



# WEEKLY UPDATE TO THE BOARD OF EDUCATION

November 4, 2021

## A MESSAGE FROM SUPERINTENDENT CARLTON D. JENKINS

Dear Board Members,

This week, which marks the first week of our second quarter, has certainly been eventful. As we begin this quarter, we are reminded about our progress in facing the pandemics of COVID-19 and social/racial injustice, as we lean forward together with excellence, equity, humanity, and intentionality.

Excellence continues to be exemplified by the voices and actions of our students, staff, and families. We continue to witness powerful student advocacy about addressing violence, as well as empathetic staff members who are expertly providing encouragement and support. In addition, the manner in which our students, staff, and families have adhered to our COVID-19 mitigation protocols has resulted in the impact of cases remaining limited and our schools remaining open. Moreover, over 82 percent of our staff have already provided evidence of vaccination, a rate which exceeds the county, state, and nation.

Equity and humanity often go hand in hand. Together, our staff are working hard to exemplify these pillars as we strive to make all our learning spaces into places where every student and staff member can thrive. As we support the great work in social-emotional learning, which is occurring in our buildings, we are seeing many examples of our staff co-creating and refining our practices to ensure we are providing our diverse students with what they need. Research on student engagement and efficacy suggests their efforts will result in positive residuals in life outcomes.

Intentionality is evidenced by students, staff, families, and community members interrogating our data, policies, and practices to improve our district's capacity to accelerate learning for all students, address the disparities often faced by members of historically excluded groups, and provide needed social-emotional and mental health supports. This can take the form of school-based leadership teams refining instructional and behavior support plans in response to their review of end-of-quarter data. It can also take the form of an orchestra teacher preparing learners at different stages in their musical journeys for seasonal showcases where they blend their talents to play classical and contemporary masterpieces. Finally, intentionality can take the form of board members asking important clarifying questions during work group meetings and patiently listening to thoughtful responses from our staff.

As we embrace the opportunities and challenges of the second quarter of our school year, I would like to thank you for your continued support and partnership. We look forward to providing you with more updates on our district's progress next week.

Sincerely,

*Carlton*

Carlton D. Jenkins, Ph.D.

## PARTNERSHIPS AND GRANTS

- **DPI Gifted and Talented Grant**  
MMSD's Accelerated Learning Department has been awarded a \$64K grant from the Department of Public Instruction Gifted and Talented Students Education Program to support talent development learners with needs in creativity, leadership and performance/visual arts and students from marginalized groups who have limited access to English Language Arts and math rigor. The Advanced Learning Department will work with the [Advanced Learning Advisory Committee](#) and [Dr. Donna Ford](#), multi-cultural researcher in gifted education and Distinguished Professor at Ohio State University, to create a systemic plan and work with volunteers on implementation for reaching these learners.
  
- **Spencer Foundation Large Research Grant**  
The [Madison Education Partnership](#) submitted a \$375K Spencer Foundation Large Research Grant entitled Making More of Our Time Together: Evaluating and Enhancing the Quality of Full-Day 4K. If awarded, grant funds will be used to: (1) evaluate children's relative gains in literacy, numeracy, and socioemotional skills in full-day and half-day 4K sections; and (2) explore pedagogical practices in full-day and half-day sections of 4K, including the use of culturally sustaining practices. This mixed-methods study will include assessment of a stratified sample of students in full-day and part-day programs using previously validated instruments and structured classroom observations.
  
- **National Science Foundation Advancing Racial Justice Grant**  
A UW-Madison faculty member submitted a letter of intent for a \$500K National Science Foundation grant for Advancing Racial Justice in Middle School Mathematics Through Participatory Design Research (PDR). If awarded, grant funds will be used to understand: (a) racial inequities in middle school mathematics; (b) the impact of existing initiatives to redress these inequities; and (c) possible solutions that they have not yet considered, all from the perspectives of students and families of color. The project will support the collaborative design, implementation, and study of possible solutions and produce resources that support other schools and districts across the United States and beyond to use PDR to advance racial justice in mathematics education.

## BOARD OF EDUCATION QUESTIONS

- **Weekly COVID Cases/Close Contacts/Quarantines**  
Attached is a table providing the number of positive tests and the number of quarantined or close contacts from August through November 2. These are cumulative district totals. We will be including this report in the *Weekly Update* going forward on a weekly basis.
- **Field Trips Policy Revisions**  
Attached are the redline and proposed final versions of the Field Trips Policy (#3350) for your review. This item is scheduled for a vote at the November 22, 2021 Regular BOE meeting.

