



WEEKLY UPDATE TO THE BOARD OF EDUCATION

June 2, 2022

A MESSAGE FROM SUPERINTENDENT CARLTON D. JENKINS

Dear Board Members,

This week marks the next to last week of our fourth quarter. Throughout this year, our district and community have joined the nation in facing several persistent and ongoing challenges: constantly evolving global health pandemic; unprecedented staffing shortages; rising inflation; continued instances of racial injustice and social unrest; political polarization; and global supply chain disruptions. Despite facing these challenges, our students, staff, families, and community members have demonstrated resilience while leaning forward together.

As we reach the end of the school year, we start to witness billboards, yard signs, invitations, and social media posts related to commencement events. These events signal a simultaneous process of ending one phase of life and beginning another. As such, these events often elicit a time of reflection about a kindergarten experience, an impending move to middle school, beginning a new chapter in the fall as a high school student, or contemplating postsecondary, career, and service opportunities after high school. These events also relate to some of our staff, who are moving into the season of retirement after giving of themselves fully to serve the needs of our scholars and families. We salute all our students, staff, and family members who are currently experiencing these moments, and we are grateful for what they have contributed to MMSD and will continue to contribute to our community.

As we celebrate transitions during this time of year, we also continue to reflect on our district's efforts to ensure all our learning spaces are places where our students, staff, and families can thrive. As such, each June we join our nation in celebrating Pride month! During this month, we recount and reflect on the hard-won accomplishments of the LGBTQIA+ community, while recommitting ourselves to ensuring all are welcome in our district, community, state, and nation.

Thank you for your ongoing support and partnership. I look forward to updating you on our district's progress next week.

Sincerely,

Carlton

Carlton D. Jenkins, Ph.D.

➤ **Plan for Addressing Building Conditions on Extremely Hot Weather Days**

The following is a question posed by a board member via email regarding extreme weather plans. The response follows below.

What is the plan for addressing building conditions on extremely hot weather days? Would it be helpful to provide additional funding for fans and for shading for outside classrooms (tents)?

Please keep in mind, the spike in temperatures that week was unprecedented and historically high for early May.

Some noteworthy actions taken:

- 250 Fans ordered for standby purposes.
- Historically, Building Services also purchased vast quantities as a countermeasure for the extreme heat.
- Blinds have been pulled down overnight
- Maximum air exchange opened on non-mechanical cooling uni-vents
- Mechanical cooling dropped to 68 degrees from a standard 74 degrees overnight.

Please see the attached warm weather protocol.

➤ **Madison Education Partnership (MEP) Update**

The following question was asked by a board member in reference to consent item 10.13 at the April 25, 2022 Regular meeting regarding the Madison Education Partnership evaluation. The response follows below.

10.13 - MEP evaluation - why do they need to acquire grants to include culturally responsive teaching in the evaluation next year?

This year MMSD funded components of both the quantitative and qualitative evaluation of the full-day 4K implementation, working in partnership and splitting the costs with MEP. We are in discussions now to look forward for funding options and opportunities for 2022-23 and beyond, which include MMSD dollars and external grants. The great part of this research-practice partnership is that we are truly in the work together, both in what we study and how we find the resources to do it. We anticipate having an update on these needs, including any potential MMSD fund use, in the summer.

➤ **ESSER III survey and 3rd Quarter Financial Questions Answered**

Attached is information that was shared by Ross in response to several questions from a board member regarding the budget we received via email.

OTHER INFORMATION

- **Weekly Metrics and Ops Recordings and Agendas:**
 - 5.31.2022 Weekly Metrics Meeting [Agenda & Recording](#)
 - 6.02.2022 Biweekly School-Central Office Operations Meeting [Agenda & Recording](#)

- **Staffing Analysis**

Please see the attached updated report dated May 31, 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.

- **Construction Update**

Attached you can find our first construction update about East High school. You can expect regular communications about our progress with the contraction projects.

- **Dane County to Increase Mental Health Staffing, Supports at Local Schools**

County Executive Joe Parisi announced May 24,2022 that Dane County will provide local schools \$1.5 million in additional dollars to help meet the increasing behavioral health needs of K-12 kids. The funds will help schools add staff and resources to support the work of teachers, young people, and their families.

The program will provide mental health or substance use treatment services (individual or group treatment) within school buildings and/or via telehealth platforms, or specific outreach to students not yet engaged in mental health or substance use treatment. Mental health or substance use treatment modalities will be delivered by persons trained and credentialed to provide the service, be evidenced-informed and time limited. Potential vendors may elect to offer treatment services, outreach services, or both.

- **Article of Interest**

['We must do better': MMSD Superintendent issues statement following Texas School Shooting](#)

➤ Great Things Happening Around MMSD

- Graduation is less than a week away! We are celebrating the Class of 2022 with billboards around the city.



