



## Board of Education

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

### WORK SESSION MINUTES

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Michael Frontier, President

Dennis Wiser, Vice President

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Racine, Wisconsin

April 10, 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 6:01 p.m. on Monday, April 10, 2017.

The following Board members were present: Michelle Duchow, Michael Frontier, Matthew Hanser, John Heckenlively, Steven Hooper, Julie L. McKenna, Don J. Nielsen, Dennis Wiser, and Robert Wittke, Jr.

Also present: Lolli Haws, Superintendent; Marc Duff, Chief Financial Officer; Dave Hazen, Chief of Operations; Rosalie Daca, Chief Academic Officer; Eric Gallien, Deputy Superintendent; Julie Landry, Chief of Human Capital; Emily Neubauer, Marketing and Communications Specialist; Wendy Rowley, Executive Director of Accountability; Tim Peltz, Chief Information Officer; and Elizabeth Tobias, Recording Secretary.

#### **1. Budget Tracking Report - April**

Mr. Duff and Dr. Haws presented on FY18 budget assumptions and the April budget tracking report to the Board. Major points of the presentation and discussion included:

- Enrollment
  - Projecting enrollment down by 308 students.
  - Projecting open enrollment out by an additional 10 students over this year.
  - Tax levy for voucher enrollment will include an additional 624 students.
- Expenses
  - Open Enrollment – adding \$300,000 in expenses to the District (\$9.3 million).
  - Staffing – currently wrapping up staffing at schools. There will be some efficiencies due to the closing of the Racine Civil Leaders Academy. In addition, AGR implementation (formerly Sage), will lead to further savings. Projecting \$1.5 million in savings.
  - Health Insurance Costs – projecting a 4.25% increase over prior year (approximately \$1.6 million). Final renewal amount will be available in May.
  - Textbook Adoption for English, Language and Writing – at this point assuming to be an additional \$1.1 million.
  - Building Maintenance – included \$300,000.
  - Elementary Gifted Resource Teachers – four FTEs at approximately \$360,000.
  - Additional Elementary Social Works – three FTEs at \$255,000.
  - Technology Integration Support – proposing to hire six specialists who would work with classroom teachers and assist in troubleshooting, website updates as well as provide special development.

- Expand Mental Health Clinics – would add two more clinics (Julian Thomas and new building on Northwestern), which would be funded through the community tax fund.
- Additional Elementary Reading Teachers – would like to provide a reading teacher in every elementary school. Title I schools would have two reading teachers.
- Additional Instructional Coaches – would like to add seven more instructional coaches.
- School Furniture Replacement Plan – including \$500,000 to replace furniture in a systematic way.
- Revenues
  - Revenue Limit – declining by \$550,000.
  - State Categorical Aid – \$4 million; will know more in May/June.
  - Federal Funds Estimate – reduction in these federal funds and spending in the carryover amount.
- Staffing
  - Anticipating a reduction of 32 FTEs (attrition, retirement, RCLA).
- Tax Impact
  - Voucher Levy – projecting a \$5 million increase.
  - Property Valuation – should see a slight increase in property values.
  - State General Aid (Property Tax Relief) – anticipating a slight reduction.

#### Discussion and Questions

- Is there a cap on the voucher enrollment tax levy? (Racine and Milwaukee do not have a cap. We are at 1,184 students right now, predicting it to increase by 600 students next year).
- How is enrollment being predicted? (The District uses an enrollment model to predict the trend. There is also a trend of attrition rates with certain grades. Both are analyzed to assist in determining the enrollment assumptions).
- What is the average life of a curriculum? 10 years? (Much of the curricula has not been revamped. We are looking at a six year cycle with a three year review).
- Are mental health clinics helping? (Anecdotally there are very positive stories from families and teachers. The state is recognizing the importance of these clinics within schools; the District is receiving positive recognition.)

## **2. Review of District Policies for Protecting Student Safety and Confidentiality**

Dr. Haws stated the Board of Education asked for a review and discussion about these topics. Dr. Gallien met with leaders from LULAC, Voces de la Frontera, Racine Interfaith Coalition, and Hispanic Business and Professionals Association in regards to the resolution put forth by the organizations. Administration reviewed the resolution and under analysis, a majority of the recommendations in the resolution are covered in District policies.