## OTHER INFORMATION

- **Update on Bus Drivers**  
Attached is an update on the bus driver situation from our Director of Administrative Services Mick Howen.
- **Referendum Complementary Fundraising Update**  
MMSD enjoyed a moment of celebration last week as the board approved a \$1.5M donation and pool naming for the "Ragatz Family Pool" at West High School. Memorial and West High Schools anticipate providing updated Project and Fundraising Plans for Board of Education review and consideration for approval in early 2022 for a Performing Arts Center at Memorial and a commons/atrium area and digital design studio at West. A Project and Fundraising Plan for a Turf Buy-Up project for East, La Follette, Memorial, and West is in development and will be shared with the Board of Education during November briefings in advance of board consideration for approval at the November Regular Board of Education meeting.
- **2020-2021 Year-End Financials**  
Attached is a memo providing background and an analysis of the year-end financial results, including fund balance, for your information.
- **COVID community metrics for the most recent two-week window (Oct 11-24):**
  1. Average **daily case count is 94** and is trending down
  2. Average **daily percent positivity is 2.8%**
  3. Percent with **at least one vaccine dose is 74.4%** - 85.9% of the eligible population (12+)
  4. Percent **fully vaccinated is 71.8%** - 82.9% of the eligible population (12+)

Dane County still has the lowest case rate and lowest percent positivity of all 72 counties in the state. Case rates among Dane County residents are also lower than case rates in Wisconsin for each age group. For more information, check

out the [PHMDC Oct 28 Data Snapshot](#) and other associated resources on the PHMDC website.

## ➤ **Weekly Metrics and Ops Recordings and Agendas:**

11.2.2021 Metrics Meeting [Agenda](#) & [Recording](#)

There was no Central Office & School Admin. Operations meeting this week (next one is 11.11.21)

## ➤ **Weekly News Report**

Attached is the weekly News Report which includes a curated list of local news stories directly related to MMSD over the course of the previous week with links provided.

## ➤ **Community Events:**

**All dates for community announcements are posted on the [Board Community Activities Calendar](#)**

### ✓ **Friends of MSCR 2021 Auction - November 1 - 12**

*Cost:* Free

*Where:* Online event

*What:* MSCR's annual auction is taking place online and will be auctioning off donated items from local businesses and sponsors. The funds raised help support new program initiatives and needed equipment for MSCR. More info can be [found here](#).

### ✓ **The Dia de los Muertos Story Sharing and Celebration - Monday, November 8 at 6pm**

*Cost:* Free (Rotunda Lobby)

*Where:* Overture Center

*What:* The Dia de los Muertos (Day of the Deceased) story sharing and celebration will be held at the Overture Center and the celebration will honor ancestors who have passed. Alters will be around the rotunda for public viewing. More info can be [found here](#).

### ✓ **Art & Gift Fair: Weekends at MMoCA- Friday, Nov. 12 from 4pm-9pm**

*Cost:* Free

*Where:* Madison Museum of Contemporary Art (227 State St, Madison)

*What:* The Madison Museum of Contemporary Art is hosting the Art & Gift Fair, continuing a 50-year tradition. There will be a diverse mix of 10 artists and painters showcasing their art. More info can be [found here](#).

### ✓ **Friday Night Lecture: Letting Go of Perfect - Friday, November 19, from 7pm-8:15pm**

*Cost:* Free

*Where:* Virtual Facebook event

*What:* Kadampa Meditation Center Madison is hosting a virtual event around mindfulness and living stress-free without having to feel "perfect" Gen

Kelsang Gomlam, teacher of Kadam Dharma, will provide insights on ways to understand and alleviate stress. More info can be [found here](#).

✓ **Fair Trade Holiday Festival - Saturday, December 4, from 8am-3pm**

*Cost:* Free to attend

*Where:* Monona Terrace Community and Convention Center

*What:* Madison's premier shopping/trade event for the holidays featuring many vendors. One featured item is the All-Kids 2022 International Calendar. More info can be [found here](#).

