

**SWALLOW SCHOOL DISTRICT**  
**W299 N5614 Highway E**  
**Hartland, Wisconsin 53029**

**SCHOOL BOARD MEETING**

**November 16, 2017**

**6:00 p.m.**

Present: John Stahl, Darin Clark, Susie Polentini, Peggy Moede, Aaron Dentz, Melissa Thompson, and Jeremy Struss.

Also in attendance: Kelly Orzechowski and Swallow staff members Jenny Lindee, Annie DiPietro, Andrea Rice, and Jeanne Hanson.

**CALL TO ORDER**

John Stahl called the meeting to order at 6:00 p.m., read the Notice of the Meeting, and led those in attendance in the Pledge of Allegiance.

Susie Polentini motioned to approve the agenda. Aaron Dentz seconded and the motion carried 5-0 on a voice vote.

**CITIZENS' FORUM**

No comments were made.

**INFORMATIONAL ITEMS**

**Superintendent's Report**

Dr. Thompson presented the following information:

**Finance and Operations**

Presentation of the 2016-17 Fiscal Year Audit by Riley, Penner, & Benton, LLP- Annette Moy of Riley, Penner, & Benton, LLC. presented the fiscal year 2016-17 audit to board members.

Facilities Advisory Committee Update – School board members shared updates about the first two meetings which were held earlier in the month and the next steps of the committee's work. The board continued planning for the upcoming January 2018 *Community Conversations* series by discussing the format of the event and questions to ask participants.

Review of Updated Draft of Action Plan for Finance and Operations- The board provided feedback on the action plan and asked administration to finalize it and bring it forward for approval, along with measures and goals, at an upcoming board meeting.

**Employee Relations**

2018-19 Professional Calendar- A revised draft of the 2018-2019 Professional Calendar based off of the Arrowhead Area Schools Bus Calendar and feedback from Leadership Team was presented. The work of all CESA #1 school districts to move to a common Spring Break was also discussed as most are planning to schedule it the last week of March for this moving forward.

Review of Updated Draft of Action Plan for Talent Management- The board provided feedback on the action plan and asked administration to finalize it and bring it forward for approval, along with measures and goals, at an upcoming board meeting.

### **Principal's Report**

Mr. Moore provided the board with a written summary of October in review and an update on professional development in which the staff has been participating.

### **ACTION ITEMS**

The Board reviewed and took action on the following items:

#### **Approval of Minutes**

Aaron Dentz motioned to approve the following minutes: October 19, 2017 – School Board Meeting; October 19, 2017 – School Board Executive Session; October 30, 2017 –Special School Board Meeting; November 2, 2017 –School Board Work Session; November 10, 2017 –School Board Work Session; November 14, 2017 –School Board Negotiations; and November 15, 2017—School Board Work Session. Peggy Moede seconded and the motion carried on a 5-0 voice vote.

#### **Finance and Operations**

Monthly Accounts – Peggy Moede moved to approve receipt of **\$24,598.35** in revenue during the month of October, and expenditures in the amount **\$567,066.63** since the October 19, 2017 school board meeting. Darin Clark seconded and the motion carried 5-0 on a voice vote.

#### **Policy**

Darin Clark motioned to approve policy revisions to Board Policies 110 Educational Philosophy, 111 District Goals, 133 Board of Education Vacancies, 151 Policy Editing, 225.1 Evaluation of Administrators, 254 Position Descriptions, 453.1 Nursing and Emergency Services, and 453.1 Nursing and Emergency Services—Guidelines. Susie Polentini seconded and the motion carried on a 5-0 voice vote.

### **DISCUSSION**

The board discussed its Self-Evaluation after completing both self-ratings and having all members of the Leadership Team also complete the evaluation.

### **ANNOUNCEMENTS**

The Board reviewed and discussed upcoming events.

### **CLOSED SESSION**

Peggy Moede motioned to move into closed session. Darin Clark seconded.

At 7:50 p.m. pursuant to Wisconsin Statutes 19.85 (1) (c) the Board of Education moved into Closed Session for the purpose of: “considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.” This closed session was held specifically to:

- a. Complete the Superintendent’s Evaluation per Board Policy
- b. Consider and potentially take action to approve a contract addendum for an individual teacher contract
- c. Motion and roll call vote to return to Open Session

(Roll Call Vote Required) Stahl – Yes, Polentini --YES, Clark – YES, Moede – YES. Dentz-YES

**ADJOURNMENT**

At 9:43 p.m. Susie Polentini made the motion to adjourn which was seconded by Peggy Moede and carried 5-0 on a voice vote.

Respectfully submitted,

Melissa Thompson

Superintendent

Approved: \_\_\_\_\_

\_\_\_\_\_, President

\_\_\_\_\_, Clerk