- From 4K to 5th grade, students at Mendota Community School displayed their efforts to be [Change Makers](#), showcasing ideas to make our schools, community, and world a better place.
- Happy Pride Month - we believe students, staff, and families of all races, ethnicities, faiths, home languages, immigration statuses, disabilities, sexual orientations, and gender identities are valuable members of our MMSD community.
- Students at Memorial High School enjoyed a year-end tradition we all remember - [yearbook](#) distribution day!
- The Cap Times highlighted MMSD's Big Ideas campaign for [instructional robots](#), which uses technology as a bridge to the classroom for homebound students.

OUR UPCOMING BOARD CALENDAR

- Mon., June 6, 4:45 p.m. Photo Retake
In person
- Mon., June 6, 5 p.m. Instruction Work Group
Virtual/ In person for BOE members
- Mon., June 6, 7 p.m. Special Board of Education Meeting in Closed Session
Virtual/ in person for BOE members

- Wed., June 8, 5:30 p.m. City Education Committee
Virtual
- Wed., June 8, 6:30 p.m. Strategic Framework Recalibration Community Input
Session
Virtual
- Mon., June 13, 5 p.m. Operations Work Group
Virtual/ In person for BOE members
- Mon., June 13, 6:30 p.m. Special BOE Meeting- Open Session- WORKSHOP
Virtual/ In person for BOE members
- Fri., June 17, TBD Board Retreat
In person
- Sat., June 18, TBD Board Retreat
In person
- Week of June 20 Board Member Briefings
Virtual
- Tues., June 21, 5:30 p.m. Jefferson Renaming Citizens' Ad Hoc
Virtual
- Thurs., June 23, 5:15 p.m. Safety and Student Wellness Ad Hoc
Virtual
- Mon., June 27, 8 a.m. Board Officers
Virtual
- Mon., June 27, 6 p.m. Regular BOE Meeting
In person and virtual – Open to the public

ITEMS ATTACHED FOR INFORMATION

1. Warm Weather Protocol
2. ESSER III survey and 3rd Quarter Financial Questions Answered
3. Staffing Analysis- May 31. 2022
4. East Construction Update

Subject Line: **Warm Weather Safety**

Dear MMSD Families,

Keeping our students and staff safe in hot weather is a top priority. As you are aware, south central Wisconsin is experiencing unseasonably warm temperatures, causing us to transition to high heat weather conditions very quickly. We understand and appreciate how conditions in some of our school spaces may be uncomfortable. The district is doing all it can to mitigate the effects of this weather event.

This communication is to provide you with an overview of our protocols with hot weather, and provide additional information on the district's safety plan and our work to mitigate discomfort for scholars and staff as a result of current hot temperatures. For more information, we encourage you to visit the [MMSD Weather Information webpage](#) for additional details.

Cancellation and Closures

The district continues to monitor the forecast carefully, and will communicate any closure decisions as soon as they are made. When the district makes decisions on holding school in hot weather, there are a number of factors taken into consideration, to include using the [National Weather Service](#) excessive heat warning as a guide.

MMSD's Hot Weather Safety and Comfort Action Steps

- Rotating students through or utilizing "cool zones" – cooler or air conditioned areas of the building (may be library, office, lower levels, etc.).
- Allowing unlimited access to water with scheduled "hydration" breaks throughout the day. All schools are equipped with water coolers and bottle filling stations in numbers which exceed required minimums.
- Health office staff are monitoring students for heat exhaustion/stroke. We are also providing access to cooling spaces, water, ice packs, or cool compresses for comfort as needed.
- Ensuring school buildings are provided with fans for increased air flow.
- Avoiding prolonged exposure to outdoors sun and heat.
- Limiting strenuous outdoor activities or strenuous indoor activities unless in an air conditioned area.
- Encouraging dressing appropriately in lightweight clothing.
- Staying in shady areas when outside.
- Building services are increasing maximum cooling set-points on air conditioning systems for off-school hours, where possible, to keep buildings cool overnight.
- Encouraging families to send water bottles with their student(s).

We encourage all of our scholars, families, and staff to take measures to stay safe and cool in the upcoming days. Keeping yourself hydrated and informed is a great first step. For additional resources on staying safe and being prepared for high temperatures, we encourage you to visit the Centers for Disease Control and Prevention's [Keep Your Cool in Hot Weather](#) website for the latest information.

Stay safe,

MMSD Administration

ESSER III survey and 3rd Quarter Financial Questions Answered

- **10 61 1971 - Refund or Prior Year Expense; what does this category consist of/refer to/what is the breakdown? (\$1.3 mil more in than budgeted)**

I'm not clear what this (table of numbers) represents, but this is not an accurate surplus calculation. There is a savings anticipated due to vacant positions, but not to that degree. We don't have nearly the staffing costs in the first quarter since the school year hasn't started yet, so we cannot state that as of the end of Q3 we should be 75% spent.

