



## WEEKLY UPDATE TO THE BOARD OF EDUCATION

February 17, 2022

### A MESSAGE FROM SUPERINTENDENT CARLTON D. JENKINS

Dear Board Members,

This week marks the fourth week of our third quarter. Throughout this week, our students, staff, families, and community have continued to display resilience while wrestling with the impact of multiple pandemics. Moreover, despite our state and nation continuing to face labor shortages, global supply chain disruptions, and rising inflation, we have witnessed a quiet determination throughout our district to live up to our core values.

During Monday's Operations Work Group meeting, each of the presentations exemplified our core values. Our budget update shared insights on how we might invest our precious resources in programs and practices which embrace equity and excellence. Our referendum update shared our progress in upgrading our learning spaces in ways which exhibit creativity and foster a greater sense of belonging. Finally, our Human Resources update displayed the core value of focus, while sharing progress on refining the department's practices.

The constructive dialogue at our board meeting reflects our district's efforts to accelerate learning for all students, while eliminating disparities. As we pursue these noble aims, our district will benefit from hearing the voices of our students, families, staff, and community. Therefore, we will host four virtual World Café events next week to generate dialogue around our district plan for ESSER III Federal monies. We look forward to the discussions helping to shape our planning and implementation efforts.

As we engage in the important work of refining our policies and practices, we must keep our students at the center of our efforts. During visits to schools throughout our district, we are witnessing innovative instructional efforts, engaging co-curricular programming, and instances where our students and staff are striving for human decency at the highest level. Our challenge is to make these pockets of excellence more systemic and representative of the immense potential of the students, staff, and families in our dynamic district and special community.

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.

## PARTNERSHIPS AND GRANTS



### **NoVo Equitable Design for Teacher Morale and Retention Grant**

The MMSD Research & Innovation Department submitted a \$50K grant to the NoVo Equitable Design for Teacher Morale and Retention grant competition to support a design thinking process to learn from teachers first hand what would be helpful in supporting them and then testing prototypes to come to a solution that responds to teachers' lived experiences and input. By using Liberatory Design processes, our team will be able to dig into the problem of teacher morale and retention through empathy interviews and qualitative and quantitative research to define the problem and find and test equitable solutions and opportunities geared at increasing staff morale and staff retention. If awarded, grant funds will be available March 2022 - June 2023.

## BOARD OF EDUCATION QUESTIONS



### **Follow Up from Operations Work Group Meeting—2/14/2022**

#### Referendum Projects

- In response to Ms. Pandey's question, please note that gender neutral toilet rooms are part of the plans at each of the schools.
- Students were involved in over a dozen in-person meetings during design at each of the schools between December and January. The list follows below.
- We need to clarify that the design process is complete, and the projects are now starting construction.
- In regard to opportunities for locations for student art and so forth, the design team has provided some areas for that consideration. I am sure we can continue that conversation with the MMSD team.

#### Student Engagement Stats

Meetings:

12/9 – La Follette

12/15—West

12/16—West

12/17—West

1/6—Memorial

1/13—East

1/14—Student Sustainability Meeting

1/28—La Follette

TBD: Capital High School and Southside Elementary

Student groups represented thus far:

Black Student Union (BSU), Latinx Student Unions, Asian Student Union, Native American Student Association (NASA), Student Government, Athletics: Football, Track, Swim, Soccer Basketball

Clubs: History, Purgolders, Gaming, Choir, Environmental/Sustainability, AVID classes

## OTHER INFORMATION



### **Student Teacher Signing Day Event**

Please see the attached flyer for this awesome event on Thursday, February 24. We are asking that President Muldrow attend in person. If others are interested, we will be including it on the legal notice so that all board members may attend.



### **Staffing Analysis**

Please see the attached updated report dated February 14, 2022 detailing our efforts to make sure our schools are staffed and remain open for student learning. This report also includes movement on a number of programs and processes.



### **Food & Nutrition Update**

Attached is an update on the staffing, supply chain issues, and meal accountability measures, as well as news about the upcoming Junior Chefs Challenge, virtual student meal distribution and steps to increase participation.



### **K-5 Core Instructional Resources Materials Adoption. Scoring Rubric**

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 and held their last meeting on Feb. 15. The Feb. 3 weekly update provided an overview of the groups involved in this process. During the seven Evaluation Committee meetings, members individually evaluated assigned grade level(s) for an assigned vendor's material/proposal, gathered as vendor teams to discuss and integrate individual rubric scores into one team rubric, and summarized the strengths and weaknesses of all vendor proposals/materials for section 5 of the rubric.

