

SWALLOW SCHOOL DISTRICT
W299 N5614 Highway E
Hartland, Wisconsin 53029

SCHOOL BOARD MEETING

March 20, 2012

6:30 p.m.

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

Excused: Jim Douglas

Also in attendance: Ten citizens were in attendance as well as the following staff members, Danielle Fischer, Andrew Joseph, Terry McCoy, Molly Stewart, Jade Bolthouse, Marge Mosey, Liz Kayzar, Lori Alvarez, Julie Lyster, Barb Ryczek, Charisse Simcakowski, Vicky Esgar, Gretchen Nelson, Diane Olenchek, Kelly Cavaiani, Bonnie Sallmann, Pat Nolan, Lynn Welscher, Danielle Fischer, Brian Dall, Doug Destache, Michele Whaley and Karen Perry.

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 Jim Douglas.

John Fuhs moved that the agenda be approved as presented. John Quast seconded and the motion carried 4-0 on a voice vote.

COMMENDATIONS

The choir that performed the National Anthem at the Milwaukee Bucks Game was commended for their performance. Those students are: Hannah Airolti, Madelyn Batley, Elise Baumgartner, Sonja Bergum, Isabel Case, Alexa Chatham, Becca Engelking, Jenna Fuhs, Emma Futoransky, Olivia Gillette, Kaila Gurgul, Alexa Holland, Cassie Horkan, Katie Jamieson, Sidney Johnson, Grace Kilburn, Kelly Krause, Libby Kredell, Madeline Kroeger, Ellie Landwehr, Allison Maginot, Iris Marett, Claire Minor, Julia Pjevach, Danielle Quast, Diya Ramanathan, Mia Rocco Keaton Schmitz, Katie Schroeder, Lauren Schlondrop, Taryn Sherman, Leah Stapleton, Taylor Stoll, Emma Tschurwald and Cami Westlake.

The members of the Benefits Committee Work Group were commended for their dedication. They include Megan Babe, Marge Mosey, Diane Olenchek, Michele Whaley, Bonnie Sallmann, Laura Quinn and Randy Bednar.

CITIZENS FORUM

Parent, Paula Quinn thanked Charlotte Hall for serving as the Principal this year.

INFORMATIONAL ITEMS

Board Goals Progress Report

Goal 1- Study and Plan for District's Financial Future – Mrs. Thompson said teachers turned in their proposed budgets for next year and enrollment projections were reviewed. Mrs. Fritzler spoke about finalizing the refinanced bonds, the fact that there will be no revenue increases from the state and resident enrollment for next year is down which equates to a \$130,000 loss in revenue.

Goal 2 - Create and Implement Changes to Key Personnel Policies and Processes – Mrs. Thompson spoke about the work the Salary Work Group has done to complete the Employee Handbook. In addition, the Board has conducted two work sessions to continue to work on employee benefits. She attended two meetings last month regarding Educator Effectiveness.

Goal 3 - Individual Student Focus – Mrs. O' Brien reported on the continuous improvement made in student learning with the placement of several students in biology and science honors classes at Arrowhead for next fall. Math 24, Math Meet and Destination Imagination competitions will be held in the next few weeks.

Goal 4 – Staff Development – Mrs. Welscher reviewed recent staff development which included discussion of essential outcomes, content reading strategies, STEM programming, PBIS and an all-staff training from the DPI regarding child abuse.

Goal 5 – Community Connections and Communication - Mrs. Thompson stated this work will pick up over the next few months with the input of the new principal.

Goal 6 – Operations – Mrs. Thompson met with the facilities management firm to continue to work on the capital improvements lists. The current focus is the parking lot. A more in depth report will be presented at the May Board Meeting.

Salary Committee Report – Mrs. Welscher presented the findings and recommendation of the Work Group which included the core belief statements, compensation scales, extra service pay, etc.

Enrollment Update – Mrs. Thompson provided the Board with figures for current enrollment, projected enrollment and current open enrollment applications to date.

Personnel Update

Principal Hiring Update – Mrs. Thompson summarized the interview process for the principal which consisted of identifying desired characteristics, initial screening, and three rounds of interviews with the final interview team comprised of staff, parents, students and administration. A recommendation for hire will be discussed later in the meeting.

Master Schedule as Related to Staffing for 2012-2013 – Mrs. Thompson explained that she and Mrs. Welscher have been working with departments/grade level teams to discuss this year's schedule and how it is working, suggestions for next year's schedule, and considered the kindergarten enrollment while putting together a draft of a master schedule for next year. Mrs. Welscher and Mrs. Thompson will be meeting with departments and grade level teams this week to discuss the draft schedule and budget requests for next year. Mrs. Thompson expects to use the feedback from this process to finalize the schedule prior to the end of the school year.

Business Services Update – Mrs. Thompson spoke about a new on-line substitute management system called AESOP which our district will begin using in conjunction with three other local districts for next year.

ACTION ITEMS

Approval of 2013-16 Special Education Transportation Cooperative Agreement with Arrowhead High School – Mrs. Thompson spoke about the transportation services we have had for the past several years and now will enter into an agreement. Rebecca Morrison moved to approve of the Special Education Transportation Cooperative Agreement with Arrowhead High School. John Fuhs seconded and the motion carried 4-0 on a voice vote.

