



WEEKLY UPDATE TO THE BOARD OF EDUCATION

January 20, 2022

A MESSAGE FROM SUPERINTENDENT CARLTON D. JENKINS

Dear Board Members,

This week, which marks the last week of our first semester, has certainly been eventful. Throughout this semester, our resilient students, staff, families, and community have wrestled with multiple pandemics. Despite facing these challenges, we have witnessed examples of our community leaning forward together with equity, excellence, humanity, and intentionality.

Throughout the various events celebrating the life and legacy of Dr. Martin Luther King, Jr. this past weekend, our community's commitment to equity was uplifted repeatedly. Myriad community members highlighted the importance of re-engaging in the struggle for equality in their speeches, artistic expressions, volunteerism, and philanthropic endeavors. A great example of these efforts was the Dream Ball hosted by Women in Focus, which raised significant funds for scholarship in the midst of pandemics.

Our school district continues to lean forward with excellence despite the challenges of these unprecedented times. One-hundred-seventeen (117) of our middle and high school scholars recently received the MLK Outstanding Young Persons Award from the Urban League of Greater Madison for embodying the spirit of the late Dr. Martin Luther King, Jr. through their academic performance, engagement in their school community, and volunteer service outside of school. In addition, Jeremy Schlitz, MMSD's District Athletic Director, was recently congratulated by the Wisconsin Athletic Directors Association for winning their 2021 President's Award, which he also received in 2018.

Throughout our district and community, we also find evidence of individuals leaning forward with humanity. Last week, we recognized 58 members of our community who work tirelessly to uplift human decency during Adult Crossing Guards Recognition Week. Their work helps to keep our scholars safe and connected to positive energy as they begin and end their school days.

During this week's Operations Work Group meeting, we witnessed efforts to lean forward with intentionality. As topics as varied as budgets, academic acceleration strategies, and wellness policies were discussed, board members and district staff deliberated together on how to be intentional, collaborative, and co-creative in service to our students, staff, families, and community. As we work together in these difficult times, this spirit of intentionality in interrogating and refining our policies and practices will yield positive returns for our community.

Thank you for your ongoing 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

➤ **City of Madison Youth Excel Equitable Access to Science, Technology, Engineering, and Mathematics/Science, Technology, Engineering, the Arts and Mathematics (STEM/STEAM) Education Grant**

The City of Madison has been awarded on six grants in the United States of \$150K from the National League of Cities for a "Youth Excel Equitable Access to STEM/STEAM Education and Training for Emerging Adults in Madison" project to create more equitable career outcomes for marginalized young people ages 17–26, particularly Black, Indigenous, or People of Color (BIPOC) who are disconnected from essential educational and career opportunities. The areas of concentration are to expand STEM career pathways; promote training and job quality; and empower local young adults and the organizations that support them. The city developed the proposal in collaboration with multiple partners including Madison College, the Workforce Development Board of South-Central Wisconsin, MMSD, UW Health HOPE Program, and the Greater Madison Chamber of Commerce. Congratulations, City of Madison!

➤ **Nita Lowey 21st Century Community Learning Center Grants**

MMSD will apply for eight 21st Century Community Learning Center (CLC) grants from the Department of Public Instruction totaling \$830,000 for 2022-23 and \$4.15 million over the next five years. CLC funds are available to Title I-eligible schools to support economically disadvantaged students who are struggling to meet academic proficiency standards. Funds are used to create community learning centers that provide students with a range of high-quality services to support student learning and development including tutoring and mentoring, homework help, academic enrichment, community service opportunities, music, arts, sports, and cultural activities. At the same time, centers help working parents by providing a safe environment for students when school is not in session. Community learning centers must also offer families services that engage them in their child's educational development. Madison School & Community Recreation (MSCR) oversees and implements all CLC grants awarded to MMSD. This year's MMSD applicants are Sennett (\$115,000); Sherman (\$115,000); Wright (\$100,000); Allis (\$100,000); Henderson (\$100,000); Orchard Ridge Elementary (\$100,000); Nuestro Mundo Community School (\$100,000); and Schenk (\$100,000).