Below is a description of how the rubric design was informed by the best evidence and research on literacy and biliteracy. The Evaluation Committee meeting concluded on Feb. 15 with the submission of an executive summary from each team and a presentation of each team's impressions of the proposal/materials they reviewed. Members of the Evaluation Committee

nominated and decided on who from the committee will serve as a member of the Selection Committee, which is the next step of the RFP process.

All Evaluation Committee meetings were publicly noticed and meetings were virtually open to the public. A [website page](https://www.madison.k12.wi.us/curriculum-instruction/k-5-literacy-materials-adoption) (<https://www.madison.k12.wi.us/curriculum-instruction/k-5-literacy-materials-adoption>) has been added to the MMSD website to share the RFP timeline and process with the public, provide electronic access to vendor materials, and collect public feedback on the materials. We are currently working on the Spanish translation of the webpage content and will update the webpage as soon as that content is ready.

#### Rubric Design Context

MMSD designed a comprehensive scoring rubric to be used by the Evaluation Committee as a way to evaluate the ways in which each of the resources is aligned to:

- a. Findings and recommendations per the Task Force Report Published in the fall of 2021.
- b. Science of reading per the collective learning we are doing as a district via LETRS training.
- c. Standards and grade level rigor per Common Core per MMSD collective learning with instructional organizations such as UnBound Ed, and the Achievement Network.
- d. Standard and grade level rigor per the WI Literacy Standards 2020 per the WI DPI High Quality Materials Professional Development and cross walk with 2010 standards.
- e. Findings from the Opportunity Myth by TNTP Report



#### **Proposed Consent Agenda**

Attached is a list of all the proposed consent items for the February 28, 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, February 24**.

***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 Metrics and Ops Recordings and Agendas:**

- |           |   |
|-----------|---|
| 2.15.2022 | Weekly Metrics Meeting <a href="#">Agenda</a> and <a href="#">Recording</a>   |
| 2.17.2022 | Bi-Weekly School and Central Office Administrator Operations Meeting <a href="#">Agenda</a> and <a href="#">Recording</a> |



## COVID Community Metrics:

### January 17-30:

1. Average daily case count is 946, trending down
2. Average daily percent positivity is 16.0%
3. Percent of eligible population (5+) with at least one vaccine dose is 86.7%
4. Percent of eligible population (5+) fully vaccinated is 81.6%
5. Percent of eligible population (12+) fully vaccinated & with a booster/third dose is 67.5%

If you are interested in more information, check out the further breakdowns provided in the [Feb 3 snapshot](#) or on PHMDC's [dashboard](#).

### January 24 – February 6:

1. Average **daily case count is 569**, trending down
2. Average **daily percent positivity is 12.7%**
3. Percent with **at least one vaccine dose is 82.7%**
4. Percent **fully vaccinated is 78.4%**
5. Percent **fully vaccinated & with a booster/third dose is 64.3%**

You may have noticed that reporting on vaccine metrics (#3-5) shifts slightly week to week. That's due, in part, to what PHMDC provides in the weekly snapshot and the multiple ways they report vaccination rates. PHMDC has reported both vaccine rates for the entire population (which helps understand population immunity) and vaccine rates by eligible population (which helps understand vaccine equity, access and uptake). PHMDC published an [interesting blog post](#) on why they report on both. In addition, this week PHMDC presented vaccination data in a third way: by reporting on the percentage of Dane County residents who are "up to date," meaning a person has received all recommended COVID vaccines, including any booster dose(s) when eligible, according to CDC's recommendations. In this update, for example, 58.5% of the Dane County population are "up to date" on their COVID vaccines, while 19.8% are fully vaccinated but not up to date, 4.3% are partially vaccinated, and 17.3% are not vaccinated. Among those who are fully vaccinated, 74.7% are up to date on their vaccines. All this to say, there are many different ways to talk about vaccination rates and the numbers may shift depending on how you define and determine those rates.

If you are interested in more information on vaccine rates or other COVID metrics for our community, check out the further breakdowns provided in the [Feb 10 snapshot](#) or on PHMDC's [dashboard](#).