## OUR UPCOMING BOARD CALENDAR

- Mon., Nov. 8, 9 a.m. Board Officers  
Virtual
- Mon., Nov. 8, 5 p.m. Operations Work Group  
Virtual
- Wed., Nov. 10, 5 p.m. Student Senate  
Virtual
- Week of November 15 Board Member Briefings  
Virtual
- Mon., Nov. 15, 5 p.m. Special meeting in closed session  
Virtual
- Mon., Nov. 15, 6:30 p.m. Student Recognition Ceremony  
(pre-recorded link)
- Mon., Nov. 22, 9 a.m. Board Officers  
Virtual
- Mon., Nov. 22, 6 p.m. Regular BOE Meeting  
TBD
- Nov. 25 and Nov. 26 THANKSGIVING HOLIDAY

## ITEMS ATTACHED FOR INFORMATION

1. COVID numbers update
2. Field Trips policy revisions
3. Bus Driver update
4. Year-end financials update
5. Weekly News Report

**Board Update on Positive Tests, Quarantines, and Close Contacts (Cumulative District Totals)  
November 4, 2021**

<b>Date Range</b>	<b>Number of Positive Tests</b>	<b>Number Quarantined or Close Contacts</b>
August 18 – 24	5	18 Q
August 25 - 31	11	5 Q
September 1 – 7	34	101 Q
September 8 – 14	49	306 Q
September 15 – 21	63	318 Q
September 22 – 28	81	471 Q
September 29 – October 5	89	410 Q
October 6 – 12	50	179 Q
October 13 – 19	38	147 Q
October 20 – 26	36	188 CC
October 27 – November 2	52	323 CC

**Our data team is considering how we might further disaggregate the data and share publicly.**

## POLICY

## FIELD TRIPS 3350 Instruction

Field trips and other excursions, including extraco-curricular activities and extended trips, have the potential to further student learning, offer new experiences and connect students to their communities. Because field trips, excursions and extraco-curricular activities are fundamentally expected to provide educational experiences that are integral to the classroom programming and/or extraco-curricular activity, staff must accommodate participation by any qualifying student regardless of disability or economic circumstances.

At least 2 weeks prior to commencement of any extended trip, all paperwork (Forms A-H) must be completed and approved by the Chief of Schools Middle/High School.

## PROCEDURE Instruction

## FIELD TRIPS 3350

### Definitions

- a. Field trips are trips expected to be attended by all students from a particular class, grade-level, or school to support the educational program and extend classroom knowledge through firsthand observation and experiences.
  - b. Excursions are optional, school-approved student trips made for one specific purpose that supports curriculum, with an immediate return after completion of the purpose. An example of an excursion would be an optional trip for music or drama students to view a major musical production.
  - c. ExtraCo-curricular activities are officially approved student activities that do not fall within the scope of the regular curriculum but do provide students with extended educational opportunities, such as service clubs or athletic teams.
  - d. Extended trips are those which extend overnight or require travel in excess of 150 miles each way.
  - e. Authorized Chaperones are adults at least 21 years of age, whose attendance at school-sponsored trips (including domestic and international travel) has been requested by a MMSD staff member in charge of the event(s), and works cooperatively with the staff member, and may include parents or other approved adults.
  - d. \_\_\_\_\_
2. Transportation
    - a. \_\_\_\_\_
    - a. For groups transporting more than 18 students, transportation shall be by common carrier as defined in Wis. Stat. §194.01 Common carriers (which includes yellow buses and Madison Metro), with students under the

~~immediate supervision of District staff member(s), shall be the only approved means of transportation for the above-mentioned activities when groups of more than 18 students are to be transported.~~

- ~~b. \_\_\_\_\_~~
- ~~b. \_\_\_\_\_~~ For groups transporting 18 or fewer students and traveling by privately owned, leased or rented automobiles, transportation must be in accordance with Board Policy 8350.
- ~~c. \_\_\_\_\_~~
- ~~c. \_\_\_\_\_~~ Students may not be permitted to drive themselves or other students in order to attend or participate in a field trip or excursion. ~~When 18 or fewer students are to be transported, privately owned, leased or rented automobiles may be utilized if the driver(s) and vehicle(s) comply with the requirements under Policy & Procedure 8350.~~
- ~~d. \_\_\_\_\_~~ Students may not be permitted to drive themselves or other students in order to attend or participate in a field trip or excursion. Form B
- ~~e. \_\_\_\_\_~~
- ~~f.d. \_\_\_\_\_~~ Walking is a permissible means of transportation for field trips and/or excursions.
- ~~g.e. \_\_\_\_\_~~ In those instances the district does not provide transportation to a co-curricular activity, parents/guardians will be notified and will be required to acknowledge that they understand such notification.
- ~~h.f. \_\_\_\_\_~~ There may be situations when the District does not provide transportation to an extra-curricular activity. In these cases, the parents/guardians shall be informed that no transportation will be provided or arranged by the District, and a written statement will be obtained from the parents acknowledging notice of same.

