

**Madison Metropolitan School District  
Madison, Wisconsin**

**Daniel A. Nerad, Superintendent**

**BOARD OF EDUCATION  
Minutes for OPERATIONAL SUPPORT COMMITTEE  
September 14, 2009**

**Doyle Administration Building  
545 West Dayton Street, Room 103  
Madison, Wisconsin**

The Committee meeting was called to order by Co-Chair Lucy Mathiak at 7:06 p.m.

MEMBERS PRESENT: Maya Cole, Ed Hughes, Lucy Mathiak, Marj Passman, Arlene Silveira, Johnny Winston, Jr.

MEMBERS ABSENT: Beth Moss

NO STUDENT REPRESENTATIVE OR ALTERNATE WAS PRESENT

STAFF PRESENT: Sue Abplanalp, Amy Christianson, John Harper, Steve Hartley, Erik Kass, Dan Mallin, Bob Nadler, Pam Nash, Dan Nerad, Lisa Wachtel, Nancy Yoder, Barbara Lehman–Recording Secretary

***I. Discussion Items***

**A. Business and Finance**

**ITEMS 3 AND 4 WERE TAKEN UP OUT OF ORDER**

**3. Use of Seasonal Lawn Care Help in the MMSD--Appendix LLL-3-19**

Mr. Kass, Assistant Superintendent for Business, described the use of “grasshoppers” over the summer months as outlined in detail in Appendix LLL-3-19. There was an issue brought forward by representatives of Local 60 with the continued employment of five of the seasonal workers through Friday, September 11.

Questions/Comments/Suggestions from the Board

- ✦ If this model is used again next year, it was suggested that the district use college students and post the jobs on college web sites.
- ✦ Suggestion was also made to think about using high school students as a service project.
- ✦ Question was asked about the use of seasonal help for snow plowing as well.
- ✦ Suggestion was made to defer the discussion about the use of part-time help or assistance for custodial staff to a future meeting.

**FOLLOW UP:** Asked for an update on H1N1 and any plans in place for additional cleaning and about handling the work when staff goes out with the flu. It was also asked if feedback could be obtained from staff in the buildings on H1N1.

**4. Refinancing and Reorganizing District Debt--Appendix LLL-3-20**

Mr. Kass reviewed the information that had been shared with the Board in August regarding projections and tax impact solutions to cover the budget gap. He briefly described some possible strategies to fill the gap without raising property taxes.

Brian Brewer, Director from Robert W. Baird & Co., Inc., reiterated the Board’s primary goal to provide 2009-10 property tax relief. He indicated that the overlay is a current economic condition where interest rates are at or near 40 year lows for the cost to borrow. They have been monitoring the district’s refinancing of pre-existing referendum approved debt back to 1993. He explained the tools the district has available to achieve multiple goals with regard to restructuring its debt as outlined in further detail in Appendix LLL-3-20 (attached to the original of these minutes). Question was asked about how they came to the decision to offer these particular scenarios and Mr. Brewer provided more oral background. Dr. Nerad reaffirmed the district’s commitment to holding itself in place. The additional piece of the strategy would also get the district through the second year of the state’s budget biennium.

Questions/Comments/Suggestions from the Board

- ✦ Clarification was made on the restrictions involved in using the residual funds from the construction of Olson Elementary.
- ✦ Challenges yet to be faced for the 2010-11 school year.
- ✦ No jeopardy to current financial standing with regard to fund balance.
- ✦ Decision points with regard to Fund 80—reducing the Fund 80 tax levy in order to increase the Fund 10 levy and carry those things forward for 2010-11.
- ✦ Mr. Brewer confirmed that a formal recommendation would be made to the Board at the October 5 committee meeting. Between now and then, documentation will be provided to potential investors and bidders.

**There was consensus that the Board was comfortable with the plan.**

**FOLLOW UP:** Need to look at Fund 80 and things we can do this year in terms of property taxes that we cannot do next year but can carry forward.

**1. Impact of City Reassessment of Walgreen's Property on MMSD--Appendix LLL-3-15**

Mr. Kass summarized the situation as outlined in the memorandum (Appendix LLL-3-15). The district would be responsible for paying back 46.5 percent (\$230,262.99) as its portion of the total settlement resulting from the decrease in Walgreen's assessed property value from 2005-08. Administration recommended that the Board recuperate those funds through its authority to receive 100 percent of its property tax levy by levying a property tax outside the revenue limit in November of 2010 for the 2010-11 school year.

Questions/Comments/Suggestions from the Board

- ✦ Concerns about the process and the exclusion of the MMSD as a stakeholder.
- ✦ Superintendent Nerad stated that he received a call from the Mayor's office three days after the newspaper article came out apologizing for not involving the MMSD in the process.
- ✦ Ms. Mathiak indicated that there may be more outstanding issues of a similar nature.

**FOLLOW UP:** Ms. Mathiak volunteered to draft a letter to the Mayor and City Alders outlining the impact on the MMSD and the need to involve the district.

