

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

**SCHOOL BOARD MEETING**                      **February 15, 2012**                      **6:30 p.m.**

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

Also in attendance:    Seven citizens were in attendance as well as the following staff members, Jane Kearney, Julie Lyster, Michele Whaley, Andrew Joseph, Jade Bolthouse, Molly Stewart, Candy O'Connell, Liz Kayzar, Marge Mosey, Karen Perry, Bonnie Sallmann, Shelly Wertschnig, Charisse Simcakowski, Megan Babe, Diana Hoffman, Pat Nolan and Diane Olenchek

**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.

John Quast moved that the agenda be approved as presented. Jim Douglas seconded and the motion carried 5-0 on a voice vote.

**COMMENDATIONS**

The following individuals were commended for serving on the Working Conditions Committee for the Employee Handbook: Megan Fedders, Paula Quinn, Bob Mortensen, JoEllen Schuh, Doug Destache, Kristine Perugini, Vicky Esgar and Karen Perry.

Matthew Van Gilder, Diya Ramanathan, Nick Loke, Keaton Schmitz, Hayden Frentzel, Chloe Frentzel, Matthew Barthel were commended for representing the Swallow MathCounts Team in the Regional Tournament.

**CITIZENS FORUM**

Bob Rosch, AHS Board Member, commented on the positive feedback he has received on the collaboration between Swallow and Arrowhead. Spoke about a survey they conducted to assist with the master plan for the next 5 years. Arrowhead's Employee Handbook will be completed by May.

## **INFORMATIONAL ITEMS**

**Food Service Program Update** – Mrs. Fritzler spoke about the increase in lunch prices this year and the fact that fewer students are purchasing hot lunch. Ideas were gleaned from other small schools about how their lunch programs operate. Mrs. Fritzler and Mrs. Noyes will be observing and speaking with another area school that has turned their program around to see what they can learn from them.

**Overview of the WASB/WASDA/WASBO Convention** – Mrs. Trimble, John Fuhs, Melissa Thompson, and Joan Fritzler attended the Convention and spoke about the highlights.

**Report on Actions Taken by the WASB Delegate Assembly** – Mr. Fuhs spoke about the Delegate Assembly process. Mrs. Thompson discussed a few of the resolutions that were passed and provided a recap for the Board to review.

### **Board Goal Progress Report**

**Goal 1- Study and Plan for District's Financial Future** – Mrs. Thompson advised that later in the agenda action will be taken on refinancing of bonds and on the 2012-13 budget calendar.

**Goal 2 - Create and Implement Changes to Key Personnel Policies and Processes** – Mrs. Thompson spoke about the work done by the Benefits Committee. The Salary Work Group will start their work next week.

**Goal 3 - Individual Student Focus** – Mrs. Welscher said they are focusing on how the math curriculum is delivered. The language arts programs that were implemented are meeting the students' needs.

**Goal 4 – Staff Development** – Mrs. Welscher discussed the staff development activity that took place on February 1<sup>st</sup> wherein staff analyzed and summarized the recent EXPLORE data.

**Goal 5 – Community Connections and Communication** – Mrs. Thompson spoke about the Area Administrator Meeting discussion on common core standards of math.

**Goal 6 – Operations** – Mrs. Thompson reported the goal group met last week with three vendors for facilities management/service provider. A vendor was picked, Moore Construction, and they are moving forward on assessing the building.

**Principal Hiring Process Update** – Mrs. Thompson said many terrifically qualified applicants have applied for the position. She conducted meetings with the Board, staff, students, and parents on desired principal traits which have been compiled and will be used in the hiring process as questions and activities for candidates are developed. She anticipates making a recommendation to hire at the March Board Meeting.

**Legislative Report** – Act 114 goes into effect tonight and expands the open enrollment period through April 30. Mrs. Thompson proposed a special board meeting in early May to process the applications. Layoff notices have been extended to May 15. Our contract states that final notice has to be on or prior to May 1.

**Benefits Committee Report** – Michele Whaley and Randy Bednar presented the report. Philosophically the committee believes that all decisions should be communicated clearly and in a timely fashion with all parties. Benefits should transition to a more consumer driven model and with respect to Health Care the committee suggests dual options and shared premiums put into place with a smooth transition period. All benefits should be designed to attract and retain the highest quality educators and all decisions made should consider both the short term and long term budget and be sustainable. Recommendations include equity in access to all staff.