### 3. Supervision

- ~~a. \_\_\_\_\_~~ Field trips, excursions or extra-curricular activities that extend for no more than one (1) school day shall be supervised by a minimum of one (1) DISTRICT staff member for every twenty-five (25) students in attendance.
- ~~b. \_\_\_\_\_~~ For extended trips a minimum of one (1) DISTRICT employee shall supervise the trip, and there shall be a minimum ratio of one (1) adult chaperone supervising every ten (10) students. It is preferred that all additional chaperones needed to maintain the 1 to 10 ratio be DISTRICT employees, but exceptions may be made for volunteers who have undergone a thorough background check and been approved by the SUPERINTENDENT or his/her designee. Form C
- ~~c. \_\_\_\_\_~~

### 4. Approval

- ~~a. \_\_\_\_\_~~ Field trips, excursions and extra-curricular activities must be approved by the PRINCIPAL or the EXECUTIVE DIRECTOR of the DISTRICT Department organizing the trip.
- ~~b. \_\_\_\_\_~~ An application for approval of the extended trip must be submitted to the PRINCIPAL, CHIEF OF SCHOOL OPERATIONS, and SUPERINTENDENT or designee at least two (2) weeks prior to the trip,



~~and shall include the following:~~

- ~~1. The names and emergency contact information for students,~~

employees and other chaperones attending. [Form C/E](#)

2. ~~\_\_\_\_\_~~ The method of transportation to be used. [Form C](#)

3.2. ~~\_\_\_\_\_~~ A complete, detailed itinerary for the trip, including regularly-scheduled driving breaks of at least 20 minutes for every 3 to 4 hours of continuous driving when alternative transportation is utilized.

4. ~~\_\_\_\_\_~~ [Form C](#)

5. ~~\_\_\_\_\_~~ (a) the name of the chaperone who has current CPR certification and copy of the certification card, (b) the name of the chaperone who has first aid training and a copy of the certification card, and (c) verification by the PRINCIPAL of the employee chaperone who has received DPI training for the administration of medication. [Form A](#)

6.3. ~~\_\_\_\_\_~~ A description of the instructional purpose of the trip and an explanation why that purpose cannot be met by taking a trip to a closer location and/or that does not require an overnight stay. [Form B](#)

c. ~~\_\_\_\_\_~~ A PRINCIPAL, CHIEF OF SCHOOL OPERATIONS or the SUPERINTENDENT or designee may deny approval for any field trip, excursion, extra-curricular activity or extended trip on the basis of unreasonable or disproportionate cost.

5. [Additional considerations for extended trips](#): Additional considerations for extended trips:

a. ~~\_\_\_\_\_~~ [As part of the information provided in the field trip packets, all staff and authorized chaperones will be provided with emergency \(after hours\) contact information for the district administrator responsible for the field trip.](#)

b. ~~\_\_\_\_\_~~ District staff will check-out district owned mobile devices for all extended trips.

c. ~~\_\_\_\_\_~~ [All district staff and authorized chaperones are responsible for directly reporting to the district administrator responsible for the field trip any occurrences effecting student or staff safety.](#)

d. ~~\_\_\_\_\_~~ [Staff are required to adhere to Wis. Stat. 48.981\(2\) and Board policy 4222, Reporting Child Abuse and Neglect.](#)

d. ~~\_\_\_\_\_~~

a. ~~\_\_\_\_\_~~ [Overnight extended trips shall not be permitted for elementary students unless authorized by the Superintendent or Superintendent's designee.](#) ~~Common, commercial and/or bonded carriers, with students under the immediate supervision of an employee of the BOARD shall be the only approved transportation for extended trips unless the SUPERINTENDENT or his/her designee authorizes alternative transportation for a group consisting of 18 or fewer students and the drivers and vehicles comply with BOARD Policy 8350.~~

b. ~~\_\_\_\_\_~~

e. ~~\_\_\_\_\_~~

e. School days may not be cancelled or shortened due to an overnight extended trip being held without approval in writing by the Chief of

