



WEEKLY UPDATE TO THE BOARD OF EDUCATION

February 10, 2022

A MESSAGE FROM SUPERINTENDENT CARLTON D. JENKINS

Dear Board Members,

This week marks the third week of our third quarter. During this week, our students, staff, families, and community have continued to embody MMSD's core values and demonstrate what makes our district special, even in the midst of wrestling with multiple pandemics.

This week, our state and nation have continued to be impacted by rising inflation as well as global supply and staffing shortages during a devastating, yet slightly waning, COVID-19 surge fueled by the Omicron variant. These challenges, coupled by ongoing news of senseless violence and injustice, have not deterred our resilient students, staff, families, and community from leaning forward together. Hence, we have witnessed myriad examples throughout our diverse and dynamic district of individuals embracing the pillars of equity, excellence, humanity, and intentionality.

During Monday's Instruction Work Group meeting, discussions between board members and district leaders reflected concerns about equity as information related to Early Literacy and Full Day 4K was analyzed and interrogated. The vigorous, and respectful, dialogue illustrated our district's desire to ensure all of our scholars are on track to graduate ready for college, careers, and the community.

The recent exploits of Momo Fredrickson and the Madison West Boys' Swim Team exemplify the pillar of excellence. Momo, an 8th grade violinist at Hamilton Middle School, recently placed first in the Midwest Young Artists Conservatory junior orchestra division of the Walgreens National Concerto Competition. The West High School Boys' Swim Team won the Big 8 Conference Swim Meet. Both examples illustrate the ability of our scholars to reach great heights in co-curricular activities.

Lake View Elementary School and La Follette High School are exemplifying the pillars of humanity and intentionality. Throughout their Black History Month celebration this year, Lake View is featuring the artwork of Madisonian Lilada Gee, in an effort to inspire their students by connecting them to tangible models of success. La Follette recently highlighted the efforts of Ms. Hank Braga and Ms. Swanson to ensure all Lancers have post-high school plans as part of this week's National School Counselors' Week celebration.

As we celebrate these models of triumph and resilience, I would like to thank you for your leadership as well as 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.

OTHER INFORMATION

➤ **K-5 Core Instructional Resources Materials Adoption Process Update**
The K-5 Core Instructional Resources Materials Adoption for the teaching of literacy and biliteracy Request for Proposals (RFP) Evaluation Committee began meeting on Feb. 7. The Feb. 3 *Weekly Update* provided an overview of the groups involved in this process. The Evaluation Committee consists of 38 individuals who provide evaluation of the six vendor proposals/materials via rubrics which follow the components listed in the RFP. Members of the Evaluation Committee have varied backgrounds and include classroom educators, instructional coaches, principals/administrators, Bilingual Resource Teachers, Interventionists, and special education teachers.

The Evaluation Committee met on Feb. 7 from 2-6 p.m. where they were introduced to the RFP process, their role, the evaluation process/rubric, and provided an overview of the vendor proposals and materials. The Evaluation Committee continued meeting on Feb. 8 from 8 a.m.- 4 p.m. where they began their individual evaluation of their assigned vendor proposal/materials. An overview of the timeline for the RFP process and the Evaluation Committee process are depicted in the attached 2 slides:

- a. K-5 Literacy Materials Adoption RFP work, process, and timeline
- b. Evaluation Committee Work, Process, and Timeline

➤ **Human Resources Weekly Staffing Analysis**
Attached is the most up to date staffing analysis dated February 7, 2022.

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

2.8.2022 Weekly Metrics Meeting [Agenda](#) & [Recording](#)

A board member made a request for the slides provided by Kristen Guetschow during the metrics meeting: "MMSD Mental Health and Well Being Priorities and Progress"--[Slide Deck](#)

2.10.2022 Bi-Weekly School and Central Office Administrator Operations Meeting [Slide deck](#) and [Recording](#)

➤ **Articles of Interest**

Another great story! Hamilton Middle School Maestro in our Midst

[Hamilton Middle School musician wins Midwest competition en route to soloist career](#)