**2. Update on Bussing since Start of 2009-10 School Year--Appendix LLL-3-17**

Mr. Kass summarized the issues as outlined in the memorandum (Appendix LLL-3-17). He indicated that things were going well for the most part for elementary transportation—most of the issues have been resolved and/or are in the process. There may be added costs attributable to adding additional routes to relieve any overcrowding; however, there was no recommendation at this time. For secondary transportation, administration is working with Metro Transit to negotiate more time from the final bell to departing from the schools. Metro did apologize for not communicating the fact that their buses would no longer be entering the South Transfer Point. This change has reduced the number of incidents by 50 percent.

Questions/Comments/Suggestions from the Board

- ✦ Metro apologized for their lack of communication with principals about how Metro re-routed in order to avoid the South Transfer Point and the resulting impact on students.
- ✦ Taking advantage of Metro's offer to discuss training for drivers.

**FOLLOW UP:** Administration will meet to prepare for the October 2 safety meeting to create an arena for training issues to be addressed.

**B. Human Resources**

**1. Affirmative Action Report--Appendix LLL-3-10**

Bob Nadler gave a status report on the district's recruitment and hiring efforts, specifically about ideas to expedite the application process and identifying more clearly the areas from where the district should be recruiting more candidates. He summarized the plans for the next few months to

increase recruiting contacts and explained how things have changed in terms of the strategies used to recruit different employees.

Questions/Comments/Suggestions from the Board

- ✦ Implementation efforts will focus on administrators and teachers in mid-January and then shift to focus on support units at the end of the school year.
- ✦ Focus was on getting the steps in place for staff to address shortfalls that would have been done anyway. Strategic Plan objective has driven the division to look at process more than normal.
- ✦ Programs have begun to increase the recruitment of bilingual teachers. Small teacher pool across the country.
- ✦ Early hiring and encouraging spouses to get into substitute pools.
- ✦ Addressing Grow Your Own efforts in Action Teams.
- ✦ Confirmed that these are the kinds of measures the administration is looking at for this specific strategy.
- ✦ Focus is in the Midwest, especially Wisconsin University system and surrounding Big Ten states.
- ✦ Sense of urgency is important here – doing the right things but not necessarily getting the results that we want. Not many students of color are choosing teaching. Pool is shallow. District is becoming more and more diverse. Younger teachers are being taken by other districts. Hard pressed to retain people.
- ✦ Human Resources will be proposing a policy change within the next two months that will come before the Board on how the district hires administrators.
- ✦ Lack of diversity in clerical and technical areas as well. Jobs requiring certification v. little or no training requirements. Focus on teachers puts everyone on the spot. Should be looking at urban areas with good schools that are downsizing. Overdependence on UW-Madison School of Education. Job postings—people have applied and do not get answers. Work with community and staff who could inform and help us.
- ✦ One big issue is getting teachers certified in Wisconsin.

## ***II. Action Items for September 21, 2009 Regular Board Meeting***

### **A. Business and Finance**

#### **1. Approval of and budget Amendments related to the MMSD Plan for Use of American Recovery and Reinvestment Act funding (ARRA)—Appendix LLL-3-5**

Dr. Nerad referred to the recommendations provided in Appendix LLL-3-5. The list had not changed since last month when the Board approved a portion of the IDEA and Title I ARRA fund recommendations. Modifications had to be made because ARRA funds cannot be used for the implementation of Four-Year-Old Kindergarten or Ready, Set, Goal Conferences. Administration will come back with those pieces in October.

Questions/Comments/Suggestions from the Board

- Last meeting talked about Board priorities and recommendations from administration about pilot programs in other areas.
- Funding is only for two years.

**It was moved by Lucy Mathiak and seconded by Johnny Winston, Jr. to direct the administration to come back to the Board with recommendations for up to five pilot programs of critical need for student achievement as alternatives to funding Four-Year-Old Kindergarten and Ready, Set, Goal Conferences.**

**FOLLOW UP:** Report back to the Board on Race to the Top program once regulations become known, as well as list of issues looking to address, e.g., those with severe mental health issues, truancy, etc.

**Motion unanimously carried by those present.**

#### **2. It is recommended that the Board approve a Resolution to authorize the Temporary Borrowing of \$68,500,000 pursuant to Wisconsin Statute §67.12(8)(a)1--Appendix LLL-3-11**

Mr. Kass reviewed the district's historical practice of temporarily borrowing funds to provide cash for current year expenditures in anticipation of property tax revenues received in January. He noted that the \$68,500,000 was more than last year due to the decrease in state aid and the district's receipt of TIF residuals before January of this year. The memorandum provided information from the district's financial advisor, Robert W. Baird & Co., and the role of bond counsel, Quarles & Brady, in the process for soliciting nationwide bids. These bids would be presented to the Board at the September 21 Regular meeting.

Mr. Kass also noted Robert W. Baird was interested in bidding on the Issue and would need the Board's consent to allow them to do so.

Questions/Comments/Suggestions from the Board

- How the process works electronically through the Security and Exchange Commission.
- Objective process based on lowest interest rate.
- Board will receive full disclosure.