Secondary (Middle/High School) ~~Overnight extended trips shall not be permitted for elementary students unless authorized by the SUPERINTENDENT or his/her designee.~~

~~d.c. School days may not be cancelled or shortened due to an overnight extended trip being held unless authorized in writing by the CHIEF OF SCHOOL OPERATIONS.~~

~~1. No employee shall sign any contract or agreement in relation to a field trip, excursion, co-curricular activity or extended trip purporting to bind the Board or the District to its terms, unless specifically authorized to do so by the Board. a field trip, excursion, extra-curricular activity or extended trip purporting to bind the BOARD or the District to its terms, unless specifically authorized to do so by the BOARD. Form A & B~~

The forms and form designations (A-H), which support this policy may be modified, but must minimally include the information contained in the following:

- 1) Request for Final Approval (District Guidelines and Checklist) (Form A)
- 2) Sponsored Extended/Overnight Trip/Domestic or Foreign Tours Request for Approval (Form B)
- 3) Sponsoring Staff Member Sign-Off (Form C)
- 4) Detailed Itinerary (Form D)
- 5) Student and Authorized Chaperone Roster (Form E)
- 6) Parent/Guardian Permission, Waiver and Medical Authorization (Form F)
- 7) Student Behavior Expectations (Form G)
- ~~4)8) Authorized Chaperone Expectations (Form H)~~

Reference:

Wis. Stat. §194.01

Wis. Stat. § 48.981(2)

Board Policy 4222

Board Policy 8350

08/10

Revised 1006/0427/2146

Field trips and other excursions, including co-curricular activities and extended trips, have the potential to further student learning, offer new experiences and connect students to their communities. Because field trips, excursions and co-curricular activities are fundamentally expected to provide educational experiences that are integral to the classroom programming and/or co-curricular activity, staff must accommodate participation by any qualifying student regardless of disability or economic circumstances.

At least 2 weeks prior to commencement of any extended trip, all paperwork (Forms A-H) must be completed and approved by the Chief of Schools Middle/High School.

### **1. Definitions**

- a. Field trips are trips expected to be attended by all students from a particular class, grade-level, or school to support the educational program and extend classroom knowledge through firsthand observation and experiences.
- b. Excursions are optional, school-approved student trips made for one specific purpose that supports curriculum, with an immediate return after completion of the purpose. An example of an excursion would be an optional trip for music or drama students to view a major musical production.
- c. Co-curricular activities are officially approved student activities that do not fall within the scope of the regular curriculum but do provide students with extended educational opportunities, such as service clubs or athletic teams
- d. Extended trips are those which extend overnight or require travel more than 150 miles each way.
- e. Authorized Chaperones are adults at least 21 years of age, whose attendance at school-sponsored trips (including domestic and international travel) has been requested by a MMSD staff member in charge of the event(s), and works cooperatively with the staff member, and may include parents or other approved adults.

### **2. Transportation**

- a. For groups transporting more than 18 students, transportation shall be by common carrier as defined in Wis. Stat. §194.01.
- b. For groups transporting 18 or fewer students and traveling by privately owned, leased or rented automobiles, transportation must be in accordance with Board Policy 8350.
- c. Students may not be permitted to drive themselves or other students to attend or participate in a field trip, extended/overnight trip or excursion

### **3. Additional considerations for extended trips**

- a. As part of the information provided in the field trip packets, all staff and authorized chaperones will be provided with emergency (after hours) contact information for the district administrator responsible for the field trip.
- b. District staff will check-out district owned mobile devices for all extended trips in accordance with the procedures set forth by the Chief of Schools Office.

- c. All district staff and authorized chaperones are responsible for directly reporting to the district administrator responsible for the field trip any occurrences affecting student or staff safety when they become aware of such occurrences.
- d. Staff are required to adhere to Wis. Stat. 48.981(2) and Board policy 4222, Reporting Child Abuse and Neglect.
- e. Overnight extended trips shall not be permitted for elementary students unless authorized by the Superintendent of Superintendent's designee.
- f. School days may not be cancelled or shortened due to an overnight extended trip being held without approval in writing by the Chief of Secondary (Middle/High School).
- g. No employee shall sign any contract or agreement in relation to a field trip, excursion, co-curricular activity or extended trip purporting to bind the Board or the District to its terms, unless specifically authorized to do so by the Board.