## Articles of Interest

[Teachers Are Quitting, and Companies Are Hot to Hire Them](#)



### **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**



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. Flyer for Student Teacher Signing Day event
2. Staffing Analysis report—2.14.2022
3. Food & Nutrition Department update
4. Proposed consent agenda – 2.28.2022



**SAVE**  
*the* **DATE**



## **Student Teacher Signing Day Event**

**Date:** Thursday, February 24, 2022

**Time:** 5-7:00 p.m.

**Location:** 333 Holtzman Road,  
Madison WI, 53713

**Enjoy:** Opportunity to express your intentions to becoming a full time member of the MMSD Family. The event will include a short program, performances, entertainment, light refreshments.



**Staffing Analysis**  
**Madison Metropolitan School District**  
**February 14, 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 14 – 18, 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 deployment of central office personnel has switched usage to Mondays and Fridays only moving forward.

- Looking at Absence Management for week of February 14, 2022:
  - **The week of February 14, 2022 – This is an overall look at absences:**
    - Absences – **1167 (542 Unfilled)**
    - Percent Filled – **53.56**
    - Percent Unfilled – **46.44**
  - Monday – February 14, 2022
    - Absences – **294 (156 Unfilled)**
    - Percent Filled – **54.50**
    - Percent Unfilled – **45.50**
    - Percent with Central Office Usage – **67.48**
    - Number of Central Office Personnel – **27**
  - Tuesday – February 15, 2022
    - Absences - **282 (140 Unfilled)**
    - Percent Filled – **60.60**
    - Percent Unfilled – **39.40**
    - Percent with Central Office Usage – **No Deployment**
    - Number of Central Office Personnel – **No Deployment**
  - Wednesday - February 16, 2022
    - Absences - **302 (152 Unfilled)**
    - Percent Filled – **56.40**
    - Percent Unfilled – **43.60**
    - Percent with Central Office Usage – **No Deployment**
    - Number of Central Office Personnel – **No Deployment**
  - Thursday – February 17, 2022
    - Absences - **296 (148 Unfilled)**
    - Percent Filled – **58.46**
    - Percent Unfilled – **41.54**
    - Percent with Central Office Usage – **No Deployment**
    - Number of Central Office Personnel – **No Deployment**

**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. Kronos is now up and running with all users having the ability to



input time. Payroll is continuing to work on the calibration of the calculations for employee overtime and other work hours. To date, 80 employees utilized the \$600 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 60 leave requests bringing the total to 606.

**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. To date, we have 356 educators who have utilized the days.

Requests are being made to building principals and supervisors.

**Recruitment:**

The Substitute office is actively recruiting and onboarding new hires, to date we have 30 waiting on references to move to 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.

The February event will be issuing teacher contracts to our stellar student teachers.

**TO:** Carlton D. Jenkins, Ph.D., Superintendent  
**FROM:** Cedric Hodo- Chief Operations Officer  
**DATE:** February 10, 2022  
**SUBJECT:** Monthly Food Service Updates

- **Staffing Levels** – Food & Nutrition continues to experience operational challenges around staff shortages. As our department has shown throughout COVID, Food & Nutrition will remain adaptable and ready to lean forward to meet the needs of our students regardless of any obstacles we face. We will continue to send team members to schools to aid in the frontline operations until lunch service is over at the schools. When the team returns from the schools, we restart production to catch up with our next day's production.
- **New Managers** – We have been able to fill two vacancies on the leadership team. Registered Dietitian Ursula Michelle Ballard is an evidence-based nutrition practitioner who has a passion for addressing and educating on the social determinants of health and nutrition. She brings to the team years of experience and background in program management, training and community engagement, with a collaborative track record of working with community restaurants and non-profit organizations to showcase flavor profiles within K-12 school menus.

We have also added Joshua Perkins as our new Culinary Administrative Manager. Joshua is a career culinary professional. As an Executive Chef he comes to MMSD with diverse skills in management of food quality and cost control, personnel, equipment, and production systems. He is well-versed in the design and execution of independent projects.

