The Operational Support Committee meeting was called to order by Chair James Howard at 7 p.m.

MEMBERS PRESENT:  
James Howard, Lucy Mathiak, Arlene Silveira

MEMBERS ABSENT:  
Maya Cole

STUDENT REPRESENTATIVE:  
Wyeth Jackson

STAFF PRESENT:  
Sue Abplanalp, Erik Kass, Robert Nadler, Dan Nerad, Dylan Pauly, Lisa Wachtel, Nancy Yoder and Judith Castro-Romaker—Recording Secretary

OTHERS PRESENT:  
Board members Ed Hughes, Beth Moss, Marj Passman

I. PUBLIC APPEARANCES

Rose Messina & Nancy Shinners, certified occupational therapy assistants encouraged retaining the Certified Occupational Therapist Assistants (COTA) in the District. A letter in support of the COTAs was given to the Board (a copy is attached to the original of these minutes).

Sue Lee, opposed the proposed cut to the COTAs.

Susan Gundeck, opposed the elimination of COTAs and noted she works with four different Occupational Therapists and contributes to student's outcomes.

Don Severson, President of Active Citizens for Education, encourage the board to support the literacy report and adopt the recommendation for the implementation of the initiatives. A letter in support of the Literacy report was given to the Board. (A copy is attached to the original of these minutes.)

Paula Legter, opposed the elimination of COTAs and would like Board to reconsider budget proposal.

Written registration included ten in opposition to the proposed elimination of COTA positions.

II. APPROVAL OF MINUTES DATED MARCH 14, 2011

Minutes from the March 14, 2011 committee meeting were not available for approval.

III. DISCUSSION ITEMS

A. Business and Finance

1. 2011-12 Proposed Preliminary Budget - Appendix MMM-10-18
(Packets included a memorandum re: the 2011-12 Proposed Preliminary Budget.)

Erik Kass, Assistant Superintendent for Business Services, and Bob Nadler, Director for Human Resources, discussed the timeline and highlighted the dates the Board should consider for the preliminary budget. Special focus was placed on the May 9 date to approve the Superintendent's recommendations. Erik Kass stated that the dates were flexible and that it was all tied together with the final preliminary budget approval on June 6, but this date was...
also flexible. Bob Nadler informed members that notifications for layoffs need to be sent out ten days before the end of the school year. A meeting will be scheduled.

It was moved by Lucy Mathiak and seconded by Arlene Silveira to move to the full Board a recommendation to use salary savings and benefits from the unfilled positions to maintain the Certified Occupational Therapist Assistant (COTA) positions for the 2011-12 school year. Motion was carried unanimously by those present.

Follow-up:
1. Set up one or two additional meetings for public hearings to discuss the budget.
2. Set up a time for a budget workshop.

2. Equity Issues within the District Budget - Appendix MMM-10-17
(Packets included a memorandum on 2011-12 Proposed Preliminary Budget.)

Mr. Kass distributed a dated presentation regarding the Equity Resource Formula (a copy of the presentation is attached to the original of these minutes). He mentioned that the District has been looking at providing more allocations on different factors. He indicated that a document identifying outside sources of revenue based on the district’s achievement gap and poverty will be created and given to the Board. Some of the outside sources he identified are CLC Grants, Title 1, Title IIA, Food Service revenues for free-or-reduced reimbursable meals, Fresh Fruits and Vegetables, and SAGE. He also noted that the District provides non-SAGE schools with SAGE funding to create equity across the District.

B. Human Resources

No discussion items for this month.

IV. ACTION ITEMS FOR APRIL 25, 2011 REGULAR BOARD MEETING

A. Business and Finance

No action items for this month.

B. Human Resources

1. Gallup Employment Screeners presented on the tools that would take the District to the future

JoAnn Miller gave an overview of how Gallup first started after it was bought out by Selection Research Inc. (SRI) in 1988. She provided to members a folder which contained more information regarding Gallup (a copy is attached to the original of these minutes). She mentioned how the right hires would take the District into the future. Knowledge, skills, and talents are some of the factors that are looked at when hiring an individual to determine what the individual will bring to the job as well as acquire on the job.

2. 2011-12 Administrator Salaries - Step and Merit - Appendix MMM-10-20

Superintendent Nerad stated that all other units in the District had been given their increases and that this would be consistent with all other groups and the increase was included in the budget.

It was moved by Lucy Mathiak and seconded by Arlene Silveira to approve the administrative salaries for the 2011-12 school year. Motion unanimously carried by those present.
3. **2011-12 Superintendent’s Salary** - Appendix MMM-10-21

Superintendent Nerad stated he was requesting a freeze in his salary to arrive at parity with other employee groups.