#### 4. **Forms**

The forms and form designations (A-H), which support this policy may be modified, but must minimally include the information contained in the following:

- a. Request for Final Approval (District Guidelines and Checklist) (Form A)
- b. Sponsored Extended/Overnight Trip/Domestic or Foreign Tours Request for Approval (Form B)
- c. Sponsoring Staff Member Sign-Off (Form C)
- d. Detailed Itinerary (Form D)
- e. Student and Authorized Chaperone Roster (Form E)
- f. Parent/Guardian Permission, Waiver and Medical Authorization (Form F)
- g. Student Behavior Expectations (Form G)
- h. Authorized Chaperone Expectations (Form H)

#### **Reference:**

Wis. Stat. §194.01 Wis.  
Stat. § 48.981(2) Board  
Policy 4222 Board  
Policy 8350

08/10  
Revised: 11/01/21

To: Members of the Board of Education

From: Cedric Hodo, Executive Director, Building Services  
Mick Howen, Director of Administrative Services

Date: October 28, 2021

Re: Update on Bus Drivers

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As you know, when we started the year, we needed to gain approximately 18 drivers to work our way back to route pairing (past bell times with drivers serving on two routes rather than the current triple route scenario). Since then, we added two routes due to additional student transportation needs at a couple of schools. Remember, we consolidated routes and we anticipated we might need to add routes back in if we experienced additional students needing transportation. Therefore, we moved to needing 19 additional drivers. We are currently in need of about 17 drivers to get us to a point where we can consider making the transition back to route pairing (similar past bell times). Therefore, we are not prepared to consider any transition out of our current scenario.

To date, we have lost 17 drivers this school year due to many different reasons, which among others include drivers taking different employment opportunities, drivers expressing they would no longer continue driving our school routes, and other unknown reasons resulting in drivers simply no longer showing up for work. Since September 22 we lost 10 of the 17 drivers. However, we have also gained 15 drivers during the same period. Since September 22 we have gained 4 of the 15 drivers.

Although we have yet to "cancel" a route (as we've seen other districts doing on large scales), we have experienced days where it has been very close. Just this past Monday, we had to cover for 11 drivers that called in or did not show up. We have had many days where nearly all of the carrier's office and management staff have been driving (one day all were out of the office driving). The fact that we have been able to provide all services speaks to the intense and very challenging efforts that have been taken and continue to take place on a daily basis. With that said, we acknowledge we had some late service early on and continue to experience issues on a smaller scale now. This was expected and communicated in advance. Still, we have met each challenge and we have worked hard to find and implement improvement efforts.

There is some room for hope and optimism, but we have learned not to "count our drivers" until they are actually driving. We have some new hires in training and hopefully we will see them taking on routes soon. We also have some applicants in the hiring process that we hope will go all the way through the process and start training. Finally, we have some applicants in the interviewing stage. Also, there is one driver on medical leave that we hope will return soon. We will gladly provide periodic updates regarding these new hires and applicants.

We will begin an effort to re-evaluate the route pairing capabilities soon. As routes have changed throughout the year due to changes in student circumstances, added students, removed students, etc., we will now look at the actual routes being performed to see if there are

any adjustments in our estimations regarding the needed number of drivers. We will of course provide an update on this effort soon.

Finally, Badger Bus continues to work through aggressive marketing and recruiting practices. In September alone, Badger spent over \$25K on marketing among TV, radio, newspaper, and social media.



**To:** Board of Education

**From:** Ross MacPherson, Interim Chief Financial Officer

**Re:** Year End Financial Results

**Date:** November 3, 2021

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## Background

At the October 2020 regular school board meeting, the district's original adopted budget for the 2020-2021 school year, included a \$5M planned used of fund balance in the operating fund (Fund 10/27). At the time, we all anticipated and hoped we would be returning to school soon. As we all know, the current pandemic continued to challenge us and delay our plans again and again.