**It was moved by Ed Hughes and seconded by Lucy Mathiak to authorize Erik Kass, Assistant Superintendent for Business Services for the MMSD, to waive whatever conflict may exist to allow Robert W. Baird to submit a bid for the temporary borrowing of \$68,500,000. Motion unanimously carried by those present.**

**B. Human Resources**

**1. Structure of Dive Team Coach Positions in the High Schools—Appendix LLL-3-18**

Mr. Nadler referred to the recommendation as provided in Appendix LLL-3-18 to add dive coaches at the high school level if there is sufficient student interest. Ms. Nash also noted that sports fluctuate among the high schools and, as a result, there may be a position on the books that could be shifted.

Questions/Comments/Suggestions from the Board

- Confirmed that there is no longer a coop between La Follette and Sun Prairie.
- Number of students showing interest in diving at each school 3-8.
- Suggestion was made to look at a surcharge for the 2010-11 school year.
- How this is communicated to east side schools.

**FOLLOW UP:** Administration may find a position that could be shifted before the Board votes on this issue on September 21.

**III. *Consent Items for September 21, 2009 Regular Board Meeting***

(Packets included the schedule of interim bills, contract compliance profiles, fact sheets related to every project, copies of contracts where appropriate, the list of donations/grants received, and the list of human resources transactions. Copies are attached to the original of these minutes.)

There were no questions or follow-up requested on the consent items for the September 21 Regular meeting agenda.

**A. Business and Finance**

**1. Approval of Bills**

- a) Interim Bills covering the period August 5, 2009 through September 8, 2009 amounting to \$16,067,455.64--Appendix LLL-3-4
- b) School Building Fund Bills (none for this period)

**2. Purchases & Contracts**

- a) Building Automation System Maintenance – District Wide
  - (1) Contract pursuant to Proposal. It is recommended to authorize the Assistant Superintendent for Business Services to negotiate and, if acceptable final terms

consistent with the District's requirements for said services can be negotiated, execute an agreement with Honeywell under which Honeywell would provide Building Automation System Maintenance Districtwide under a multi-year pricing structure of \$381,800 (Year 1), \$389,440 (Year 2) and \$397,230 (Year 3) with funding from the 2009-2010, 2010-2011, and 2011-2012 General Operating budgets, respectively.

Honeywell Building Solutions has complied with Board Policy 6600 by signing Appendix C. Honeywell Building Solutions Employer Information Report revealed that its workforce consists of 55,061 employees that include 28.0% female and 23.3% minority.

b) World Book Web Online Renewal

- (1) It is recommended to approve the expenditure of \$21,588.73 for the purpose of renewing the district's 2009-10 on-line subscription to the *World Book Web* resources with funding from the 2009-10 Library Media Services budget.  
Appendix LLL-3-8

World Book does not have a certified Affirmative Action Plan on file. World Book has complied with Board Policy 6600 by signing Appendix C. World Book Employer Information Report revealed that its workforce consist of 200 employees that include 17.0% minority and 57.5% female.

- c) It is recommended to accept and approve a contract with the University of Wisconsin-Madison (UW-Madison) School of Social Work whereby the UW-Madison will pay the district up to \$29,725 towards the salary of district employee Monica Wightman during the 2009-10 school year and Ms. Wightman will provide services as a lecturer and field unit supervisor for graduate students in the UW-Madison's "Social Work in Educational Settings" field unit.

The University of Wisconsin System is exempt. UW-Madison School of Social Work is part of the University of Wisconsin System. As such, UW-Madison School of Social Work is exempt from compliance with the Contract Compliance Policy.

d) Walk-In Cooler – Food Services

- (1) Bid Tabulation. The following bids for a walk-in cooler for Food Services were received on July 14, 2009:

<u>Vendor</u>	<u>Bid</u>
*Kolpak	\$19,573.86
Nor-Lake	\$20,499.42

- (2) Acceptance of Bid. It is recommended to approve the bid of \$19,573.86 from Kolpak for a walk-in cooler for Food Services with funding from Department of Public Instruction Grant #09-13-3269-ARRA-FS.

Kessenich's LTD does not have a certified Affirmative Action Plan on file. Kessenich's LTD has complied with Board Policy 6600 by signing Appendix C. Kessenich's LTD Employer Information Report revealed that its workforce consists of 30 employees that include 30.0% female staff.

- e) It is recommended that the administration be directed to establish a collective e-mail address for board members by which a person could send a single e-mail message that would be received by all Board members.
- f) It is recommended to extend the appointments of all MMSD Independent Hearing Officers for expulsions who were serving the district as of the end of the 2008-09 school year, with said appointments to continue through the end of the 2009-10 school year.
- g) It is recommended to accept a donation in the amount of \$65,000 from the Barbara Bush Foundation for Family Literacy to support the Play and Learn Program-Northport.
- h) It is recommended to accept all grants and other donations received by the MMSD since July 20, 2009 as are listed in Appendix LLL-3-1.

**B. Human Resources**

1. It is recommended to approve the Superintendent Evaluation Guidelines and Job Description as provided in Appendix LLL-3-12.
2. It is moved to approve the Human Resource Transactions identified in Appendix LLL-3-3, Items 1 through 226.

***IV. Identification of Future Committee Agenda Items***

No discussion.

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