

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

SCHOOL BOARD MEETING

January 16, 2012

6:30 p.m.

Present: Karen Trimble, John Fuhs, Jim Douglas and Rebecca Morrison. Melissa Thompson, Charlotte Hall, Joan Fritzler, Lynn Welscher and Kristin Magnuson were also present.

Excused: John Quast

Also in attendance: Three citizens were in attendance as well as the following staff members, Gretchen Nelson, Molly Stewart, Jade Bolthouse, Kate Garman, JoEllen Schuh, Michele Whaley, Doug Destache, Karen Perry, Marge Mosey, Andrea Kolpien, Becky Pizzo, Andrew Joseph, Meghan Babe and Charisse Hoffman

CALL TO ORDER

Karen Trimble, President, called the meeting to order at 6:30 p.m., read the Notice of the Meeting, led those in attendance in the Pledge of Allegiance, and noted that all members were present with the exception of John Quast.

Rebecca Morrison moved that the agenda be approved as presented. Jim Douglas seconded and the motion carried 4-0 on a voice vote.

COMMENDATIONS

The following students were commended for their winning entries in the Fuel Up to Play 60 Poster Contest: Anthony Polentini, Grace Hecht and Mary Grace Wartman.

Participants in the Wisconsin All State Choir Festival were commended as follows: Emma Hofman, Sophia McLees, Caroline Nelson, Mary Baumgartner, Meghan Serceki, Justine Bader, Kelly Krause, Danielle Quast, Jenna Fuhs, Sarah Smith and Elise Baumgartner.

CITIZENS FORUM

Parent, Shelby King, inquired regarding the status of hiring a new principal. Mrs. Thompson said the position would be posted by February 1 and the Board would like to offer a position in March.

INFORMATIONAL ITEMS

Introduction of Brenda O'Brien – Mrs. Thompson introduced Mrs. O'Brien and welcomed her to the district. Mrs. O'Brien greeted the Board and provided a summary of her experience.

Audit Report – Carrie Gindt presented the Audit Report for the fiscal year ending June 30, 2011. She highlighted the revenues, expenditures, fund balance and financial position of the district. In addition, she reviewed the management letter to the school board highlighting a few recommendations for managerial improvement.

Board Goals Update –

Goal 1- Study and Plan for District's Financial Future – Board members reviewed documentation from Baird. Mrs. Fritzler spoke about refinancing the 2002 and 2004 bonds.

Goal 2 - Create and Implement Changes to Key Personnel Policies and Processes – Mrs. Thompson spoke about the recent work group sessions for the employee handbook and teacher evaluation models. The Benefits Committee will meet this week for the third time.

Goal 3 - Individual Student Focus – Mrs. Welscher reported that a second round of assessments had been completed. Meetings were recently held with 7th and 8th grade parents and students to discuss the results of the EXPLORE test. This was also shared with the Board.

Goal 4 – Staff Development – Work continues on the Response to Intervention Guide Book. A parent letter has been drafted to explain RTI.

Goal 5 – Community Connections and Communication – Mrs. Thompson increased collaboration with AHS and other feeder schools. She became a Rotarian and attends monthly meetings. Open Enrollment ads were placed in the Lake Country Reporter, M Magazine and in the Freeman Press.

Goal 6 – Operations – Mrs. Thompson said she is waiting on a few more bids. The committee will meet in early February and inform the board of a decision at the February Board Meeting.

Enrollment Update – Mrs. Thompson briefly spoke about Senate Bill 2 and its effect on the open enrollment period. The district census went out in the beginning of January. Data from the census will be compiled and there will be follow-up with those who did not respond. Kindergarten screening is scheduled for March 8th.

Personnel Update – Mrs. Welscher and Mrs. Thompson worked on scheduling for next year. Kindergarten through 4th grade is done and work continues on the middle school schedule. Individual teacher contracts will be approved later on in the meeting. A Special Ed Aid resigned and that position has been posted.

Policy Edit Update - Sharing of Full Time Positions, Policy 530 – This policy was edited for inconsistent language. The verbiage of job share was removed and replaced with the sharing of full time positions.

ACTION

Approval of Minutes – John Fuhs moved to approve of the following minutes: December 16, 2011 – Executive Session, December 19, 2011—Regular Board Meeting, January 4, 2012—Working Conditions Work Group, January 5, 2012—Benefits Work Group, January 9, 2012 – Policy Committee Meeting, January 9, 2012 – Working Conditions Work Group. Jim Douglas seconded and the motion carried 4-0 on a voice vote.