Changes at the state and federal level will continue to impact CLC grant competition outcomes. At the state level, the Wisconsin Department of Public Instruction (DPI) has increased the maximum grant budget request allowed, opened the application to private schools and organizations, and eliminated the

fifteen-year maximum funding limit. While MMSD has been highly successful in obtaining CLC grants in the past, these factors combined could result in some of MMSD's CLC grant applications not being selected for funding.

BOARD OF EDUCATION QUESTIONS

- **Staffing Analysis Update**
Attached is the most recent staffing analysis providing a snapshot of the most recent absence management efforts.
- **Update on religious exemption vaccination status**
Administration met today at 4 p.m. Further information has been provided to the board via email.

OTHER INFORMATION

- **Bonus Guidance for Employees for the Bonus Proposal from November 19, 2021**
Attached is our guidance for employees in the areas of teacher substitutes, support staff, nurses, nursing assistants, and class coverage.
- **Request for Proposal Goes Live**
Subject: K-5 Core Instructional Resources Materials Adoption for the teaching of Literacy and Biliteracy
Department: Teaching and Learning
Author: Kaylee Jackson
Content: On Monday, January 10, 2022, the RFP for the K-5 Core Instructional Resources Materials Adoption for the teaching of Literacy and Biliteracy went live. Over the next two weeks, we will be receiving proposals nationwide for our evaluation and selection committees to review. Members of these committees will apply to participate in the selection process and will engage in training allowing for the calibration of their review and scoring. This group will work to bring a recommendation on the Materials Adoption to the board during the March 7 Instruction Work Group meeting for final Board approval on March 28, 2022.

These meetings will be posted on the legal notice and Dr. Pryor will be reaching out to invite a board member to be part of the committee.

➤ **Here are the most recent COVID Community Metrics (12/27/21 - 1/9/22):**

1. Average daily case count is 1,159, which is an upward trend
2. Average daily percent positivity is at a new high - 20.1%
3. Percent with at least one vaccine dose is 81.3%
4. Percent fully vaccinated is 76.4%
5. Percent fully vaccinated & with a booster/third dose is 58.9%

As always, we encourage folks to check out the further breakdowns provided in the [snapshot](#) or on PHMDC's [dashboard](#).

➤ **Robert's Rules of Order**

In response to a couple recent situations during work group meetings where the board has made some amendments to recommended motions, we thought it important to point out a few things about the meeting protocols around *Robert's Rules of Order*. First it is important to know that Sherry Terrell-Webb in her capacity as General Counsel serves as your meeting parliamentarian. If there are any questions about procedure, she will be there to respond to those issues. Barb is helping in her capacity as the board secretary, but General Counsel is the district authority on these matters. If Sherry is not present, the chairperson should preside over any actions taken. Second, we must reiterate that there is, in fact, no such thing as a "friendly amendment." I know that this language has been used in the past, but we should clarify that any amendments that are placed on the table need to be voted on in their own right and then either dropped or added to the original motion that the subject of the amendment. At any time during these practices, the board chair and any other board member may pause to have any language restated so that everyone is clear about what is being voted on and what a yes or no vote actually means.

For your reference, Sherry has provided two documents attached to this *Weekly Update*. One is a one page "motions chart" and the other is a cheat sheet that has more narrative around making motions as well as a motions chart. If board members would like to have a third person come in to do some training on *Robert's Rules of Order*, just let us know.

➤ **Articles of Interest**

[CDC's suggestion to cancel football, band in nearly every US school called 'unrealistic'](#)

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

1.18.2022 Weekly Metrics Meeting [Agenda](#) & [Recording](#)

There was no Central Office and School Operations meeting this week.

➤ **Proposed Consent Agenda**

Attached is a list of all the proposed consent items for the January 31, 2022, Regular meeting. All the supporting documents have been uploaded into BoardDocs, which you can view at any time. There may be some changes to

these documents before the final versions are released in the Regular meeting packet on **Thursday, January 27**.

Please be sure to send any questions Richard in time for them to be answered either at your briefing or well before the Regular meeting. Thank you!



Weekly News Report

We are temporarily suspending this part of the *Weekly Update* until we can get our staffing capacity stabilized in this area.



Community Events:

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

We are temporarily suspending this part of the *Weekly Update* until we can get our staffing capacity stabilized in this area.