Discussion and questions from the Board included the following:

- Do you have a crisis plan in hand that includes dealing with Immigration and Customs Enforcement (ICE)? (The current crisis policy includes working the Department of Human Services, making sure the children are protected. If ICE were to come into our district, typically, they would engage with the City of Racine Police Department directly. The District does not have power to usurp legal authority. The process and relationship that has been built with police departments is they will work with administration; courtesy is given to the District in order to help the family).
- Have you reviewed federal law in regards to what would happen if ICE came into the district with a request? Would they come in with local law enforcement? What would our response be? (The Department of Public Instruction currently has an agreement in place that protects schools from this type of enforcement.)

- Is there a chain of command or process? (Because of the District's relationship with local law enforcement agencies, courtesy is extended and they would work with District Administration first).
- In talking with various Police Chiefs, their people are not deputized ICE agents nor enforce immigration laws. Locally, the police will only act on the incident at hand; the laws that are broken. They are all very aware of the fear within the community and are sensitive to these matters.
- What is some of the educational information the District is already doing in regards to this? (Annually, the District informs students through the Code of Student Responsibilities and Rights, although it does not specifically address deportation.)
- Do you see an opportunity for partnerships with other organizations? (We encourage any organization that wants to take the lead and begin sharing information with families. We are certainly willing to work with other organizations.)

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

#### **a. OE-2 (Emergency Superintendent Succession)**

Dr. Haws presented to the Board the Operational Expectations – 2, which is for the reporting period of April 1, 2016 to March 31, 2017. This monitoring report is being submitted as in compliance. Whenever the Superintendent is away from the District for training, vacation, extended illness or emergency and not able to fulfill her leadership responsibility, a District leader will be designated to serve in the Superintendent's absence. Compliance progress in regards to indicators have been added to the report so the Board may see a trend with compliance.

#### **b. OE-10 Part I (Instructional Program)**

Ms. Daca presented to the Board Operational Expectations – 10 Part I, which is for the reporting period of May 1, 2016 to April 30, 2017. The monitoring report is being submitted as non-compliant. Only 72% of the indicators are in compliance, which is an increase from last year. Highlights from the presentation include:

- Section 10.2 – the Office of Curriculum and Instruction is on target to have all subject areas reviewed, evaluated and updated by the beginning of 2018-19 school year.
- Section 10.5 – the Special Education Department continues work to ensure all students are placed in their least restrictive environment. Ongoing professional development for teachers and administrators will continue. Planning continues for district-wide initiative to increase staff's culturally aware teaching practices.
- Section 10.8 – the Office of Curriculum and Instruction will review the need for curriculum writing for the summer of 2017 to ensure all work can be completed prior to the school year starting.
- Where possible, future professional development session will be scheduled on early release an full PD days according to the RUSD calendar.

Discussion and Questions from the presentation include:

- What is the evidence to determine which programs are eliminated? Not sure how this could be communicated, but would like this to be considered in the evidence. (This information would be in the Committee reports, which could be shared. Typically what is shared are the new programs coming out of the Committees.)
- Suggestion of an additional indicator: summary of how many programs or cost of programs that have been eliminated due to poor performance. This may be helpful from a budgetary standpoint.
- What is an example of culturally responsive teaching? (Making sure the story is reflective of the students in the classroom).

- Do you anticipate bringing back to the Board a discussion around the school start times and calendar? (Administration can bring this back to a Work Session, but changes would not be possible for this fall.)
- Discussion regarding how the OEs will now be approved via Superintendent Consent Agenda, but there is no longer a section for commendations, etc. This will need to be reviewed and perhaps brought to the Governance Committee.
- Recommendation of including progress made on capacity building points within the monitoring report. This may also be brought to Governance Committee for further deliberation.

#### **4. Center for Educational Leadership and Technology (CELТ) Long-Term Technology Plan Report**

Mr. Peltz and Dr. John Phillip, Executive Director of CELT, presented an executive briefing to the Board on the Comprehensive Information Technology Blueprint. CELT will continue to assist the District in completing an Information Technology Assessment Plan. Highlights of the presentation included the following:

