to approve the School Safety Law Requirements. Ms. Stevens seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis presented the Mary Frost Ashley Charitable Trust 2019 Grant Application submitted by Ms. Patricia Demos, Community School Relations Coordinator; Mrs. Tanya Ruder, Chief Communications Officer; and Dr. Savaglio-Jarvis, excerpts follow:

“In 2010 and 2011, the district applied for and received funding from the Mary Frost Ashley Charitable Trust for the Back-to-School – A Celebration of Family and Community Event, and parent and student programs. After the sunset of that event, the Trust continued to invite the district to apply for funding to support the academic needs of students and family education programs. Funds have been provided for school supplies, parent and student education and learning experiences, peer-to-peer mentoring, the African American Male and Female Initiative, parent leadership training, the district’s recognition program, annual Alcohol, Tobacco, and Other Drugs Awareness Student Recognition Brunch, and a variety of other needs.

During the 2019-20 school year, the district plans to initiate several new programs to further develop and strengthen the comprehensive parent education training and family interactive learning experiences. Some examples include expanding the Parent Leadership Academy to four elementary schools, expanding the five-week summer library program at Forest Park to Jefferson elementary school and supporting middle and high school student groups, peer-to-peer mentoring, the Power Up Workshop and the African American Male (AAMI) and Female Initiative (AAFI). The district’s recognition program and annual Alcohol, Tobacco and Other Drugs Awareness Student Recognition Brunch will also continue to be supported through this grant request. This year’s application will be titled “A Framework for Healthy Youth Development: Expanding the Family and Student Learning Program,” and will cover July 1, 2019, through June 30, 2020.

The goal is to further develop the district’s family engagement education programs, as well as provide meaningful and engaging learning opportunities for students that increase academic achievement and attendance. The following goals are intended to support the expansion of family and student participation as well as strengthen the home-school connection.

Data will be kept on attendance, ethnicity and parent/student participation in family engagement education programs. There will be two methods for evaluation: 1) written evaluations by the participants, and 2) informal discussions with participants. A summary will be compiled by the facilitator. The application includes the following major components:

The all-encompassing program will continue to build on the framework of Joyce Epstein's research from John Hopkins University. The framework includes the Six Types of Involvement for family, school and community engagement; parenting, communication, learning at home, volunteering, decision making and community collaboration. Within that research (Epstein & Sheldon, 2006), Epstein indicates, "School, Family and Community Partnerships is a better term than parental involvement. The concept of 'partnership' recognizes parents, educators and others in the community share responsibility for students' learning and development."

Administration recommends that the Board of Education approve this one-year grant application titled, "Framework for Healthy Youth Development: Expanding the Family Learning and Student Engagement Program" in the amount of \$136,988.27 for submission to the Mary Frost Ashley Charitable Trust."

Mrs. Modder moved to approve the one-year grant application titled, "Framework for Healthy Youth Development: Expanding the Family Learning and Student Engagement Program" in the amount of \$136,988.27 for submission to the Mary Frost Ashley Charitable Trust. Ms. Stevens seconded the motion. Unanimously approved.

Dr. Savaglio-Jarvis presented the Summer School 2018 Update and Summer School 2019 Program Recommendations submitted by Mrs. Patricia Clements, Coordinator of Gifted and Talented Education and Summer School; Mrs. Julie Housaman, Chief Academic Officer; and Dr. Savaglio-Jarvis, excerpts follow:

"The goal of the Summer School program is to provide interventions and enrichment consistent with the approved curriculum of the Kenosha Unified School District. In the programs at the elementary and middle school levels, the objective is to provide opportunities for personalized learning in reading and math that encompassed collaboration, creativity, critical thinking, and communication around meaningful learning targets. At the high school level, the objective is to provide high school students with advanced credit in physical education, credit recovery opportunities, and to improve the graduation rate. In addition, Summer School provided learning opportunities in the areas of music, career exploration camps, world language camps, and Office of Recreation Summer Activities for Children.

Several elementary schools continued to use a regional site partner school plan while others held programs at their respective buildings. For summer 2018 online and in-person registration was available for families to use.

Washington Middle School, Lincoln Middle School, and Mahone Middle School held Summer School programs at their respective buildings. Bullen's Summer School program was held at Bradford High School, and Lance's program took place at Whittier Elementary School due to construction. All of the middle school programs included incoming sixth graders. Families were also able to register online or in person for the middle level programs.

High school programs were offered at Bradford High School, Harborside Academy, Indian Trail High School and Academy, Reuther Central High School, Tremper High School, and Kenosha eSchool. Online and in-person registration was available at

Bradford, Indian Trail and Tremper. In-person registration was used at Kenosha e-School and Harborside/Reuther. The high school program included incoming ninth graders enrolled in the Jump Start or Physical Education Foundations course.