OUR UPCOMING BOARD CALENDAR



Jan. 19-21

2022 Joint State Education Convention
Milwaukee



Week of January 24

Board member briefings



Mon., Jan. 24, 5 p.m.

Special meeting in open session WORKSHOP
followed by closed session
Doyle 103/Virtual



Mon., Jan. 31, 9 a.m.

Board Officers
Virtual



Mon., Jan. 31, 6 p.m.

Regular BOE meeting
Doyle auditorium/virtual

ITEMS ATTACHED FOR INFORMATION

1. Staffing analysis update
2. Bonus Guidance for Employees
3. Robert's Rules of Order – Cheat Sheet for Nonprofits
4. Motions charts
5. Proposed consent agenda items for 1/31/2022 Regular meeting

Staffing Analysis
Madison Metropolitan School District
January 20, 2022

This report is a snapshot of all the work that is being done for this week as well as movement on a number of programs and processes. We still anticipate this challenge will be exacerbated by additional absences during the weeks of January 17th – 21st.

The substitute office is working in tandem with the Chiefs to make sure that all schools are staffed with the usage of 93 central office staff to supplement needs within the schools. Also, please note that Absence Management does not necessarily indicate why staff are out of the building; rather, Absence Management depicts who needs a substitute for a particular date.

The following information includes the usage of Central Office personnel where needed.

- Looking at Absence Management for week of January 17, 2022:
 - **The week of January 17th – This is an overall look at absences:**
 - Absences - **667 (343 filled)**
 - Percent Filled – **51.42**
 - Percent Unfilled – **48.58**
 - Percent with Central Office Usage - 56.14
 - Number of Central Office Personnel - 59
 - Tuesday - January 18, 2022
 - Absences - **334 (136 filled)**
 - Percent Filled – **41.27**
 - Percent Unfilled – **58.73**
 - Percent with Central Office Usage – 64.90
 - Number of Central Office Personnel - 51
 - Wednesday - January 19, 2022
 - Absences - **300 (135 filled)**
 - Percent Filled – **46.80**
 - Percent Unfilled – **53.2**
 - Percent with Central Office Usage - 70
 - Number of Central Office Personnel - 48
 - Thursday - January 20, 2022
 - Absences - **294 (135 filled)**
 - Percent Filled – **46**
 - Percent Unfilled – **54**
 - Percent with Central Office Usage – 59.72
 - Number of Central Office Personnel - 41

Bonuses:

Emergency Closure Pay which encompasses the employees who worked in the buildings during the time frame of March 2020 through June 2020 when schools were virtual. This bonus was paid on January 14, 2022.

The bonuses that were voted on at the November 22, 2021, board meeting focused on the retention of staff and to attract candidates to work for the district. These incentives included the following staffing groups:

- **Substitutes (Daily)** – Pay an end of month bonus of \$500 for each daily and long-term substitute teacher with an 85% attendance.
 - The month review period will be the pay period dates and the bonuses are paid the following month.
- **Support Staff** – Pay Special Education Assistants, Substitute Special Education Assistants, Education Assistants, Bilingual Resource Specialists and School Security Assistants an end of the month bonus of

\$250 with an 85% attendance.

- The month review period will be based on calendar dates and the bonuses are paid the following month.
- **Nurses** – Pay nurses who work an average of 20 hours per week for a month bonus of \$500 at the end of each month.
 - The month review period will be the pay period dates and the bonuses are paid the following month.
- **Nursing Assistants** – Pay nursing assistants who work an average of 20 hours per week for a bonus of \$500 at the end of each month.
 - The month review period will be based on calendar dates and the bonuses are paid the following month.
- **Class Coverage by teachers** – Pay a bonus equivalent to the difference between a teacher's hourly rate and the standard rate of \$22 for each class taught during a teacher's prep time.
 - The class coverage rate is \$22 per hour. The bonus pay is the difference between their hourly rate of pay and the class coverage rate of pay.
 - The bonuses will be paid the following month.

Kronos:

The company that manages the program has assigned a representative to help troubleshoot and work with payroll and tech services to keep moving forward until such time as the program is fully functioning. Until then a contingency plan was put in place that supervisors have to track employee time. A spreadsheet was created and/or managers created their own for tracking employee work time. The process of tracking time has not changed, just the materials used to record and track time. Supervisors were told they need to track and approve hours as always, but now they have to make sure that the spreadsheets are updated and current. This information has been sent to both the Secretary and Principal bulletins.

