

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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Standing Committee Meetings
August 9, 2016
Educational Support Center

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

A. Approval of Minutes - May 10, 2016 Audit/Budget/Finance and May 10,

3. Policy 5437 - Threats/Assaults - October

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 Cer(i)62T Approval of Minutes April 12, 2016 Joint Planning/Facilities/Equipm

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 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-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

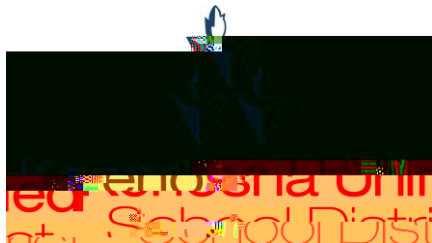
December 20, 2011
August 26, 2013
September 27, 2016

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:





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

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



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-

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 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 provides a rich 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, and other services that are determined, based on family assessments, to be necessary.

All Head Start programs are structured through a common framework that includes the following components:

Head Start Locations 201617	
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

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

o 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 noncompliance during this review.

37KH JUDQWHH .86' GLG QRW REWDLQ FULPLQDO U employing staff. Five employees hired within the past 12 months did not complete CRC. V SULRU WR HPSOR\PHQW

To address this noncompliance the following corrective actions were taken:

- f 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.
- f In the short term all requests to hire Head Start staff will be sent to the +HDG 6WDUW 'LUHFWRU IRU UHYLHZ SULRU WR 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.
- f 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.

o 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:

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 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. 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

2015-16 summarized PFCE data shows

- o 266

x 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%			

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