- **What falls into the “Non-program” category (which has a 5% increase)?** Non Program expenses reflect charges for programs that we are required to fund, but do not have direct control of. Examples of this would be private school Voucher Payments, 2x Charter payments, Open Enrollment payments to DPI, and Property Tax Chargebacks. Our required contribution to external 2x voucher programs have increased exponentially (see page 92 of the April budget book).
- **Why is there an additional \$850,000 in teacher FTE for this program rather than a reallocating of teachers into this program? Is there an anticipation that this shift will take place after the ESSER funds are spent? Is this part of the “surge” funding of programs? If not, what is the plan for finding the extra \$850,000 after ESSER is spent down?** This is part of the surge program planning on ESSER because there was not local funding identified to fund this for next year. This topic was discussed at the board level in March as well, when the same questions were asked. This increase in allocation is being seen as temporary as we work to right-size our virtual option for students moving forward.
- **Why is there an increase in district-wide administrators (+3)? What are the new positions being created and what are their funding streams?** One is an increase of an Asst Director for Health Services on ESSER Funding until the end of 23-24 (grant funded). One is an increase due to a reclassification of a Director of HR operations from a NUP to an Admin (locally funded). One is a creation of a Building Services Asst Director Position to help facilitate project management and referendum coordination (repurposed local funding from maintenance budget).
- **10 0110 Administrative—Perm Why is there an increase planned of 6.12%? Is this salary increases or increased number of staff?** A little of both. Staff line comparisons from year to year almost never reference the exact same staff, experience, or quantity from year to year. This does NOT represent a 6.12% increase for all administration.
- **26 0141 Security Which staff fit into this category? How many positions are being cut and where are they located?** These are only the security assistants at the building level. No positions were cut. What you're seeing is a turnover adjustment of existing staff from this year to next year.
- **52 0310 Personal Svs-Prof/Tec/Official: What is the breakdown for this category?** There are over 700 lines of detail in this category. The adjustments in this line are summarized in the

ESSER III survey and 3rd Quarter Financial Questions Answered

line notes on page 57. The majority adjustments seen in this line encompass use of one-time funding in our ESSER plan.

- **Purchase svcs—why is an inflationary increase not budgeted (gas, fuel oil, electricity, water/sewer)?** At this time we think that our current budgets for utilities will hold for next year.
- **150 0944 Bank Service charges. Why are we spending \$46,000 in this category? When is the last time bank options were reviewed to lower this expense?** These are unavoidable costs. These are fees assessed when we process bounced checks or when we take payments via credit cards from parents and the public.
- **166 0111 Teacher-Perm. Why is this lower?** If you're referring to line 166 and Object 0111 Teacher Perm, I'm unclear what you mean. This line increased \$3.3 million for next year.
- **MMSD 3 year financial summary (P. 98) Why are expenditures greater than revenue and how was that balanced?** Expenditures are greater than Revenues by fund whenever a use of fund balance or other one time funding source is being used in excess of revenues. One example would be the 2020 referendum. The balance of the initial bond issue for the referendum has not been spent, but we have received the revenue (via bond issue) in the current year. When the fiscal year ends, the balance of those funds must be recommitted to spending on the referendum in the year after the revenue was received, so you would see expenditures in excess of revenues in the year after this occurs.

3rd Quarter Report:

- **10 61 1971 - Refund or Prior Year Expense; what does this category consist of/refer to/what is the breakdown? (\$1.3 mil more in than budgeted)** This category is used when we receive rebates or refunds for expenses in the prior year. In the current year, we have received rebates for the federal e-Rate program for applicable technology purchases. We also received a rebate from the DWD for incurred expenses for unemployment claims. We were supposed to receive this rebate in the same year those expenses were incurred, but delays at the state levels pushed the payment into this year (see lines 142-149 of the Q3 Expenditure Report).
- **Are unused funds (like those for unfilled staffing positions) reallocated for this fiscal year, put in a reserve account or pushed forward into next year's budget? Can this funding be distributed at year-end as bonuses for current staff or has some of this money already been reallocated? I calculated the following surplus but am unable to determine who the different categories of staff refer to, so could use some help in parsing this out:** Unused funds are not put into a reserve account specifically, but unused funds fall to Fund Balance at year end if unused. We are currently working on a year-end bonus proposal that we will be bringing to the board very soon for consideration and authorization.

ESSER III survey and 3rd Quarter Financial Questions Answered

Madison Metropolitan School District Staffing Analysis May 31, 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.