Payroll has hired a temp employee to compile the spreadsheet received from schools and departments in preparation for Kronos coming back online and the continued recovery effort.

COVID Leave:

Covid Relief was approved for five (5) days and two (2) mental health days on January 10, 2022, for benefit eligible employees. The leave will be made available from January 11, 2022, through June 30, 2022. For the Covid Relief, a [Frequently Asked Questions](#) handout has been created that will be sent to building secretaries and building principals. The information will also be sent to employees who are requesting the COVID leave. To anticipate the volume of work and making sure that requests are handled expeditiously, human resources has hired an limited term employee to assist with the work.

Mental Health Days:

The two (2) Mental Health Days that were approved on January 10, 2022, will follow the process requesting the time in advance from supervisors and principals, using the same method that your location uses for other time off requests. School-based teachers who need subs, should arrange for subs as soon as possible and follow the MMSD Handbook building limits outlined below. The leave can be used starting January 11, 2022 until June 30, 2022. A Mental Health Days [Guidance](#) has been sent to building secretaries and supervisors.

Recruitment:

The Substitute office is actively recruiting and onboarding new hires. To date there are fifteen (15) new hires being onboarded. Human Resources will be holding another target student teacher career fair on March 10, 2022. The audience focus will be recruiting teachers and, student-teachers and support staff.

Bonus Guidance for Employees for the Bonus Proposal from November 19, 2021

Background: The original bonus proposal and BOE amendments/approval can be found on BoardDocs as part of the November 22, 2021 meeting. The bonuses are being used as an incentive to attract and retain staff.

Substitutes (Daily)

Pay an end-of-month bonus of \$500 for each daily and long-term substitute teacher for 85% attendance

The month review period for the bonuses will be the **pay period** dates and the bonuses will be paid the following month.

Example: There are 12 possible work days in the pay period from November 29 through December 15. A sub would have to work 10 days or more days to be eligible for the bonuses.

The days worked will be paid on January 3, 2022 and the bonus for the days worked will be paid on February 1, 2022.

Support Staff

Pay Special Education Assistants, Substitute Special Education Assistants, Education Assistants, Bilingual Resource Specialists and School Security Assistants an end-of-the month bonus of \$250 each month for 85% attendance.

The month review period for the bonuses will be based on **calendar** dates and the bonuses will be paid the following month.

Example: There are 14 possible work days for support staff in the pay period from November 29 through December 31. Support staff would have to work at least 11 days to be eligible for the bonuses.

The days worked will be paid on the regular biweekly pay schedule and the bonus for the days worked will be paid on the second biweekly payroll for the following month. For December work days, the bonus would be paid on January 28.

Nurses

Pay nurses who work an average of 20 hours per week for a month a bonus of \$500 at the end of each month

The month review period for the bonuses will be the **pay period** dates and the bonuses will be paid the following month.

Nurses whose FTE is greater than or equal to 0.5 would be assumed to average 20 or more hours of work per week in each pay period.

Bonus Guidance for Employees for the Bonus Proposal from November 19, 2021

Nursing Assistants

Pay nursing assistants who work an average of 20 hours per week for a month a bonus of \$500 at the end of each month

The month review period for the bonuses will be based on **calendar** dates and the bonuses will be paid the following month.

The hours worked by Nursing Assistants will be paid on the regular biweekly pay schedule and the bonus for the hours worked will be paid on the second biweekly payroll for the following month. For December work days, the bonus would be paid on January 28.

Class Coverage

Pay a bonus equivalent to the difference between a teacher's hourly rate and the standard rate of \$22 for each class taught during a teacher's prep time

The class coverage rate of pay will remain \$22.00 per hour. Teachers will receive a bonus payment for the difference between their hourly rate of pay and the class coverage rate of pay. The bonuses will be calculated and paid the following month.

For the first month of the bonuses, any class coverage that was completed between November 29 and December 15 will be paid a bonus of the difference of the hourly rate on the February 1 check. There will be a lag between the class coverage hours worked and the bonus paid on those hours worked.

