



## Board of Education

Racine Unified School District  
3109 Mt. Pleasant Street, Racine, Wisconsin 53404

### WORK SESSION MINUTES

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Robert Wittke, Jr., President

Dennis Wiser, Vice President

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Racine, Wisconsin

November 6, 2017

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Dennis Wiser, Vice President of the Board of Education of the Racine Unified School District of Racine County, Wisconsin, called to order a Board Work Session at 6:00 p.m. on Monday, November 6, 2017.

The following Board members were present: Michelle Duchow, Michael Frontier, Matthew Hanser, Steven Hooper, Julie L. McKenna, Brian O'Connell, and Dennis Wiser. Absent: John Heckenlively and Robert Wittke, Jr.

Also present: Lolli Haws, Superintendent; Marc Duff, Chief Financial Officer; Rosalie Daca, Chief Academic Officer; Julie Landry, Chief of Human Capital; Tim Peltz, Chief Information Officer; Bryan Arnold, Director of Building and Grounds; Jodi Gatzke, Supervisor, Technology & Instructional Materials; Keri Hanstedt, Executive Director of Employee Relations; Wendy Rowley, Executive Director of Accountability; Jacqueline Moga, Executive Director of Assessment, Andrea Rittgers, Director of Student Services; and Elizabeth Tobias, Recording Secretary.

#### 1. Employee Handbook Addenda Changes

- a. Carpenter
- b. Clerical
- c. Painter

Ms. Landry and Ms. Hanstedt presented to the Board revisions to the Employee Handbook, specifically in regards to the Carpenter, Clerical, and Painter employee group addendums. Changes for each addendum were reviewed by each section.

Highlights from the presentation included:

- Human Resources (HR) met with the Carpenter and Painter employee groups together on Sept. 28 to discuss collapsing their addendum and incorporating it into the new Employee Handbook. The group's main concern with the proposed changes was the medical leave benefit, which will be addressed for July 1, 2018.
- Employee groups have been defined and referenced as Group A-G.
- Much of the information in the addendum have no changes, but the language will now be placed in the handbook. Board members were encouraged to look at the addendum and then the handbook to follow revisions.
- HR would like to get all employees into the white pages of the handbook. The second phase will take place in spring where language will be standardized between all employee groups.

- HR met with the Secretary/Clerk employee group on Nov. 1. There were many concerns and comments about the recommended changes including personal leave benefits that would take into effect July 1, 2018. In the past, many of the items in the addendum were negotiated. As the District begins to move toward a handbook for all employees, there will be standardization including leave days.
- Further changes will be discussed with the Employee Benefit Advisory Group. Any changes to the handbook would then go to the Board for vote in spring 2018.
- Starting July 1, 2018, employees will not be able to carry over more than 10 vacation days each year.
- Next steps
  - HR will be convening with the Building Service Employees for a kaizen event during the first week of January. HR has already discussed the subcontracting clause with BSE representatives, who are very concerned about the elimination of the clause. HR will continue to have this discussion.
  - HR will also be convening a Building Service Compensation Study Group to look at salary structure and compensation.
  - HR has begun corresponding with the Educational Assistants requesting for volunteers to discuss changes recommended for the EA Addendum. A listening session will be scheduled. Proposed revisions will be shared with the Board in January 2018.
  - A kaizen event will be scheduled in January regarding the Teacher Addendum.
  - A compensation study will be done to review the compensation pieces from all addendums, including BSE, EA and Teachers. Recommendations will be brought to the Board during spring 2018. A consultant will be leading this work.
  - Regarding Administrator 4149 benefits, there are still items that need to be addressed. HR will be meeting with administrators on Nov. 16. This policy will be posted for 30-day review with recommendations of striking the remaining items in the policy as the sections should be placed in the handbook as appropriate.

#### Discussion and questions:

- On page 28 of the handbook regarding section 4.2, changes to work schedule notification at least 5 days in advance. Are those work days or calendar days? (It is referring to calendar days. That information will be corrected for clarification.)
- In regards to section 7.1 of the handbook, if I am an employee and am laid off, does my seniority start over? (It only starts over if you resign, not if you are laid off. We can clarify it and place a note in the handbook for better understanding.)
- Why is there language of 52-40 week employees? (In the District we have 52, 50, 42, 41, and 40 week employees. We are working with principals to try and shrink those numbers.)
- Section 11.8.4 in handbook – what does this mean? (This is new language because sections 11.8.2 and 11.8.3 will be sunset on June 30, 2018. Basically, if the office or a school closes early due to weather, the employee may use personal leave time so that they may continue to be paid.)
- What will be the Board be voting on at the next business meeting? (The revised Employee Handbook will be coming to the Board on Nov. 20. Included will be the recommended changes from the Carpenter, Painter and Clerical addenda.)
- Discussion on not having enough time to review all of the information prior to the work session – perhaps more time should be given to the Board.