The substitute office is working in tandem with the Chiefs to make sure that all schools are staffed with the usage of 40+ central office staff to supplement needs within the schools. Also, please note that Absence Management does not necessarily indicate why staff is out of the building; rather, Absence Management depicts who needs a substitute for a particular date.

The deployment of central office personnel will sub on Thursdays/Fridays and select one additional day between Monday through Thursday. This deployment plan will last until the end of the school year.

- Looking at Absence Management for week of May 31, 2022:
 - **The week of May 31, 2022 – This is an overall look at absences:**
 - Absences – **1370 (671 Unfilled)**
 - Percent Filled – **50.88**
 - Percent Unfilled – **49.12**

 - **Monday – May 30, 2022 – No School**

 - **Tuesday – May 31, 2022**
 - Absences – **330 (161 Unfilled)**
 - Percent Filled – **52.89**
 - Percent Unfilled – **47.11**
 - Percent with Central Office Usage – **56.89**
 - Number of Central Office Personnel – **9 (1 available half day)**

 - **Wednesday – June 1, 2022**
 - Absences - **340 (168 Unfilled)**
 - Percent Filled – **52.81**
 - Percent Unfilled – **47.19**
 - Percent with Central Office Usage – **58.87**
 - Number of Central Office Personnel – **14 (1 available half day)**

 - **Thursday – June 2, 2022**
 - Absences - **336 (161 Unfilled)**
 - Percent Filled – **54.82**
 - Percent Unfilled – **45.18**
 - Percent with Central Office Usage – **56.14**
 - Number of Central Office Personnel – **310**

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 44 leave requests bringing the overall total to 1204.**

COVID Hardship Leave Launch:

Covid Hardship Leave was approved for fifteen (15) days which are available from September 23, 2021, to June 20, 2022. A communication was sent on March 15th announcing the application was now available. **To date, we have received 53 requests bringing the overall total to 934.**

Current Updates:

Currently working with technical services to discuss the automation of the current leaves process.

In the process of creating trainings for hiring supervisors, principals, and employees on how to effectively use Cornerstone. These trainings will encompass hiring, evaluations, a variety of trainings and how to apply for positions (transfers, etc.). Also working with Cornerstone affiliates to build a landing page for hiring supervisors to access their specific positions via dashboards that will focus on positions, schools, and applicant pools. Cornerstone will also serve as a repository for potential and former candidates to reapply as opportunities are made available.

Working on shortening the current application for all positions. The application would be universal to all posted positions.

Updated office hours to 7:15am to 3:30pm Monday through Friday. Also working with building services to relocate one of the cameras to door 8 – Kohl center side of the Doyle building. This will allow access to the building on two sides of the building – the Welcome Center and Human Resources.

Working with research and innovation to revamp the off-boarding process to be more web-based and interactive. Currently, we offer virtual off-boarding by request.

Working on more training for the Employee Self-Service (ESS) program for current and new employees. This training will re-introduce the benefits of this program and showcase the ease of usage for our current and former employees. This includes updating our webpage to highlight this web-based service.



Future Ready Construction Update

PROVIDED BY FINDORFF

////////// Madison Metropolitan School District ////////// 06.03.2022



This week's update: East High School

We are committed to keeping you informed as we complete construction from the MMSD 2020 facilities referendum.

Construction has begun!

The District's construction manager, Findorff, has begun preparing for the first phase of construction work at East High School.

Construction crews are working diligently to get ready for a busy summer ahead. On the exterior, excavation crews established the site storage area for construction equipment and trailers. Workers have also started creating temporary access openings for the first phase of classroom renovations on the second and third floors.

Inside the building, temporary walls were built around construction areas to maintain student and staff safety during construction activities.

What's happening inside the school?

- Removing ceiling tiles in classrooms and hallways to prepare for the first phase of renovations
- Starting work for new mechanical, electrical, plumbing, and fire suppression systems
- Preparing to install new, more energy efficient boiler equipment, which will improve the School's heating systems



Construction trailers and equipment storage containers are on site at East High School



Construction crews are creating temporary access openings for the first phase of classroom renovations on the second and floors

DID YOU KNOW?

East High School is celebrating its centennial anniversary this year! Findorff is proud to have a long-standing history of construction work at East High School, dating back to the 1920's, and is excited to return to the School for the latest construction updates to this historic facility as part of the 2020 Facilities Referendum.

For additional information or questions,
scan the QR CODE to be directed to the MMSD construction page.



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Future Ready Construction Update

PROVIDED BY FINDORFF



Temporary walls around the courtyard area ensure safety for students and staff during construction



Preparing space for new boiler equipment to be installed



Architectural rendering of the new south entry expansion, and cafeteria and classroom additions



Historic photo of construction work at East High School on the corner of East Washington Avenue and 5th Street

For additional information or questions, scan the QR CODE to be directed to the MMSD construction page.



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