Example: A teacher worked one (1) hour of class coverage on December 6 and their hourly rate of pay is \$45. Class coverage was paid at \$22 per hour on their January 3 check. There will be a bonus of \$23 paid on their February 1 check.

Covid-19 Sick Leave FAQs

Question: Who is eligible for the Covid sick leave pay?

Answer: Regular Benefit eligible employees.

Question: What if I am a LTE, MSCR Seasonal or a sub?

Answer: You are not eligible for the Covid sick leave pay.

Question: I work less than full time. How are my 5 days calculated?

Answer: The 5 days are based on employment status. Example: If you work 40 hours per week, you would receive 40 hours of Covid Illness pay. If you work 25 hours per week, you would receive 25 hours of Covid sick leave pay.

Question: What reasons can I use the Covid Sick Leave Pay?

Answer: If you are experiencing Covid-19 symptoms and are seeking a medical diagnosis. If you are advised by a healthcare provider to self-quarantine related to COVID-19 exposure or to care for a family member who is quarantined.

Question: What if I was tested by a MMSD Nurse?

Answer: We accept their notification of quarantine.

Question: What if my child has to quarantine, and I need to care for them?

Answer: You can apply for Covid sick leave pay if you need to be off to care for your child in quarantine.

Question: What is the process to receive the leave?

Answer: Use the [leave link](#) to request Covid sick leave pay. Please email your test results or quarantine documentation to leaves@madison.k12.wi.us Information is required.

Question: What is the time frame to use the leave time?

Answer: Covid sick leave pay can be used starting January 11, 2022 through June 30, 2022.

Question: Can the leave be used retroactively?

Answer: No, only for time missed due to Covid-19 starting January 11, 2022 through June 30, 2022.

Question: How can I see how much Covid sick leave time I have available?

Answer: Your balance is viewable in the Time Off section of [Employee Self-Service](#) as CI.

Mental Health Days Guidance

Background

During a special meeting on Monday, January 10, 2022, the MMSD Board of Education passed a proposal to give all benefit eligible employees two (2) mental health days to be used between January 11, 2022 and June 30, 2022. These two days are in addition to the mental health holiday that was granted for October 22, 2021 and the upcoming mental health holiday on March 18, 2022.

Requesting Time Off

Mental Health Days should be requested in advance from supervisors and principals, using the same method that your location uses for other time off requests. School-based teachers who need subs, should arrange for subs as soon as possible and follow the MMSD Handbook building limits outlined below.

The code to use in Absence Management for teachers who request a sub is 009.

Pay Codes for Time Entry

Pay Codes	
370	Mental Health Day
375	Mental Health Hourly
379	Mental Health PR

Enter the mental health time used by teachers, administrators or professional employees in a Munis batch. The MH pay code will be available to pay processors in Kronos when Kronos is available to use.

The pay will be itemized on pay stubs as MH.

The mental health holiday for March 18 will pre-populate in Kronos and no separate entry needs to be made in Munis.

Accruals

There is a separate accrual table set up for mental health time because it is a new benefit. Balances for mental health time are viewable in the Time Off section of [Employee Self Service](#) as MH.

Building Limits for Total Number of Employees on Mental Health and Personal Leave

Elementary Schools

No more than two (2) employees per building may take mental health/personal leave on any given day when school is in session unless the principal and/or his/her designee grants approval to exceed the two (2) employee limit.

Middle Schools

No more than three (3) employees per building may take mental health/personal leave on any given day when school is in session unless the principal and/or his/her designee grants approval to exceed the three (3) employee limit

High Schools

No more than four (4) employees per building may take mental health/personal leave on any given day when school is in session unless the principal and/or his/her designee grants approval to exceed the four (4) employee limit.

Robert's Rules of Order Cheat Sheet for Nonprofits

- Written by [Nick Price](#)

Robert's Rules of Order is a manual of parliamentary procedure that governs most organizations with boards of directors. In 1876, Henry Martyn Robert adapted the [rules and practices](#) of Congress to the needs of non-legislative bodies and wrote them in his book, which is still in use today. The Robert's Rules Association published brief versions of the book in 2005 and 2011. The newest versions have about 700 pages, which makes it difficult to look things up during a meeting. Meeting facilitators with little experience may find it helpful to keep a cheat sheet on parliamentary procedure at their fingertips during a meeting.