Approval of Minutes - John Quast moved to approve of the following minutes: February 15, 2012 – Regular Meeting, February 15, 2012 – Executive Session, February 21, 2012 – Work Session, February 28, 2012 – Work Session, March 5, 2012 – Work Session, March 8, 2012—Work Session, March 13, 2012—Work Session, March 13, 2012 – Executive Session and March 15, 2012—Policy Committee Meeting. Rebecca Morrison seconded and the motion carried 4-0 on a voice vote.

Monthly Accounts – John Fuhs moved that the monthly accounts be approved as presented, acknowledging \$542,537 in expenditures and \$1,393,968 in receipts during the month of February 2012. Rebecca Morrison seconded and the motion carried 4-0 on a voice vote.

Approval of Recommended Candidate for Principal Position – Mrs. Thompson recommended Robert Antholine for the Principal hire. Mr. Antholine has 15 years of experience as an elementary and middle school teacher in the Muskego-Norway District and is currently an Assistant Principal at the high school. Rebecca Morrison moved to approve of the hire of Robert Antholine as the Principal. John Quast seconded and the motion carried 4-0 on a voice vote.

Acceptance of Resignations – Mrs. Thompson said she received resignations effective at the end of the school year from Jane Kearney and Melissa Kappeler. John Fuhs moved to approve of the resignations. John Quast seconded and the motion carried 4-0 on a voice vote.

Approval of Individual Teacher Contracts for 2012-13 School Year – John Fuhs moved to approve of individual teacher contracts. Rebecca Morrison seconded and the motion carried 4-0 on a voice vote.

Approval of Retirement Benefits as related to the Employee Handbook. – Mrs. Thompson shared the statements and recommendations that were brought forth by the Benefits Work Group. Rebecca Morrison moved to approve of retirement benefits as related to the Employee Handbook. John Quast seconded and the motion carried 4-0 on a voice vote.

Approval of Leave Provisions as related to the Employee Handbook. John Fuhs moved to approve of the leave provisions as related to the Employee Handbook. Rebecca Morrison seconded and the motion carried 4-0 on a voice vote.

Approval of LTD Benefits as related to the Employee Handbook. John Fuhs moved to approve of the LTD Benefits as related to the Employee Handbook. John Quast seconded and the motion carried 4-0 on a voice vote.

Approval of Life Insurance Benefits as related to the Employee Handbook – John Fuhs moved to approve of the life insurance benefits as related to the Employee Handbook. John Quast seconded and the motion carried 4-0 on a voice vote.

Approval of Dental Insurance Benefits as related to the Employee Handbook - Rebecca Morrison moved to approve of the dental insurance benefits as related to the Employee Handbook. John Quast seconded and the motion carried 4-0 on a voice vote.

Business Services

Approval of Property Insurance Carrier Change – Mrs. Fritzler said that property insurance is renewed every year in March. After receiving bids from three insurance carriers, she is recommending EMC Insurance. John Fuhs moved to approve of EMC Insurance as the property insurance carrier. John Quast seconded and the motion carried 4-0 on a voice vote.

Approval of Auditors for 2012-2014 – Mrs. Fritzler sent out six RFP's for audit firms. She is recommending the approval of Reilly, Penner and Benton. Rebecca Morrison moved to approve of Reilly, Penner and Benton as the audit firm for the next three years. John Quast seconded and the motion carried 4-0 on a voice vote.

Approval of Copier Contract – Mrs. Fritzler said four RFPs were sent out to photocopier/printing service companies. She is recommending the approval of Ricoh Copier Service. Rebecca Morrison moved to approve of Ricoh. John Quast seconded and the motion carried 4-0 on a voice vote.

Second Reading of Policy Adoption – Mrs. Thompson asked board members to review the draft and provide feedback on the Employee Handbook. She would like the handbook to be approved in April. Appendices will be added as they become available.

First Reading of Policy Revisions - The following policies were presented for a first reading due to changes in state statutes: Open Enrollment – Policy 422 and School Admissions- Policy 420.

Removal of Electronic Paging Devices – Policy 452 - Mrs. Thompson explained that this policy was no longer necessary and should be removed from the policy handbook. John Quast moved to delete Electronic Paging Devices – Policy 452. John Fuhs seconded and the motion carried 4-0 on a voice vote.

Job Descriptions – Mrs. Thompson said multiple legal teams concurred that the only job description that should be part of the policy handbook is that of the Superintendent. John Fuhs moved to remove the principal job description. John Quast seconded and the motion carried 4-0 on a voice vote.

DISCUSSION ITEMS

2012-2013 Board Goals – Mrs. Thompson spoke about holding the forum in May.

ANNOUNCEMENTS

Board members reviewed a calendar of upcoming events.

Set Date for Special Board Meeting for Open Enrollment Determination – A Special Board Meeting was tentatively scheduled for Tuesday, May 8th at 6:30 p.m. for Open Enrollment Determination.

Set Date for Board Meetings June-December 2012 – Board Meeting dates were suggested as follows: June 18, July 18, August 15, and September 19th. Meeting dates will be finalized at the Board's Organizational Meeting following the April elections.

CLOSED SESSION

Rebecca Morrison moved to convene into Closed Session at 8:23 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 individual compensation and benefits and take action on preliminary notices of layoff and non-renewal. John Fuhs seconded and Mrs. Trimble called for a roll call vote. Morrison – YES, Fuhs – YES, Quast - YES and Trimble – YES.

ADJOURNMENT

Karen Trimble moved that the Closed Session be adjourned at 9:52 p.m. John Quast seconded and the motion carried 4-0 on a voice vote.

Respectfully submitted,

Melissa Thompson
Superintendent

Approved: _____

_____, President

_____, Clerk