- **Supply Chain Issues** – Our primary food distributor continues to report that they are observing inventory and supply chain issues caused by material shortages, increased demand for select products, and workforce challenges.
- **Meal Accountability**- The Food & Nutrition team has remained laser focused on meal accountability and enhanced training opportunities to reduce waste. We are working closely with our Cafeteria Leads, teachers and MSCR reps to ensure accuracy in meals. This level of accountability will yield an improvement in engagement and the strengthening of partnerships throughout the district. Year-over-year improvements will be shared in future F&N reports.
- **Upcoming Junior Chefs Challenge** – While healthy eating can be a challenge for kids and parents, elementary school students in the Madison Metropolitan School District will use their culinary skills to reimagine their favorite meals by creating and/or sharing original recipes in a culinary competition, “Junior Chefs Challenge.” This new initiative has been created to get students thinking about making healthy food choices while also encouraging them to be active and creative in the kitchen. The whole concept of this is to help educate the kids in HEALTHY EATING HABITS. Too often we hear about obesity in kids and kids not making the right choices in terms of their eating habits. That’s why we would like for kids to submit their favorite recipes and partner with the MMSD Food & Nutrition department to create healthy renditions of their ***favorite meals!*** Judging will be based on health-conscious foods, simple, kid-friendly preparation, fun kid-foods, judge’s choice, and best table presentation. We anticipate this kick off date for mid-April to mid-May.

- **Virtual meal Distribution-** Food Service continues to serve the virtual students of MMSD. Since the first day of school, food service has provided meal boxes for virtual students. The meal boxes (items inside the box constitute a reimbursable meal) are distributed on Monday (only) from 2-4 p.m. at two high school locations, Memorial and LaFollete. We currently distribute a combined total of 10 boxes a week from both locations. However, to increase our efforts of feeding more of our virtual students, we are reaching out more to other MMSD departments as well as community organizations about our meal boxes for virtual students. We have also met with DPI and received a waiver to distribute the meal boxes to the siblings of MMSD virtual students. Food Service employees will still require the necessary student information (student name, student ID#, school name) before the meal box can be received during pick up.
- **Food Service Three-Month Meal Accountability Review-** The Food Service program has increased breakfast participation in 2022. The breakfast meal counts have consistently increased on average 6,432 meals over the course of three months. This is mainly due to the consistent food service collaboration meetings with vendors focused on menu development. We have also offered more breakfast choices during the 2021-2022 school year and will continue to develop more exciting menu items. With the addition of our newly hired dietitian, we fully expect to see an increase in our lunch participation with better tasting items, product sustainability, and using updated quality equipment. We also plan to meet with school administrators and students within the three school segments to discuss and receive feedback on future menu developments.



## Proposed Consent Agenda – February 28, 2022

### 10. Consent Agenda

#### 10.1 Main Motion

#### 10.2 Requests for Shortened Day Agreements

#### 10.3 Interim Bills

##### In Workflow

Step: 1 of 1

Submitted by: Natalie P Rew

Waiting for: Barbara Osborn

#### 10.4 Referendum Construction Bills

##### In Workflow

Step: 1 of 1

Submitted by: Natalie P Rew

Waiting for: Barbara Osborn

#### 10.5 Copy of Contract Compliance

#### 10.6 PLACEHOLDER: Doyle auditorium work (Cory DeGraff)

#### 10.7 PLACEHOLDER: Referendum consent memos (coming Thursday) (Cedric)

#### 10.8 Purple Communications, Inc (Hearing Impaired Interpreter Services) Amendment to Service Agreement

##### In Workflow

Step: 7 of 7

Submitted by: Melissa Ohm

Waiting for: Barbara Osborn

#### 10.9 Ensemble Music Instrument Purchase for Grades 5-12

##### In Workflow

Step: 2 of 7

Submitted by: Kate A Kloetty

Waiting for: Haley Gausmann

#### 10.10 Request BOE Approval to Purchase Advanced Placement Exams from The College Board for 2021-22

##### In Workflow

Step: 6 of 7

Submitted by: Ann Rezutek

Waiting for: Caroline Racine Gilles

#### 10.11 Cambridge ACT Prep Course

##### In Workflow

Step: 7 of 7

Submitted by: Tim K Hernandez

Waiting for: Barbara Osborn

#### 10.12 AVID Summer Institute Professional Development - June 2022

##### In Workflow

Step: 7 of 7

Submitted by: Tim K Hernandez

Waiting for: Barbara Osborn

#### 10.13 Data Sharing Agreement with UW Green Bay's Consortium of Applied Research

##### In Workflow

Step: 7 of 7

Submitted by: Lisa Roscoe

Waiting for: Barbara Osborn

#### 10.14 2022 Kohl Center Rental Fees and Expenses for High School Graduation Ceremonies

##### In Workflow

Step: 7 of 7

Submitted by: Roxanne Amundson

Waiting for: Barbara Osborn

#### 10.15 Request BOE Approval for the purchase of a Comprehensive Security Assessment

##### In Workflow

Step: 8 of 8

Submitted by: Staci A Jansen

Waiting for: Barbara Osborn

#### 10.16 Reimagine Classrooms & Schools – Playground Equipment Phase 2 – Gerber Leisure Products, Lee Recreation, & MN/WI Playground