Types of Motions:

1. **Main Motion:** Introduce a new item
2. **Subsidiary Motion:** Change or affect how to handle a main motion (vote on this before main motion)
3. **Privileged Motion:** Urgent or important matter unrelated to pending business
4. **Incidental Motion:** Questions procedure of other motions (must consider before the other motion)
5. **Motion to Table:** Kills a motion
6. **Motion to Postpone:** Delays a vote (can reopen debate on the main motion)

Every Motion Has 6 Steps:

1. **Motion:** A member rises or raises a hand to signal the chairperson.
2. **Second:** Another member seconds the motion.
3. **Restate motion:** The chairperson restates the motion.
4. **Debate:** The members debate the motion.
5. **Vote:** The chairperson restates the motion, and then first asks for affirmative votes, and then negative votes.
6. **Announce the vote:** The chairperson announces the result of the vote and any instructions.

TIP! If the board is in obvious agreement, the chairperson may save time by stating, "If there is no objection, we will adopt the motion to..." Then wait for any objections. Then say, "Hearing no objections, (state the motion) is adopted." And then state any instructions. If a member objects, first ask for debate, then vote and then announce the vote.

Requesting Points of Something

Certain situations need attention during the meeting, but they don't require a motion, second, debate or voting. It's permissible to state a point during a meeting where the chairperson needs to handle a situation right away. Board members can declare a [Point of Order](#), Point of Information, Point of Inquiry or Point of Personal Privilege.

Point of Order: Draws attention to a breach of rules, improper procedure, breaching of established practices, etc.

Point of Information: A member may need to bring up an additional point or additional information (in the form of a nondebatable statement) so that the other members can make fully informed votes.

Point of Inquiry: A member may use point of inquiry to ask for clarification in a report to make better voting decisions.

Point of Personal Privilege: A member may use point of personal privilege to address the physical comfort of the setting such as temperature or noise. Members may also use it to address the accuracy of published reports or the accuracy of a member's conduct.

Action	What to Say	Can interrupt speaker?	Need a Second?	Can be Debated?	Can be Amended?	Votes Needed
Introduce main motion	"I move to..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move to amend the motion by...." (add or strike words or both)	No	Yes	Yes	Yes	Majority
Move item to committee	"I move that we refer the matter to committee."	No	Yes	Yes	No	Majority
Postpone item	"I move to postpone the matter until..."	No	Yes	Yes	No	Majority
End debate	"I move the previous question."	No	Yes	Yes	No	Majority
Object to procedure	"Point of order."	Yes	No	No	No	Chair decision
Recess the meeting	"I move that we recess until..."	No	Yes	No	No	Majority
Adjourn the meeting	"I move to adjourn the meeting."	No	Yes	No	No	Majority
Request information	"Point of information."	Yes	No	No	No	No vote
Overrule the chair's ruling	"I move to overrule the chair's ruling."	Yes	Yes	Yes	No	Majority
Extend the allotted time	"I move to extend the time by ____ minutes."	No	Yes	No	Yes	2/3
Enforce the rules or point out incorrect procedure	"Point of order."	Yes	No	No	No	No vote
Table a Motion	"I move to table..."	No	Yes	No	No	Majority

Verify voice vote with count	"I call for a division."	No	No	No	No	No vote
Object to considering some undiplomatic matter	"I object to consideration of this matter..."	Yes	No	No	No	2/3
Take up a previously tabled item	"I move to take from the table..."	No	Yes	No	No	Majority
*Reconsider something already disposed of	"I move to reconsider our action to..."	Yes	Yes	Yes	Yes	Majority
Consider something out of its scheduled order	"I move to suspend the rules and consider..."	No	Yes	No	No	2/3
Close the meeting for executive session	"I move to go into executive session."	No	Yes	No	No	Majority
Personal preference- noise, room temperature, distractions	"Point of privilege"	Yes	No	No	No	No vote

*A member may make a [motion to reconsider](#) something that was already disposed; however, the reconsidered motion may not be subsequently reconsidered. A motion to reconsider must be made during the same meeting and can extend to a meeting that lasts for more than one day.