- Over the next two weeks, the Board should continue to review and submit any questions to the Superintendent.

## 2. Monitoring Section of the School Board's Coherent Governance Policy

### a. R-2 (Math & Reading)

Ms. Daca, along with Ms. Rowley and Ms. Moga, presented to the Board the two Results policies on mathematics and reading. Highlights from the presentation included:

- Assessments in the reports
  - Kindergarten-8<sup>th</sup> grade MAP (Measures of Academic Progress)
  - 3<sup>rd</sup>-8<sup>th</sup> grade Forward (state exam)
  - 9<sup>th</sup>-10<sup>th</sup> grade Aspire test
  - 11<sup>th</sup> grade ACT test
- The District has changed the way it reports for MAP. Moving forward the Board will see College and Career Ready benchmarks. There will be growth as we improve the use of the new curriculum.
- MAP Results
  - Reading
    - Personalized goal setting – 83.5% of students K-8 had MAP goals in Infinite Campus
    - Percent of students meeting/exceeding growth targets – decreased 2.7% overall (increases in K, 1<sup>st</sup> and 5<sup>th</sup> grades)
    - Percent of students at/above the College and Career Readiness benchmark – new reporting this year; decrease of 0.7% overall
  - Math
    - Personalized goal setting – 81.1% of students K-8 had MAP goals in Infinite Campus
    - Percent of students meeting/exceeding growth targets – decreased 1.4% overall (increases in 1<sup>st</sup>, 4<sup>th</sup> and 5<sup>th</sup> grades)
    - Percent of students at/above the College and Career Readiness benchmark – decrease of 1.6% overall
- Forward Exam
  - Increase of 2.2% of students proficient/advanced in English Language Arts
  - Increase of 2.4% of students proficient/advanced in Math
- Aspire Exam
  - Reading
    - There was a 2% increase in the percent of students scoring “ready” in grade 9
    - There was a 3% decrease in the percent of students scoring “ready” in grade 10
  - Math
    - There was a 0.4% decrease in the percent of students scoring “ready” in grade 9
    - There was a 7% decrease in the percent of students scoring “ready” in grade 10
- Administration submits the R-2 Reading and Math reports as Failing to make Reasonable Progress
- More detailed capacity building is listed in the monitoring reports

Discussion and questions:

- How long have we implemented these assessments? (This report is on the second year in its use. This is the first time we've reported the ACT, but we've been administering Aspire and ACT tests for three years. MAP has been going for a number of years.)
- What is the realistic goal of the percentage of students having their own goals? Is there a reasonable maximum goal? (Will need to get back to the Board with this answer.)
- Would be helpful to see three years' worth of data in the monitoring report. This can be discussed at the next Governance Committee meeting.
- Enrollment increases in high school, is that a factor at all? (Not able to answer that.) At what point do you think you will be able to report on the other courses such as social studies and science? (Hesitate to report out data as the District does not have a curriculum aligned to the standards yet.)

**b. OE-3 (Facilities)**

Mr. Arnold presented to the Board OE-3 Facilities. The monitoring cycle covers Sept. 1, 2016 through August 31, 2017. Eight indicators out of nine are in compliance. Section 3.4 (timeliness of work orders completed within 7 days) was not in compliance. The report is being submitted as in compliance.

Discussion and questions:

- Has there been an increase in labor costs due to corrective action? (We tend to avoid overtime; however, it does not allow the department to be truly proactive and fix things before they breakdown. For next year's indicator, we will be able to see how the department focused on four buildings to try and decrease the amount of corrective action tickets.)
- How many vestibules will be secured this year? (The goal is three, but we have selected five. This will be determined by the budget.)

**3. Montessori Program Expansion**

Ms. Daca, along with Culleen Wutthuhn, Director of Early Development, and Montessori teacher Ami Soni, presented on the Montessori Program at Goodland Elementary School. This year the program has expanded to four classrooms with 3 and 4 year-olds attending during the morning session only and 5 year-olds staying all day. There continues to be a waiting list for the 3 year-old group for families to get into the program. Students may enter the program at 3 or 4 years old only.

The full grade implementation plan would be completed by the 2023-24 school year. Starting in the 2018-19 school year, the District would include an additional grade of Montessori. Goodland would no longer accept students for regular kindergarten. Children would be able to attend Janes Elementary or Giese Elementary depending on the boundaries. Both of those schools have the capacity to take these additional students.