### **ACTION ITEMS**

**Approval of Minutes** - Jim Douglas moved to approve of the following minutes: January 16, 2012 – Regular Meeting, January 16, 2012 – Executive Session, January 19, 2012 – Work Session, February 2, 2012 – Work Session and February 6, 2012-- Work Session. John Quast seconded and the motion carried 5-0 on a voice vote.

**Monthly Accounts** - Rebecca Morrison moved that the monthly accounts be approved as presented, acknowledging \$516,318 in expenditures and \$2,443,992 in receipts during the month of January 2012. John Fuhs seconded and the motion carried 5-0 on a voice vote.

**Approval of Resolution authorizing the issuance and sale of approximately \$3,230,000 General Obligation Refunding Bonds** – Mike Clark from Baird spoke about the refinancing of the bonds. Rebecca Morrison moved to approve, Jim Douglas seconded and the motion carried 5-0 on a voice vote.

**Approval of 2010-2013 Technology Plan to submit to DPI** – Mrs. Thompson said the proposed plan would be through 2013 and, thereafter a more comprehensive plan for 2013–2016 will be developed. John Fuhs moved to approve, Jim Douglas seconded and the motion carried 5-0 on a voice vote.

**Open Enrollment Space Determination** – Mrs. Thompson spoke about the extended period for open enrollment and the new guidelines. The Board needs to determine and declare open seats at each grade level. The projected enrollments at each grade level were reviewed as was Board Policy #340 on class size. Current open enrollment applications were discussed at various grade levels.

John Quast move to have 3 sections of Kindergarten. Jim Douglas seconded and the motion was denied 3-2 on a voice vote.

Karen Trimble moved to declare 2 open seats in Kindergarten. Rebecca Morrison seconded and the motion carried 5-0 on a voice vote.

Rebecca Morrison moved to declare 9 open seats in first grade. Jim Douglas seconded and the motion passed 5-0 on a voice vote.

Jim Douglas moved to declare no open seats in grades 2, 4 and 5. John Quast seconded and the motion carried 5-0 on a voice vote.

John Fuhs moved to declare 4 open seats in third grade. Karen Trimble seconded and the motion carried 5-0 on a voice vote.

Rebecca Morrison moved to declare 6 open seats in sixth grade. John Quast seconded and the motion carried 5-0 on a voice vote.

John Quast moved to declare 3 open seats in seventh grade. Jim Douglas seconded and the motion carried 5-0 on a voice vote.

Rebecca Morrison moved to declare 3 open seats in eighth grade. Jim Douglas seconded and the motion carried 5-0 on a voice vote.

**First Reading of Policy Adoption** - Employee Handbook Sections of Part I, II, III, IV, V, and VI The following sections were reviewed and discussed: Staff without Contracts - Professional Hours/Work Day, Hours of Work and Work Schedule, Lunch Period, Staff with Individual Contracts, Co-Curricular Staff and Substitute Employees.

Recess at 9:20 p.m. Reconvened at 9:27 p.m.

### **DISCUSSION ITEMS**

**Benefits Committee Proposal and Next Steps** – Mrs. Thompson summarized areas to consider for health, dental, LTD, Life and Retirement. Board members reviewed handouts with itemizations for support staff and teaching staff and advised Mrs. Thompson of their priorities. A date of Feb 28<sup>th</sup> was set for a work session at 5:30 p.m.

**2012-13 Budget** - Mrs. Fritzler said the preliminary budget is due in May and it will be finalized in July. The Board reviewed the preliminary enrollment projections. The top priorities for the budget parameters are benefits, keeping programs the same, technology, and the funding of OPEB liability.

**ANNOUNCEMENTS**

Board members reviewed a calendar of upcoming events.

**CLOSED SESSION**

Jim Douglas moved to convene into Closed Session at 10:32 p.m. pursuant to Wisconsin Statute 19.85 (f), "Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations." This session is being held specifically to discuss a student tuition issue. John Fuhs seconded and Mrs. Trimble called for a roll call vote. Morrison – YES, Fuhs – YES, Douglas – YES, Quast - YES and Trimble – YES.

**ADJOURNMENT**

Jim Douglas moved that the Closed Session be adjourned at 10:55 p.m. John Quast seconded and the motion carried 5-0 on a voice vote.

Respectfully submitted,

Melissa Thompson  
Superintendent

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

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

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