Tips and Reminders for Chairpersons

Robert's Rules of Order, which is also widely known as parliamentary procedure, was developed to ensure that meetings are fair, efficient, democratic and orderly. A skilled chairperson allows

all members to voice their opinions in an orderly manner so that everyone in the meeting can hear and be heard. The following [tips and reminders](#) will help chairpersons to run a successful and productive meeting without being run over or running over others.

- Follow the agenda to keep the group moving toward its goals.
- Let the group do its own work; don't overcommand.
- Control the flow of the meeting by recognizing members who ask to speak.
- Let all members speak once before allowing anyone to speak a second time.
- When discussions get off-track, gently guide the group back to the agenda.
- Model courtesy and respect, and insist that others do the same.
- Help to develop the board's skills in parliamentary procedure by properly using motions and points of order.
- Give each speaker your undivided attention.
- Keep an emotional pulse on the discussions.
- Allow a consensus to have the final authority of the group.

All board members should be familiar with *Robert's Rules of Order*, which they can find [online](#) and in bookstores.

MOTIONS CHARTS

	Rank	Second?	Debatable?	Amendable?	Vote?
PRIVILEGED MOTIONS					
Fix time to which to adjourn	13	Yes	No	Yes	Majority
Adjourn	12	Yes	No	No	Majority
Recess	11	Yes	No	Yes	Majority
Raise a question of privilege	10	No	No	No	Chair decides
Call for orders of the day	9	No	No	No	At request of one member
SUBSIDIARY MOTIONS					
Table	8	Yes	No	No	Majority
Previous question or call the question*	7	Yes	No	No	Two-thirds
Limit or extend limits of debate	6	Yes	No	Yes	Two-thirds
Postpone to a certain time	5	Yes	Yes	Yes	Majority
Refer to committee	4	Yes	Yes	Yes	Majority
Secondary amendment		Yes	Yes	No	Majority
Primary amendment		Yes	Yes	Yes	Majority
Amendment*	3	Yes	Yes	Yes	Majority
Postpone indefinitely	2	Yes	Yes	No	Majority
MAIN MOTION					
Main motion	1	Yes	Yes	Yes	Majority

* Amendment and previous question may be applied to motions higher than themselves.

INCIDENTAL MOTIONS				
	Second?	Debatable?	Amendable?	Vote?
Request for information	No	No	No	Chair responds
Point of order	No	No	No	Chair rules
Appeal	Yes	It depends	No	Negative

BRING-BACK MOTIONS				
	Second?	Debatable?	Amendable?	Vote?
Reconsider	Yes	It depends	No	Majority
Rescind	Yes	Yes	Yes	§
Amend something previously adopted	Yes	Yes	Yes	§
Take from table	Yes	No	No	Majority

§ Majority with previous notice, two-thirds without notice, or majority of entire membership

Proposed Consent Agenda for BOE January 31, 2022 Regular meeting

10. Consent Agenda

10.1 Main Motion

10.2 Request to continue enrollment after age 20

10.3 Requests for Shortened Day Agreements

10.4 Interim Bills

10.5 Referendum Construction Bills

10.6 Kaplan ACT Prep Course

In Workflow

Step: 7 of 7

Submitted by: Tim K Hernandez

Waiting for: Barbara Osborn

10.7 PLACEHOLDER: Kohl Center graduation ceremonies contract

10.8 PLACEHOLDER: RJ for East and La Follette (Rox) Blaquesmith, Inc.

10.9 Agreement with Dane County Human Services (DCHS) - MSCR Youth Resource Centers (YRC)

10.10 Sankofa Talented and Gifted North to provide time-limited special education services

In Workflow

Step: 7 of 7

Submitted by: Melissa Ohm

Waiting for: Barbara Osborn

10.11 Metro Transit Service Agreement

10.12 Equifax I-9 3-Year Service Agreement for Software and services to complete mandated US Citizenship & Immigration form I-9