- Over 1,000 RUSD constituents including students, parents, teachers, support staff, and school and District administrators have been involved in the project so far.
- Planning project commendations
  - RUSD has recently upgraded its network infrastructure, which is equipped to support 21<sup>st</sup> century learning.
  - RUSD has invested in laptops for all classroom teachers.
  - There is a positive working relationship between the Chief Academic Office and the Chief Information Office to work collaboratively and address key curriculum & instruction and technology issues.
  - RUSD and the greater community have expressed a willingness to explore and resolve the digital divide.
- Select key findings
  - There is a commitment to integrate technology into the curriculum; however, K-12 student technology competencies are not defined; technology benchmarks for 3<sup>rd</sup>, 6<sup>th</sup>, and 9<sup>th</sup> grade students do not exist; and technology competencies are not scoped, sequenced and embedded in the K-12 curriculum.
  - RUSD needs to better define what technology proficiencies teachers need and have in order to use technology to positively impact student achievement.
  - Reporting and data management needs to become increasingly student-centered, user-friendly, and available in real time.
  - RUSD has continuously invested in acquiring classroom technology resources, but there needs to be a well-defined and sustainable technology refresh program.
  - Efforts are underway to rethink the function of library, media and technology services at the school level.
  - RUSD needs a well-documented, agreed upon and widely disseminated Student Data Privacy and Security policy.
  - School improvement plans do not have a requirement to include the appropriate utilization of technology to assist with the implementation.
  - Student Technology Support Team to help manage and maintain resources, as well as to assist teachers.
  - Equity in access, use and support for technology within the classroom and across schools.

- Preliminary Instructional Staff Survey Results
  - 83% of respondents said there were “comfortable experimenting with new technology.”
  - 50% of the instructional staff describe their technology level as “intermediate” – able to integrate technology as requested and receive help from others from time to time.
  - The majority (70%) of classroom teachers expressed a desire for more classroom technology.
- Necessary for a parallel scope and sequence of IT implementation activities.

**5. Facility Summer Projects Report**

Mr. Hazen and Mr. Bryan Arnold, Director of Building and Grounds, presented to the Board an update on the facility summer projects. Mr. Hazen briefly reviewed the three action items that will be brought forth to the Board on April 24<sup>th</sup>. These included:

- Construction of Construction Trades Building at Horlick High School
- Repair, replacement and improvements to Hammes Field Track at Case High School
- Replacement of the parking lot at Roosevelt Elementary school

Additional items shared forecasting into next year are the demolition of Olympia Brown and Wind Point schools; high school transformation needs (culinary arts science); and Horlick High School fieldhouse renewal.

**6. Intergovernmental Agreement for Joint RUSD/City of Racine/Racine County Health Clinic**

Mr. Hazen presented an overview of the employee health clinic intergovernmental agreement, which will be an action item on the April 24<sup>th</sup> Board business meeting. The District joined Racine County and the City of Racine for a combined employee health clinic. The three governmental entities have created an Intergovernmental Agreement to detail how the entities will work together to manage the clinic and share costs. The cost sharing is based on each entities eligible members. The current ratio is 49% for the District, 26% for both the City and the County. The costs will be offset by each party’s health plan savings.

**7. Clarification of “Consultation” for Guiding Change Document**

This topic was requested from Board President, Dr. Frontier, in seeking clarification of “consultation” in the Employee Handbook Guiding Change Document. Ms. Landry defined the process as providing an opportunity to consult with and share proposed handbook changes or additions, and to receive feedback from employees or authorized representatives. The feedback would be provided to Administration in written format, at least 48 hours prior to a Board Work Session or Board Business meeting. Once feedback is received, it will be considered and included as part of the change for recommendation or addition.

**8. Continued Professional Development with Dennis Cheesebrow, TeamWorks International**

**a. Additional 2016-17 Sessions (May and June)**

The Governance Committee discussed having Mr. Cheesebrow provide two additional professional development sessions in May and June. The Employee Handbook Guiding Change Document and Board self-evaluation would be the two topics to be discussed during the sessions.

**b. Consideration of 2017-18 Sessions**

The Governance Committee discussed having Mr. Cheesebrow provide four sessions in FY2018 with topics yet to be determined. Will most likely poll to Board to see what topics are of interest. These will be placed on the April 24<sup>th</sup> Business meeting agenda for action. Ms. Duchow shared that she will be voting against having Mr. Cheesebrow return.

**9. Board of Education Committee Reports**

**a. Audit Committee**

Mrs. McKenna reported the Audit Committee met prior to this evening's Work Session and reviewed the monthly financial update. The annual report from the Chair will be given at the May Work Session.

**b. Legislative Committee**

Mr. Wittke briefly reviewed the three resolutions the Committee approved in March and is recommending for Board approval at the next business meeting. The resolutions cover three important topics: supporting school year start date; supporting investment in public education; and supporting voucher program accountability. Once the resolutions are voted on, they will be sent to the legislators mentioned in the final paragraph. Suggestion that the resolutions should also be sent to the Joint Finance Committee.

**c. Governance Committee**

Mr. Hanser stated there was nothing to report at this time. The Committee will be meeting on April 11, 2017.

The session ended at 8:26 p.m.