➤ **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

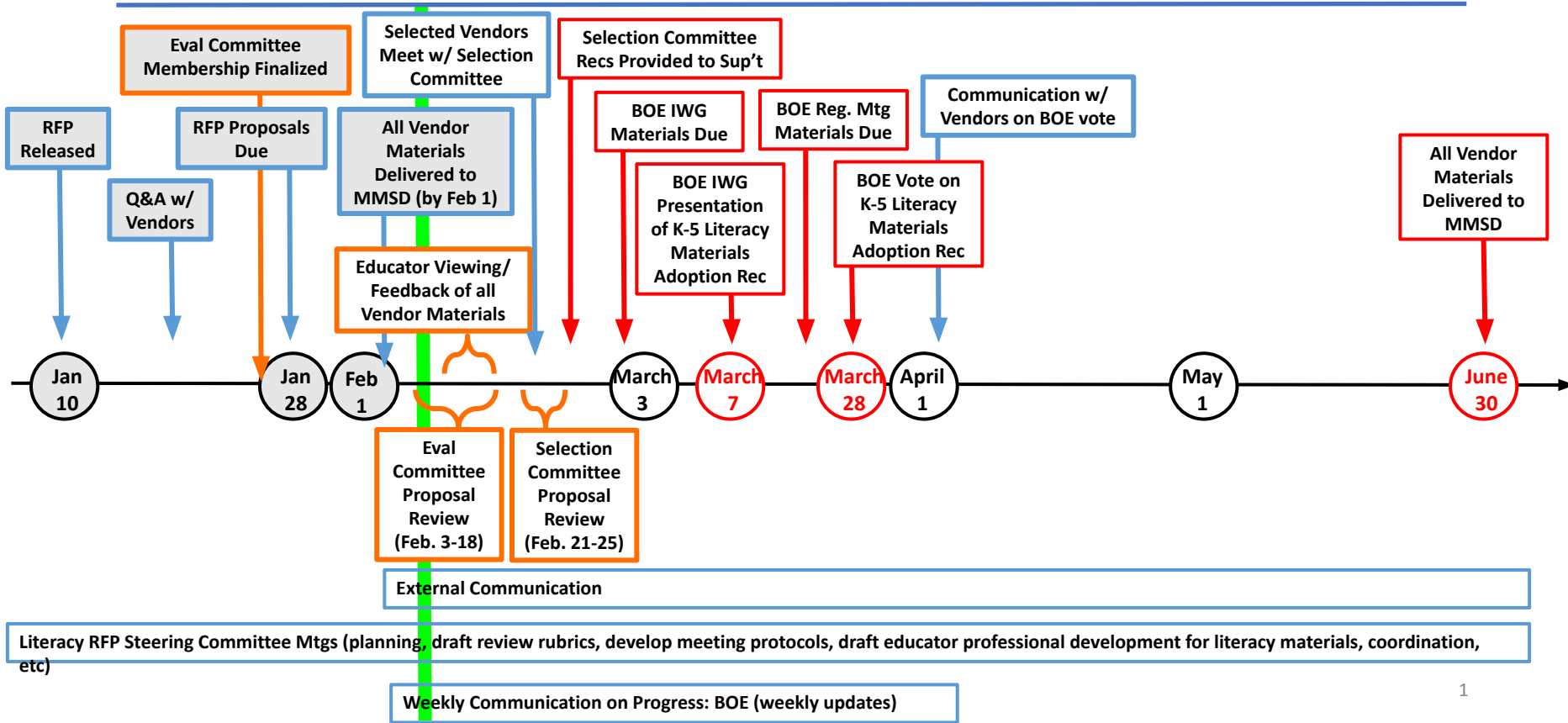
- Mon., Feb. 14, 9 a.m. Board Officers
Virtual
- Mon., Feb. 14, 5 p.m. Operations Work Group
Doyle 103/Virtual
- Tues., Feb. 15 Spring Primary Election
- Wed., Feb. 16, 5 p.m. Student Senate
Virtual
- Sat., Feb. 19, 8 a.m. BOE Retreat
Madison College—Goodman South Campus
- Week of February 21 BOE Member Briefings
Virtual
- Mon., Feb. 28, 9 a.m. Board Officers
Virtual
- Mon., Feb. 28, 6 p.m. Regular BOE meeting
Doyle Auditorium/Virtual