We spent most of last year learning how to work differently. We helped our students adapt to virtual learning and increased our technology backbone to keep students connected in their homes. In our April through June budget discussions, we started to preview that we would be finishing the year with a surplus in several areas. Some expenses were delayed due to supply shortages, other expenses couldn't happen because they weren't possible – such a substitute teachers. In the end, we identified several projects to assign in our fund balance for this school year. These projects were estimated in the June budget book on page 147. Below, we will go through where our major variances appeared, and how we are planning to execute our plans for assigned fund balance during the 2021-22 school year.

## Analysis

For the year ended June 30, 2021, MMSD's unaudited actual revenues exceeded actual expenditures for an increase of \$20.5 million to the General Fund. The uncertainty of returning to in-person instruction played a role in the decrease in locally funded expenditures. The \$20.5 million gain is largely attributed to the following:

77% is due to unfilled positions throughout the year including

- \$4 million to teachers
- \$5.6 million in related employee benefits
- \$2 million was directly attributed to substitute teachers
- \$2 million was attributed to custodians and EAs

Only 15% of the fund balance gain is from revenue sources coming in over planned budgets, not at all related to the events of COVID 19. These revenue sources are:

- \$1.2 million from Medicaid cost settlement
- \$490K from Federal E-Rate reimbursement
- \$2.5 million from Special Education Aid
- \$588K from Mental Health Aid
- \$160K from State Tuition received
- \$314K from High-Cost Special Education Aid
- \$185K from AGR (formerly SAGE)

Many of these sources are budgeted based on proportional share across the state of Wisconsin. When we set these budgets in the fall, these estimates are based on preliminary data available in October. Some aids are estimated by the DPI using information from the state biennial budget, but events of the past year caused many of those estimates to be inaccurate. For example, our aid estimate for special education aid last September was estimated by the DPI at \$18.7 million, but our final amount received was \$21.2 million - \$2.5 million higher than we were told! There is some variation of these aid payments to be expected because of the way the state budget appropriates aid pools like this, but this is the first time I have seen it shift this much *during* the school year. It is important to note that despite these shifts, these revenue increases were offset by a loss of \$2.2 million in student fees and other miscellaneous revenues.

For the year ended June 30, 2021, other under-budget General Fund expenditures supported the net positive financial gain for the past school year. These "COVID 19 savings" experienced during the 2020-21 school year include:

- Non-personnel Costs
  - ✓ Utilities savings of \$700,000 is due to one-time savings due to school closures.
  - ✓ Transportation savings of \$3M has been identified as entirely due to COVID 19. \$200,000 was saved in indigent transportation savings and another \$2.8 million in savings due to successful contract renegotiations with transportation providers on transportation routes that did not run.
  - ✓ Saving of \$968,458 related to 4K provider payments and reduced student count

The items above are extracted from the almost ten thousand MMSD budget lines. The net effect of all revenues and expenditures, as noted above, is a gain (increase to General Fund Balance) of \$20.5 million.

As discussed above, the 2020-21 General Fund budget target was a *negative* \$5 million. The budget target was a planned negative amount due to the Board's assigned fund balance for planned expenditures on Safety and Security, a timing issue for TID #25 assigned projects, and the known intent to purchase a building using previous year TID closure proceeds. Those expenditures occurred as planned in 2020-21. However, due to the continued COVID 19 pandemic and deliberate actions and care taken to bring students and staff back to in-person instruction, we have a series of restricted and assigned carry over balances intended to support deferred expenditures from 2020-21 to 2021-22 (See Board Policy 6071 Fund Balance). Nonspendable, restricted and assigned fund balances that make up the 2020-21 fiscal year end fund balance, but move into 2021-22 planned expenditures in the final October 2021 budget are:

#### Nonspendable

- Fund balance of \$441,000 related to inventory and prepaid expenditures is therefore non-spendable.

#### Restricted

- Dental reserve for self-funded insurance: During the Stay-at-Home order from March through June in fiscal year 2019-20, employees couldn't or didn't go to the dentist, creating a set of deferred dental work for 2020-21 and a restricted fund balance of \$1.5M for self-funded insurance. As expected, in 2020-21 dentists slowly reopened and saw patients again. This year, MMSD paid \$730,000 more in dental claims than collected in dental premiums. These claims were covered by the 2019-2020 restricted fund balance for self-funded insurance. The remaining \$783,000 restricted fund balance is not a savings, it's also not available to be spent on anything but future dental claims. This balance will be fully utilized to cover an otherwise unplanned dental expense increase.
- Common School Fund: The balance of the Common School Fund restricted for library media purchases is \$45,954.
- Basset Fund: The Basset fund investments of \$378,237 are restricted for specific professional development.