*It was moved by Lucy Mathiak and seconded by Arlene Silveira to approve a freeze on the Superintendent’s salary for the 2011-12 school year. Motion unanimously carried by those present.*

V. **CONSENT ITEMS FOR APRIL 25, 2011 REGULAR BOARD MEETING**

There were no questions or comments on the consent items that will now move forward to the Regular meeting for voting.

A. **Business and Finance**

1. **Approval of Bills**

   a) It is recommended to authorize the payment of Interim Bills covering the period March 9, 2011 through April 6, 2011 amounting to $28,995,814.40— Appendix MMM-10-3

   b) School Building Fund Bills (none for this period)

   c) It is recommended that the Evaluation of Learning Materials purchasing adoptions be approved in the amount of $(finalizing for Regular meeting)— Appendix MMM-10-22

2. **Purchases and Contracts**

   a) Hawthorne Technology Improvement Plan— Appendix MMM-10-9

   It is recommended the Board of Education approve the purchase of eight Promethean ActivBoards and supporting materials for Hawthorne Elementary School from CDW Government, Inc., in the amount of $18,728. Funding sources are Fund 10, 2010-11 Carry-over Title I Funds and Hawthorne Formula Budget and Fund 21, Hawthorne General Donations Fund.

   b) Equipment Purchase for Students with Hearing Impairments— Appendix MMM-10-10

   It is recommended the Board approved the purchase of FM systems from Phonak for use by individual students with hearing impairments in the amount of $16,232.39 using 2010-11 IDEA flow Through Funds.

   c) LMC Computer Replacement Project— Appendix MMM-10-11

   It is recommended that an award be made to Dell Computer, Inc., under Wisconsin State Contract #15-20453-800, in the amount of $27,566.35 for the purchase of 41 Dell Optiplex 580 desktop PCs to replace old PCs in Library Media Centers.

   d) Comprehensive Literacy Institute— Appendix MMM-10-6

   It is recommended to approve an expenditure of $52,000 from 2011-12 Title I Funds to pay Strategies for Learning, Inc., for Madison Metropolitan School District employees’ participation in the Comprehensive Literacy Institute for educators on July 11-14, 2011.
e) Matching Interventions to Struggling Learners: A Response to Intervention Approach—
Appendix MMM-10-7

It is recommended to approve an expenditure of $21,000 from 2011-12 Title I Funds to pay Strategies for Learning, Inc., for Madison Metropolitan School District educators to participate in Matching Interventions to Struggling Learners Training on July 18-20, 2011.

f) Bid for Fresh Bananas—Appendix MMM-10-12

It is recommended that the Board of Education award Loffredo Produce with the bid $25,500 to provide fresh bananas with funding from the 2011-12 Food Services Budget, Fund 50.

g) Madison Virtual Campus Course Enrollment Fees—Appendix MMM-10-15

It is recommended that $37,000 be paid to the Wisconsin eSchool Network using Madison Virtual Campus operational funding for the 2010-11 course enrollment fee obligations for Madison Virtual Campus of MMSD with funding from the 2010-11 Fund 10 Madison Virtual Campus Operating Budget.

h) Red Caboose Child Care—Appendix MMM-10-13

It is recommended to enter into a contract with Red Caboose Day Care Center (Red Caboose) in the amount of $86,804 for the period of August 30, 2011 through June 12, 2012 under which Red Caboose will provide after-school childcare to lower income and homeless students in the same after-school programs already provided by Red Caboose at Lapham and Marquette elementary schools for students whose parents can pay for care with funding from the Fund 80 tax levy within MSCR’s budget.

i) YMCA Child Care—Appendix MMM-10-14

It is recommended to approve entering into a contract with the YMCA of Dane County for the period of September 1, 2010 through June 11, 2011 to provide childcare for up to 25 low income children attending Orchard Ridge Elementary School. MSCR will reimburse the YMCA for 25 students who are eligible for free/ reduced lunch in the amount of $245 per child per month, the total not to exceed $55,125. The funding source for this contract is Fund 80 tax levy with in MSCR’s budget.

3. Other Financial Transactions

a) Sustainable Greenhouse Construction—Appendix MMM-10-16

It is recommended to approve the construction of the Spring Harbor Sustainable Greenhouse Project in order to expand environmental and outdoor education in the District with no net increase in expenses to the MMSD given the donations that are being secured by individuals, companies, and organizations throughout Dane County.

B. Human Resources

1. It is recommended to approve the Human Resources Transaction report identified in Appendix MMM-10-23 Items 1 through 118.

VI. IDENTIFICATION OF FUTURE COMMITTEE AGENDA ITEMS
No discussion.

VII. ADJOURNMENT
It was moved by James Howard and seconded by Lucy Mathiak to adjourn the meeting at 8:05 p.m. Motion unanimously carried.