In Workflow

Step: 5 of 7

Submitted by: Jessica Gagan

Waiting for: Natalie P Rew

10.13 Vaccine Management for MMSD Volunteers

In Workflow

Step: 2 of 7

Submitted by: Barbara Osborn

Waiting for: Haley Gausmann

10.14 Student Services SEA Laptop Purchase

In Workflow

Step: 7 of 7

Submitted by: Melissa Ohm

Waiting for: Barbara Osborn

10.15 Request BOE Approval for the purchase of 80 Promethean Interactive Displays for classroom instructional use

In Workflow

Step: 8 of 8

Submitted by: Staci A Jansen

Waiting for: Barbara Osborn

10.16 Request BOE Approval for the purchase of 200 Dell 3100 Chromebooks to provide every classroom with spare Chromebooks for in class student use

In Workflow

Step: 7 of 8

Submitted by: Staci A Jansen

Waiting for: T J McCray

10.17 Website Phase II – Accessibility, Compliance, Enhanced Communication

In Workflow

Step: 6 of 7

Submitted by: Jodi R Fiedler

Waiting for: Richard McGregor

10.18 Reimagine Classrooms & Schools – Furniture Phase 2, Books

In Workflow

Step: 5 of 7

Submitted by: Svetlin B Borisov

Waiting for: Natalie P Rew

10.19 Reimagine Classrooms & Schools – Orchestra Instruments

Proposed Consent Agenda for BOE January 31, 2022 Regular meeting

In Workflow

Step: 5 of 7

Submitted by: Svetlin B Borisov

Waiting for: Natalie P Rew

10.20 Reimagine Classrooms & Schools – Playground Equipment Phase 1 – Gerber Leisure Products & Lee Recreation

In Workflow

Step: 5 of 7

Submitted by: Svetlin B Borisov

Waiting for: Natalie P Rew

10.21 Reimagine Classrooms--Hawthorne Elementary School

In Workflow

Step: 7 of 7

Submitted by: Barbara Osborn

Waiting for: Barbara Osborn

10.22 Thoreau Elementary School Furniture Upgrade

In Workflow

Step: 7 of 7

Submitted by: Barbara Osborn

Waiting for: Barbara Osborn

10.23 Health Office Furniture

In Workflow

Step: 7 of 7

Submitted by: Nancy J Koch Meyer

Waiting for: Barbara Osborn

10.24 Referendum 2020 La Follette High School Construction Manager contract amendment

In Workflow

Step: 7 of 7

Submitted by: Svetlin B Borisov

Waiting for: Barbara Osborn

10.25 Muir Elementary School– Roof Rehabilitation. Addendum #1 - Additional Roofing Scope.

In Workflow

Step: 5 of 7

Submitted by: Svetlin B Borisov

Waiting for: Natalie P Rew

10.26 Elevator & Chair Lift Preventative Maintenance and Repair, Addendum #1 - two-year extension

In Workflow

Step: 7 of 7

Submitted by: Svetlin B Borisov

Waiting for: Barbara Osborn

10.27 Asbestos Abatement/Demolition--La Follette High School

In Workflow

Step: 5 of 7

Submitted by: Barbara Osborn

Waiting for: Natalie P Rew

10.28 Purchase of One (1) Case SV280B Skid Steer Loader

In Workflow

Step: 5 of 7

Submitted by: Angela D Maas

Waiting for: Natalie P Rew

10.29 Purchase of Two (2) Toro GM 5910 mowers, and One (1) Topdresser 2500 from Reinders.

In Workflow

Step: 5 of 7

Submitted by: Angela D Maas

Waiting for: Natalie P Rew

10.30 Purchase of One (1) Transit-350 Cargo Van

In Workflow

Step: 5 of 7

Submitted by: Angela D Maas

Waiting for: Natalie P Rew

10.31 Purchase of Three (3) X590 John Deere Tractors with Front Blades, and One (1) Z950M Ztrak.

In Workflow

Step: 5 of 7

Submitted by: Angela D Maas

Proposed Consent Agenda for BOE January 31, 2022 Regular meeting

Waiting for: Natalie P Rew

10.32 Donation--Thoreau Elementary Parent Teacher Organization

In Workflow

Step: 7 of 7

Submitted by: Barbara Osborn

Waiting for: Barbara Osborn

10.33 Donation from Anonymous Donor to Huegel Elementary School, pursuant to Board Policy #6177

In Workflow

Step: 7 of 7

Submitted by: Dametra N Moore

Waiting for: Barbara Osborn

10.34 Grants and Donations under \$10,000.00

10.35 Human Resources Transactions Report