ITEMS ATTACHED FOR INFORMATION

1. K-5 RFP Timeline Visuals
2. 2022 Staffing Analysis—2.7.2022

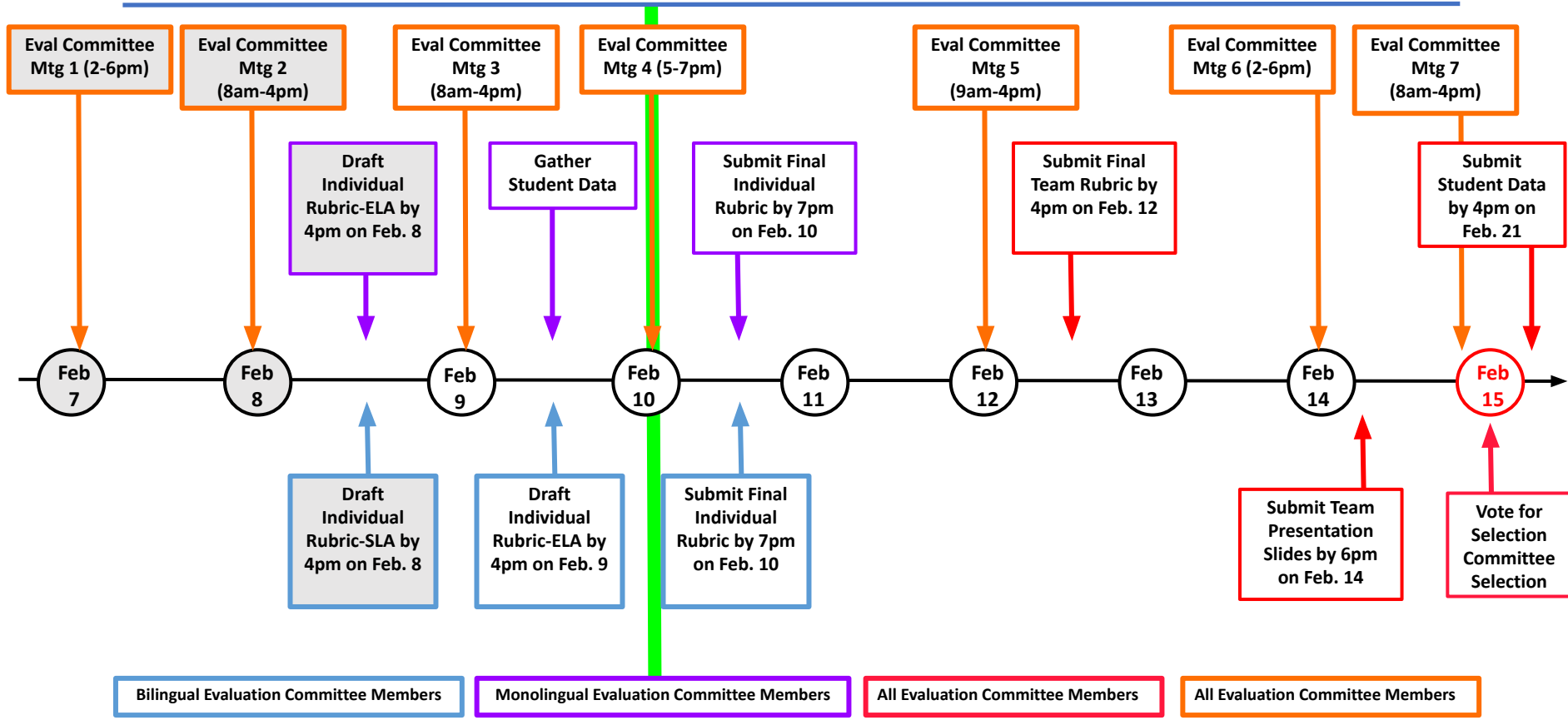


K-5 Literacy Materials Adoption RFP work, process, and timeline





Evaluation Committee Work, Process, and Timeline



Bilingual Evaluation Committee Members

Monolingual Evaluation Committee Members

All Evaluation Committee Members

All Evaluation Committee Members

Staffing Analysis
Madison Metropolitan School District
February 7, 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 week of February 7 – 11, 2022.

The substitute office is working in tandem with the Chiefs to make sure that all schools are staffed with the usage of 60+ 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 31, 2022:
 - **The week of February 7, 2022 – This is an overall look at absences:**
 - Absences – **963 (403 Unfilled)**
 - Percent Filled – **58.11**
 - Percent Unfilled – **41.89**
 - Monday – February 7, 2022
 - Absences – **274 (137 Unfilled)**
 - Percent Filled – **49.80**
 - Percent Unfilled – **50.20**
 - Percent with Central Office Usage – **63.13**
 - Number of Central Office Personnel – **37**
 - Tuesday – February 8, 2022
 - Absences - **277 (143 Unfilled)**
 - Percent Filled – **48.40**
 - Percent Unfilled – **51.60**
 - Percent with Central Office Usage – **53.42**
 - Number of Central Office Personnel - **14**
 - Wednesday - February 9, 2022
 - Absences - **270 (128 Unfilled)**
 - Percent Filled – **52.60**
 - Percent Unfilled – **47.40**
 - Percent with Central Office Usage – **56.29**
 - Number of Central Office Personnel - **10**
 - Thursday – February 10, 2022
 - Absences - **301 (81 Unfilled)**
 - Percent Filled – **58.50**
 - Percent Unfilled – **41.50**
 - Percent with Central Office Usage – **64.61**
 - Number of Central Office Personnel – **12**

Bonuses:

The bonuses are being paid as described in the memo from the November 22, 2021, board meeting. They are adhering to the 85% attendance and paid following the month earned.

Kronos:

An email was sent on Monday, February 7, 2022, to all Kronos users with instructions on logging into Kronos via desktop, laptop, or the mobile application. Payroll is currently working to calibrate the calculations for employee overtime and other work hours. A salary advance request program was offered to employees in the

amount of \$600 (no taxes would be taken out) that would be paid on February 11, 2022. This advance would be given with the understanding that the amount would be deducted from their March 25th paycheck. To date, 80 employees have taken advantage of the Salary Advance Request.

COVID Leave:

Covid Relief was approved for five (5) days on January 10, 2022, for benefit eligible employees. The leave is available from January 11, 2022, through June 30, 2022.

To date, we have had an additional 124 leave requests bringing the total to 544.

Mental Health Days:

A Mental Health Days FAQ was sent to the building secretaries and supervisors to help input the requests so that payroll can keep track of the request.

Requests are being made to building principals and supervisors.

Recruitment:

The Substitute office is actively recruiting and onboarding new hires, to date we have 65 new applications with 35 hired, 30 waiting on references and 19 who have completed the onboarding process.

Human Resources will be holding another target student teacher career fair on February 24, 2022, and March 10, 2022. The audience focus will be recruiting teachers, student-teachers, and support staff.