

SWALLOW SCHOOL DISTRICT
W299 N5614 County Road E
Hartland, Wisconsin 53029

SCHOOL BOARD MEETING

November 15, 2018

6:00 p.m.

Present: John Stahl, Susie Polentini, Peggy Moede, Aaron Dentz, Melissa Thompson, Jeremy Struss, Andrew Joseph, Nancy Hazelberg, Darin Clark arrived at 6:09 pm, and Kyle Moore joined via phone at 6:50 pm. for the Principal's Report portion of the meeting.

Also in attendance: Teacher Andrea Rice, Annette Moy of Riley, Penner and Benton, LLC, Devin Kack from PRA, Dan Davis of C.G. Schmidt, and citizen John Huggett.

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 moved to approve the agenda with some flexibility for the order of agenda items due to meeting presenter schedules. Peggy Moede seconded and the motion carried 4-0 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 2017-18 Fiscal Year Audit by Riley, Penner & Benton LLP - Annette Moy presented the latest audit results, and answered questions raised by the board. The audit was favorable and no disagreements with management occurred.

Monthly Financial Overview - Jeremy Struss presented the monthly overview for October noting that we are a little ahead of projections on revenues and a little behind on expenditures. This variance is due largely to interest earnings being more than expected. Now that final numbers for student enrollment and other state calculations have been finalized, the budget will start to be more on target for revenues and expenditures.

Updated Five Year Budget Forecast Model – Jeremy Struss explained the forecast, clarifying that there will always be some unknowns beyond a two year forecast because of the biennial budget process and how it impacts school funding.

Teacher Health Retirement Account Review – The current teacher retirement benefit with the rule of 80 was explained by Jeremy Struss as well as the overall fund for this benefit and how the interest earnings will be applied.

Update on Comprehensive Furnishings Planning Process – Dr. Thompson presented the furnishings planning process including an update on the meetings held with representatives from C.J. and Associates in late October. A next step is site visits to see various brands and configurations of possible furniture for

Swallow. Given the passage of the referendum and other desired site visits for technology usage in classrooms and learning space design, all three of these aims will be taken into account as these are scheduled.

Referendum Next Steps – Dr. Thompson started the discussion on the passing of the referendum, with the financial side as well as the four steps, design, bidding, moving and construction, that are needed to accomplish the referendum project over the next two years. Dan Davis from C.G. Schmidt explained how the process works and a rough timeline for the project. Devin Kack from PRA, clarified the necessary steps to design and get to the construction phase. They have already updated the schematics using the building measurements that were taken last week following the project kick off meeting and the first Design Team meeting with staff will be held tomorrow.

Employee Relations

Administrative Position Review Process – John Stahl presented the draft survey from Springsted and a discussion was had on how this needs to be adjusted to fit the needs here at Swallow so that the recommendations at the end of the process are the most useful they can be.

Action Plan for Talent Management Update – Dr. Thompson presented the action plan and answered questions from the board, emphasizing that a significant administrative focus must continue to be to recruit, select, develop, and retain our employees for the benefit of our students and school community. John Stahl felt there were elements of the plan that warranted further conversation and asked that this topic be added to the scheduled December work session.

Principal's Report

Mr. Moore presented the following information:

Month in Review – October was a busy month, with the Student Council Dance, 5th grade Veteran's Day Performance, SEF Coffee with GALS Institute attending and the Lake Country Rotary Vaping meeting at North Lake.

Professional Development Activities and Outcomes –October 25th professional development was spent conducting meetings with representatives from C.J. and Associates for the furniture selection process, student emotional regulation strategies with consultant Jennifer Rogers, educator effectiveness work time, and staff collaboration time at the end of the day.

The November faculty meeting included committee time discussing instruction and assessment next steps, the school's behavioral and social emotional development programming, and ways to grow staff usage of digital resources to benefit learning.

ACTION ITEMS

The Board reviewed and took action on the following items:

Approval of Minutes

Peggy Moede motioned to approve the following minutes: October 18, 2018 – School Board Meeting; October 29, 2018 –Special School Board Meeting; November 6, 2018 –Referendum Election Results Social Gathering; November 9, 2018 – Special School Board Meeting; November 9, 2018 – Executive Session; November 9, 2018 – Board of Canvassers Meeting. Darin Clark seconded and the motion passed on a 5-0 vote.

Finance and Operations

Darin Clark motioned to approve the expenditures as presented in the amount of **\$632,108.66** during the month of October. In addition, the Board acknowledges the receipt of **\$25,143.16** in revenue during the month of October. Aaron Dentz seconded and the motion passed on a 5-0 vote.

Aaron Dentz motioned to accept, for purposes of board review at this meeting, the written drill evaluation(s) submitted by the principal under section 118.07(4)(cp) of the state statutes from Swallow School and approve the Lock Down Drill Evaluation. Darin Clark seconded and the motion passed on a 5-0 vote.

After amendment, a motion by Peggy Moede was adopted, “that exhibit “C”, the project description, be removed from the contract for Construction Management with C.G. Schmidt. Darin Clark seconded. The motion passed on a 5-0 vote.

Darin Clark motioned to approve of Architectural Services Contract with Plunkett Raysich Architects. Aaron Dentz seconded and the motion passed on a 5-0 vote.

Aaron Dentz motioned to approve the Contribution to Fund 73 and Interest Allocations for Teacher Retirement Accounts. Susie Polentini seconded and the motion passed on a 5-0 vote.

Policy

Susie Polentini motioned to approve the Licensing Agreement for Policy Development with NEOLA. Darin Clark seconded and the motion passed on a 5-0 vote.

ANNOUNCEMENTS

The Board reviewed and discussed upcoming events.

1. November 22-23, 2018 Thanksgiving Break
2. December 7, 2018 –School Board Work Session, 7am
3. December 14, 2018 –Staff Breakfast, 7:15am
4. December 20, 2018 – School Board Meeting, 6pm
5. December 24, 2018 – January 1, 2019 – Winter Break
6. January 11, 2019 – School Board Work Session, 7am
7. January 17, 2019 - School Board Meeting, 6pm
8. February 8, 2019 – School Board Work Session, 7am
9. February 21, 2019 - School Board Meeting, 6pm
10. March 8, 2019 – School Board Work Session, 7am
11. March 21, 2019 - School Board Meeting, 6pm
12. March 22, 2019 – Staff Breakfast, 7:15am
13. March 25-29, 2019 – Spring Break

ADJOURNMENT

At 8:14 p.m. Peggy Moede made the motion to adjourn which was seconded by Susie Polentini and carried 5-0 on a voice vote.

Respectfully submitted,

Melissa Thompson

Superintendent

Approved: _____

_____, President

_____, Clerk