Discussion and questions:

- Why was there a decrease in enrollment from three year-olds to five year-olds? (Upon analysis of the 12 students lost, it wasn't any one specific reason. Parents decided to make the change for their child; some of them have siblings.)
- Do teachers use the RUSD curriculum or not? (The Montessori curriculum is the lesson plan. This is more of a spiraled curriculum. Students do take the Forward exam.)

- Will the poverty levels at Janes Elementary change with the new incoming students? (We selected a school that had space and was close. Both Janes and Giese are high poverty schools. The demographics may not change, but will gather information and share with the Board). Is the Montessori program diverse now or is that something that needs to be worked on? (It is something that we should continue to work on.)
- Do you accept students in higher grade levels within the Montessori program? (Yes. Those students could open enroll into the program in Racine, if we have the level.)
- There is a whole plan of communication for parents and staff at Goodland. There will be a parent meeting in the next couple of weeks to answer any questions.

#### **4. Monitoring Section of the School Board's Coherent Governance Policy Continued**

##### **c. OE-5 (Financial Planning)**

Mr. Duff presented to the Board OE-5, Financial Planning. All indicators in the report are in compliance, which has been maintained for the past two years. The District continues to improve budget documents so they are clear and comprehensive for the Board as well as the community. The District is also using sound and accurate financial planning practices and fiscal procedures to maintain reliable budget forecasts and takes care to preserve the financial stability of the organization into the future.

The OE does not reflect the use of an interim budget as that was not required for this year, but it does reference the budget tracking document that was presented on a monthly basis to the Board. Also, the report does include linkage to the strategic plan. The Board and administration will need to collaborate to develop a long-range fiscal plan using the Guiding Change document process.

##### **d. OE-11 (Learning Environment)**

Ms. Rittgers presented OE-11, Learning Environment, to the Board. Eight of the nine indicators are in compliance. The monitoring report is being submitted as "In Compliance with Exception." The indicator not in compliance is 11.1.4 under maintaining a climate that is characterized by support and encouragement for high student achievement. Responses to the questions on the Youth Risk Behavior Survey indicating that students feel supported by their teachers will increase each year, with a goal of 90%. One of the questions utilized in the report decreased by 6.6% and the other question increased by 10.7% in affirmative responses.

Discussion and questions:

- Do we know or see trends in the state or nation on how other students are replying to the survey? (Unfortunately, we do not know that information.)
- Are there any other questions that are referenced from the YRBS? (We only use two questions from the survey in this OE report. Other information provided by the survey is used for the work of the District.) Discussion that the information captured from the survey are used throughout the District, but may not be germane to the rest of the report. This should be covered at the next Governance Committee.

#### **5. Lawson ERP (Enterprise Resource Planning) Software Subscription & Hosting Renewal**

Mr. Peltz briefly presented to the Board the Lawson ERP software subscription and hosting renewal as it will be an action item on the Nov. 20<sup>th</sup> Board meeting. The Lawson system is what the District uses for purchasing, human resources, finance, budgets, and payroll. Information Systems is working on a contract renewal and is close to getting prices. It will be over \$100,000 for a three year contract. We may be looking at a 2% increase over what was paid three years ago. With this system, you pay for what you use instead of paying for the entire suite.

**6. Roosevelt Elementary School Furniture Purchase**

Mr. Peltz and Ms. Gatzke presented on the Roosevelt Elementary School furniture purchase to the Board. All K-5 classrooms will be given new furniture similar to what was done for the new schools in the District. The furniture would be put in place during spring break. The offices were given new furniture over a year ago. Unfortunately, the library will not be included at this time. This item will be brought to the Board for the Nov. 20<sup>th</sup> business meeting. At that time, Board members will receive pricing and a floor plan. This purchase will be covered by dedicated carryover funds.

**7. Demolition of Former Olympia Brown and Wind Point Schools**

Mr. Arnold presented information on the demolition of the former Olympia Brown and Wind Point schools. Bids have been requested for the demolition of both sites. Again, these items will be brought to the Board for the Nov. 20<sup>th</sup> business meeting. We currently have the District's legal counsel looking at an offer from a developer who is interested in the Wind Point property. If sold, there would be language included that the property must be a tax bearing development. The costs would be covered by the line of credit that was approved and will cost less than predicted.

**8. Work Session Recap**

Mr. Wisner suggested the Board continue to review the four monitoring reports as well as the handbook revisions over the next two weeks. Please send any questions to the Superintendent.

The session ended at 8:55 p.m.