The total amount budgeted for Summer School was \$1,253,336. The decentralized Summer School budget gave sites and departments control of their own budgets. The budget amount was based on each school's Summer School attendance from the previous three years. Site administrators developed a budget that included salaries and benefits for both certified and noncertified staff, supplies, and purchased services.

Elementary and middle schools will continue to run on a 24-day schedule. It is proposed that high schools return to offering 2 sessions of 15 days each. Beginning in summer 2016, the high school sessions were reduced to 14 days each in order to accommodate the year end rollover data. The 15-day schedule for each Summer School session ensures that students taking physical education for advanced credit have adequate time to complete the academic standards of the course.

The proposed elementary and middle school Summer School dates are: Monday, June 24, 2019, through Friday, July 26, 2019 (24 days).

- Boundary school online registration—March 18, 2019, through May 10, 2019
- Open registration—May 13, 2019, through Friday, June 21, 2019
- Teacher workday—Thursday, June 20, 2019
- No school—Thursday, July 4, 2019
- High School Session 1—Monday, June 17, 2019, to Monday, July 8, 2019 (15 days)
- High School Session 2—Tuesday, July 9, 2019, to Monday, July 29, 2019 (15 days)
- Credit recovery registration—March 18, 2019, through June 17, 2019
- Summer physical education registration—Begins March 18, 2019
- Teacher workday—Friday, June 14, 2019
- No school—Thursday, July 4, 2019

#### Proposed Program Updates

Elementary School Program - Combine the following elementary schools into a single Summer School site: Grant Elementary School and Jefferson Elementary School.

Middle School Program - Bullen Middle School and Lance Middle School will host their Summer Schools in their respective buildings.

High School Program - Summer School sessions will change from 14 days to 15 days, resulting in the Summer School calendar moving to 30 days.

As an extension to the current English Language Development (ELD) courses, the Newcomer English Language Development (Newcomer ELD) course (Appendix D), will be offered for Summer School 2019 as a half-credit elective course option. This is a preliminary course added to the current ELD I through III series at Kenosha Unified School District's comprehensive high schools. Newcomer ELD is recommended for English language learners with English proficiency levels ranging from 1 to 1.9.



Students enrolled in the course are introduced to essential day-to-day social vocabulary and begin to learn academic language that will assist them in preparing for high school course work. The course will be offered at one of the comprehensive high schools and that location will be identified based on student enrollment. All district students will be eligible to enroll in this course. Bus tokens will be provided to students at the non-host school through Title III funding.

The summer 2018 budget was \$1,253,336.00. Administration recommends that the budget be increased by \$46,580.86 for a total of \$1,299,916.86. There are several factors that impact the summer school budget increases including: increase in hourly rates for clerks, security and educational support personnel, addition of two days to the high school summer calendar, and an increase from 3 to 3.5 hours for summer camp teachers (Appendix E).

The KUSD summer school program is funded through the local district general operations budget. The district is not reimbursed for the summer school program costs. However, qualified instructional summer school sessions are aidable through additional membership counts. In the revenue limit formula, the district is allowed to count a 1.0 student Full-Time Equivalent (FTE) for every 48,600 minutes of qualified summer school instruction. That summer school FTE is then counted at 40% value for revenue limit purposes and at full value for general aid purposes. Due to the 3 year rolling average calculation in the revenue limit formula, the impact of the summer school enrollment would be realized as 1/3 year one, 2/3 year 2, and then fully in year 3. KUSD is also a declining enrollment district, therefore additional membership while in a state of decline does not translate into additional funding available. Therefore, the additional funds being requested to support the summer school program will need to be approved as a budget assumption to increase expenditures starting in the 2019-20 budget

Administration recommends that the Board of Education approve the proposed summer calendar, program updates, and budget for Summer School 2019.”

Ms. Stevens moved to approve the summer calendar, program updates, and budget for Summer School 2019. Mr. Garcia seconded the motion. Unanimously approved.

Mr. Hamdan presented the 2018-2019 Adopted Budget Book. He noted that this information was previously presented and approved at the annual budget meeting in September. He highlighted the following items included in the budget book: executive summary, district staffing, staffing by location, student information, fund balance history, detail of revenue by source, chart of revenue source, detail of expenditures, and summary of revenues expenditures by location.

There were no questions by Board members. No action was taken as this was provided for informational purposes only.

Mr. Kunich presented the Donations to the District.

Mr. Kunich moved to approve the Donations to the District. Mr. Battle seconded the motion. Unanimously approved.

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

Meeting adjourned at 8:17 P.M.

Stacy Schroeder Busby  
School Board Secretary