Assigned (see page 147 of June Budget book for comparison)

- TID #25: The remaining \$830,000 of planned projects from the TID #25 agreement with the City of Madison are expected to be expended in 2021-22.
- School Formula Carry-Over Purchasing Authority: \$1 million of the fund balance is from the intentional school level purchasing deferrals. This funding has been guaranteed to schools as roll over funding for the 2021-22 school year to pay for deferred expenses at the school level.
- Building Level COVID 19: \$950,000 in fund balance has been assigned to allow the individual school buildings to plan and react to COVID 19 related expenditures and professional development as the district pivots back to in-person instruction for the 2021-22 school year.
- K-5 reading materials: The Board has set aside \$1,000,000 to purchase K-5 reading materials in fiscal year 2021-22.
- Science Curriculum: The Board has set aside \$966,000 for the purchase of science curriculum in 2021-22.
- Vehicles and equipment: During the spring of 2020-2021, Building Services ordered vehicles and equipment which have been placed on back order due to the shortage in computer chips. The Board has set aside \$453,000 pay for back ordered vehicles and equipment upon delivery.
- HVAC Project: Kennedy Elementary. Planning for this project began in the spring of 2021 and is currently planned for completion during the 2021-22 school year.
- Building services: Many building services projects planned during last year were deferred or delayed due to work on 2020 referendum projects or reopening planning. Building services is currently working on their backlog of maintenance projects. See page 133 of the June budget book for additional background information.

Additional planning during 2021-22

- WRS debt defeasance: The district has identified an opportunity to defease additional debt which is required to be paid under our revenue limit. We will be bringing a plan to the board in the spring to pay off this debt in full. The balance of these payments is just over \$9 million dollars. Paying off this debt will be an important strategy while planning our 2022-23 budget development because it will free up \$3 million of levy authority under the revenue limit to be levied for operations in 2022-23, 2023-24 and 2024-25.

General Fund Balance ends the 2020-21 school year at \$90.8 million, or 22% of General Fund expenditures. Clearly this is over our current fund balance policy threshold of 15%. However, \$20M is non-spendable, restricted, or assigned fund balance. The unassigned fund balance is \$70.2M, 17% of the General Fund expenditures. The General Fund Balance has recovered from a low point of \$35.8 million, or 10.4% of General Fund expenditures as of 6/30/2015.

Our auditors are in the process of completing their final work. We will update the Board once the audit is complete with a goal of a formal report out to the Board at the Regular Board meeting in November.



# WEEKLY NEWS REPORT

Edition: 11/04/21

NEWS ORG	NEWS HEADLINE & LINK
WI State Journal	<a href="#">More than 82% of Madison School District teachers and staff vaccinated against COVID-19</a>
WI State Journal	<a href="#">East High committed to addressing students needs after demonstrations</a>
Cap Times	<a href="#">The power of music, musician composer visits East High</a>
MMSD	<a href="#">Madison East students develop food equity club</a>
Cap Times	<a href="#">CDC approves pediatric vaccine, await next steps</a>
MMSD	<a href="#">MMSD staff receive state awards in health - physical education</a>
Cap Times	<a href="#">How did Madison high schools perform?</a>
Cap Times	<a href="#">Lakeview Elementary rebuilding school fort after fire</a>
MMSD	<a href="#">Latino youth summit fosters college, career and cultural exploration</a>
WI State Journal	<a href="#">LaFollette students support sexual survivors, call for action</a>
WI State Journal	<a href="#">School board to vote on field trip policy</a>
Cap Times	<a href="#">West High School will get expanded pool project after successful fundraising</a>
Madison365	<a href="#">Briarpatch, deep rooted in the community, celebrates 50 years</a>
Spectrum 1 News	<a href="#">Madison School's prepare for pediatric vaccine clinics</a>
Cap Times	<a href="#">Committee recommends Vel Phillips Memorial High School</a>
CBS News 3	<a href="#">Police arrest Madison East student accused of sexual assault</a>
Cap Times	<a href="#">Excitement, as Madison kids receive first covid doses</a>