##### In Workflow

## Proposed Consent Agenda – February 28, 2022

Step: 2 of 6

Submitted by: Svetlin B Borisov

Waiting for: Haley Gausmann

### 10.17 Reimagine Classrooms & Schools – Furniture – La Follette High School

[In Workflow](#)

Step: 6 of 6

Submitted by: Svetlin B Borisov

Waiting for: Barbara Osborn

### 10.18 Reimagine Classrooms & Schools – Asphalt Phase 1 – Payne & Dolan

[In Workflow](#)

Step: 2 of 6

Submitted by: Svetlin B Borisov

Waiting for: Haley Gausmann

### 10.19 Board of Education Consent Item – District-wide Bottle Filling Station Upgrades

[In Workflow](#)

Step: 7 of 7

Submitted by: Mike MacDonald

Waiting for: Barbara Osborn

### 10.20 East High School Referendum Asbestos Abatement Demolition

[In Workflow](#)

Step: 6 of 6

Submitted by: Svetlin B Borisov

Waiting for: Barbara Osborn

### 10.21 West High School Referendum Asbestos Abatement Demolition

[In Workflow](#)

Step: 7 of 7

Submitted by: Svetlin B Borisov

Waiting for: Barbara Osborn

### 10.22 Board of Education Consent Item – Midvale Elementary Toilet Room and Office HVAC Upgrades - 2022

[In Workflow](#)

Step: 7 of 7

Submitted by: Mike MacDonald

Waiting for: Barbara Osborn

### 10.23 Install RV Compatible Outlets for Celebrate Smiles Dental Program

[In Workflow](#)

Step: 7 of 7

Submitted by: Angela D Maas

Waiting for: Barbara Osborn

### 10.24 Food & Nutrition Tray Line Replacement

[In Workflow](#)

Step: 8 of 8

Submitted by: Barbara Osborn

Waiting for: Barbara Osborn

### 10.25 Purchase of One (1) Transit-150 Passenger Van

[In Workflow](#)

Step: 7 of 7

Submitted by: Angela D Maas

Waiting for: Barbara Osborn

### 10.26 Approval of the Soles4Souls Children's Footwear to the MMSD Transition Education Program, pursuant to Board Policy #6177

[In Workflow](#)

Step: 6 of 7

Submitted by: Ricardo Cruz

Waiting for: Sherry Terrell-Webb

### 10.27 Grants and Donations under \$10,000.00

[In Workflow](#)

Step: 1 of 1

Submitted by: Julie Pophal

Waiting for: Barbara Osborn

### 10.28 Human Resources Transactions Report

[In Workflow](#)

Step: 1 of 2

Submitted by: Tina Updike

## Proposed Consent Agenda – February 28, 2022

Waiting for: Tracey A Caradine

### 10.29 Donation to Leopold Elementary School, pursuant to Board Policy 6177

In Workflow

Step: 3 of 7

Submitted by: Barbara Osborn

Waiting for: Mankah Z Mitchell

### 10.30 Audio Visual Upgrade Doyle Rm 103, Doyle McDaniels Auditorium and Holtzman Multi-Purpose Room

In Workflow

Step: 3 of 7

Submitted by: Svetlin B Borisov

Waiting for: Mankah Z Mitchell

### 10.31 Board of Education Consent Item - Emergency Mask Order for 01/1/22 School Reopening

In Workflow

Step: 3 of 7

Submitted by: Angela D Maas

Waiting for: Mankah Z Mitchell

### Referendum 2020 East High School Guaranteed Maximum Price

In Workflow

Step: 3 of 7

Submitted by: Svetlin B Borisov

Waiting for: Mankah Z Mitchell

### Referendum 2020 West High School Guaranteed Maximum Price

In Workflow

Step: 3 of 7

Submitted by: Svetlin B Borisov

Waiting for: Mankah Z Mitchell

### Referendum 2020 East High School Fund Addition From Building Services Budget

In Workflow

Step: 3 of 7

Submitted by: Svetlin B Borisov

Waiting for: Mankah Z Mitchell

### Referendum 2020 West High School Fund Addition From Building Services Budget

In Workflow

Step: 3 of 7

Submitted by: Svetlin B Borisov

Waiting for: Mankah Z Mitchell