Monthly Accounts - Jim Douglas moved that the monthly accounts be approved as presented, acknowledging \$447,836 in expenditures and \$381,004 in receipts during the month of December 2011. Rebecca Morrison seconded and the motion carried 4-0 on a voice vote.

Recommendations from Working Conditions Sub-Committee – Staff Member, Doug Destache presented the following recommendations: Professional Responsibilities – teaching and educating is a professional occupation. As such, teachers should treat their job as a professional. A 40 hour work week is justified with flexibility to accommodate families. The 2012-2013 calendar is comprised of 192 working days and 180 student contact days. This offers more student contact time because there will be no half days. There are 12 non-student days for staff work days, development and clerical time. Rebecca Morrison moved to approve the recommendation. Jim Douglas seconded and the motion carried 4-0 on a voice vote.

First Reading – Employee Handbook; portions of Part 1, Part II and Part III - The following sections were reviewed and discussed: Outside Employment, Personal Property, Physical Examination, Position Descriptions, Severance from Employment, Solicitations, Employee Whistleblower Protection, Work Made for Hire, Work Place Safety, Violence in the Workplace and Standard for Non-Renewal.

Second Reading – The following policy was presented for a second reading: Open Enrollment, Policy 422.

Waive Third Reading and Approve Policy: Jim Douglas moved to waive and approve of Open Enrollment, Policy 422. Rebecca Morrison seconded and the motion carried 4-0 on a voice vote.

Final Readings: The following policies were presented for approval: Fees, Fines, and Payments Due, Policy 656, Honor Roll, Policy 354, Administrative Rule to accompany Honor Roll Policy 354, Technology Access and Use, Policy 380 and Weapons, Policy 443. Rebecca Morrison moved to approve of the policies. Jim Douglas seconded and the motion carried 4-0 on a voice vote.

Discussion and Action to Engage Foley & Lardner, LLP to Represent the District in a Health Insurance Issue – Jim Douglas moved to approve of the agreement. John Fuhs seconded and the motion carried 4-0 on a voice vote.

Personnel – Approval of Individual Teacher Contracts for 2012-2013 School Year - John Fuhs moved to approve of individual teacher contracts for the 2012-2013 school year. Jim Douglas seconded and the motion carried 4-0 on a voice vote.

Approval of Audit Report ending June 30, 2011 – Jim Douglas moved to approve of the Audit Report. Rebecca Morrison seconded and the motion carried 4-0 on a voice vote.

DISCUSSION ITEMS

Principal Hiring Process – Mrs. Thompson stated the position will be posted by February 1. The posting, desired characteristics, and the rest of the timelines were reviewed with the Board.

Employee Handbook – The following sections were reviewed: Outside Employment, Personal Appearance/Staff Dress Code, Personal Property, Personnel Files, Personnel – Student Relations, Political Activity and Severance from Employment. John Fuhs and Jim Douglas agreed to serve on the Salary Committee. An initial discussion took place on the definition of part-time and full-time support staff guidelines.

WASB Resolutions – Board members reviewed a summary of the Resolutions that would be presented at the 2012 WASB Delegate Assembly on January 18 and advised John Fuhs on their recommendations.

ANNOUNCEMENTS

Slate of Candidates for Spring Election – John Quast and Karen Trimble will be running in the Spring Election to be held on April 3.

Kindergarten Screening Date – The screening is scheduled for March 8, 2012.

Board members reviewed a calendar of upcoming events.

CLOSED SESSION

John Fuhs moved to convene into Closed Session at 9:10 p.m. pursuant to Wisconsin Statute 19.85 (1)(c), “considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.” This session is being held specifically to discuss the performance of the

Closed Session (continued)

Superintendent in accordance with Board policy and to determine administrative contracts for the 2012-13 school year and discussion regarding a salary range for a new principal. Jim Douglas seconded and Mrs. Trimble called for a roll call vote. Morrison – YES, Fuhs – YES, Douglas – YES and Trimble – YES.

ADJOURNMENT

John Fuhs moved that the Closed Session be adjourned at 10:20 p.m. Jim Douglas seconded and the motion carried 4-0 on a voice vote.

Respectfully submitted,

Melissa Thompson
Superintendent

Approved: _____

_____, President

_____, Clerk