

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

SCHOOL BOARD MEETING

July 13, 2018

7:00 a.m.

Present: John Stahl, Susie Polentini, Aaron Dentz, Peggy Moede, Melissa Thompson, Jeremy Struss, Kyle Moore, Andrew Joseph, Nancy Hazelberg and Darin Clark via FaceTime/phone.

Jeremy Struss left the meeting to attend a meeting in Madison at 8:33 a.m., John Stahl left the meeting for a phone meeting at 8:32 a.m., but returned at 8:43 a.m. and Susie Polentini left at 9:00 a.m.

Also in attendance: Kristin Schmidt of C.G. Schmidt, Bill Foster of School Perceptions LLC, Lisa Davis, Jackie Hagenow and Lori Alvarez

CALL TO ORDER

John Stahl called the meeting to order at 7:02 a.m., read the Notice of the Meeting, and led those in attendance in the Pledge of Allegiance.

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

CITIZENS' FORUM

No comments were made.

INFORMATIONAL ITEMS

Superintendent's Report

Presentation of Annual District Survey Results by Bill Foster of School Perceptions, LLC – Bill Foster presented the annual survey results starting with the students, then parents, ending with staff. Parents and staff survey results included the main themes from individual participant comments. No themes from student results were shared as students do not submit comments.

Dr. Thompson presented the following information:

Teaching and Learning

2018-19 Student Enrollment Forecast – Due to specific student needs within next year's 4K class administration has split the group into two sections—a morning and an afternoon. In addition to the regular open enrollment applicants who are attending, there are also two 6th graders and one 8th grader seeking to alternatively open enroll. There are five students who have never attended Swallow who are seeking to open enroll out.

Finance and Operations

Long-Range Master Facilities Planning Update – The committee is working on drafting the resolutions needed to put the potential referendum on the ballot. Kristin Schmidt of C.G. Schmidt discussed communication efforts and will begin calendaring community engagement events to begin in August.

Monthly Financial Overview – Director of Business Services Jeremy Struss presented current revenues and expenditures and noted their impact on the fiscal year-end reporting.

Presentation of 2018-19 Budget for Publication & Presentation at the Annual Meeting - Director of Business Services Jeremy Struss presented the 2018-19 budget, covering the changes and explained the tax levy and mill rate analysis.

School Safety Grant Update: At the end of June the district was awarded a School Safety Grant for \$20,000, the maximum the district could receive, for Advanced Security measure projects. The majority of this work will happen before school starts, but some of the classrooms needing new doors will be finished in the fall as doors are in short supply due to the volume of this kind of work in the state as a result of these grants.

The district is also proceeding to implement a Volunteer, Visitor, and Vendor management system which will scan drivers' licenses upon check-in and review guests against the national registry of sex offenders.

Employee Relations

Administrative Position Review Process – Board President John Stahl presented findings from discussing this process with different consulting firms. They are seeking proposals for full board review.

Health Insurance Provider Transition Updates – Superintendent Melissa Thompson presented an update on the transition to the new Health Insurance Provider. All using this insurance should now have insurance cards. There is a wellness component to this program which provides money allocated for districts to use as well as an onsite nurse to help advise the wellness committee and help with provider care gaps.

Policy

Review of Required Annual State and Federal Notices - Annually school districts are required to provide a variety of notices to school district residents and enrolled students and their parents. Later in the meeting the board will be asked to approve those which require annual approval.

Principal's Report

Preview of 2018-19 Staff Development – Principal Kyle Moore explained the focus areas and overall plan for Professional Development for the 2018-19 school year.

Master Schedule Update – Principal Kyle Moore is finalizing this with staff to ensure the schedule best meets student learning needs.

ACTION ITEMS

Approval of Minutes

Susie Polentini motioned to approve the following minutes: June 14, 2018

Peggy Moede seconded and the motion carried on a 5-0 voice vote.

Finance and Operations

Monthly Accounts – Peggy Moede moved to approve expenditures as presented in the amount of **\$1,058,481.64** during the month of June. In addition, the Board acknowledged the receipt of **\$771,093.23** in revenue during the month of June. Aaron Dentz seconded and the motion carried 5-0 on a voice vote.

Darin Clark motioned to approve CJ & Associates for Completion of a Comprehensive Furnishings Plan. Susie Polentini seconded and the motion carried 5-0 on a voice vote.

Aaron Dentz motioned to approve the 2018-19 Budget for Publication & Presentation at the Annual Meeting. Peggy Moede seconded and the motion carried 5-0 on a voice vote.

Susie Polentini motioned to approve the First Reading of the Initial Resolution Authorizing General Obligation Bonds in an Amount Not to Exceed \$8,300,000. Darin Clark seconded and the motion carried 5-0 on a voice vote.

Peggy Moede motioned to approve the First Reading of the Resolution Providing for a Referendum Election on the Question of the Approval of an Initial Resolution Authorizing the Issuance of General Obligation Bonds in an Amount Not to Exceed \$8,300,000. Susie Polentini seconded and the motion carried 5-0 on a voice vote.

Policy

Aaron Dentz motioned to approve the Notification to Parents/Guardians of Students Enrolled in the District of the Academic Standards to be Used for the Upcoming School Year. Peggy Moede seconded and the motion carried on a 4-0 voice vote.

Teaching and Learning

Aaron Dentz motioned to approve the Additional Space Available to Accept Open Enrollment Students as presented. Darin Clark seconded and the motion carried on a 4-0 vote.

Peggy Moede motioned to approve the Alternative Open Enrollment Applications as presented. Aaron Dentz seconded and the motion carried on a 4-0 vote.

DISCUSSION ITEMS

Planning for Staff Welcome Back Breakfast to be held on August 21, 2018 - Annually the School Board joins all staff to welcome everybody back for the new school year and this year's event will be held at 8am on Tuesday, August 21. Board members discussed the theme for the year and brainstormed presentation points.

Planning for Annual Meeting and Budget Hearing to be held on August 22, 2018 - Since the last meeting work has begun on the recommended format and changes to the documents shared. The board provided additional follow up and suggestions.

Announcements

A. Future Meetings and School Board Events

1. July 24, 2018 – Special School Board Meeting, 7am
2. July 24, 2018 – AUTO Negotiations, 6pm
3. August 3, 2018 – School Board Work Session, 7am
4. August 16, 2018 – School Board Meeting, 6pm
5. August 21, 2018 – Staff Welcome Back Breakfast, 7:15am
6. August 22, 2018 – Annual Meeting and Budget Hearing, 6pm

ADJOURNMENT

At 9:15 a.m. Darin Clark made the motion to adjourn which was seconded by Aaron Dentz and carried 4-0 on a voice vote.

Respectfully submitted,

Melissa Thompson

Superintendent

Approved: _____

_____, President

_____, Clerk