

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

**SCHOOL BOARD MEETING                      April 18, 2012                      5:30 p.m.**

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

Excused:           Charlotte Hall

Arrived Late: John Quast arrived at 7:15 p.m.

Also in attendance:    Twelve citizens were in attendance as well as the following staff members, Shelly Wertschnig, Pat Nolan, Charisse Simcakowski, Bonnie Sallmann, Michele Whaley, Lori Alvarez, Andrew Joseph, Doug Destache, Karen Perry, Diane Olenchek, Vicky Esgar, Candyce O'Connell, Liz Kayzar, Sue Peterson, and Joe Trovato, Lake Country Reporter

**CALL TO ORDER**

Karen Trimble, President, called the meeting to order at 5:37 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 who would be arriving later.

**Closed Session** – Rebecca Morrison moved to convene into Closed Session pursuant to Wisconsin Statute 118.22 (1)(c), “considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.” (May be the subject of closed session under Section 19.85 (1)(a), (f), and (g), Wis. Stats.) Deliberations concerning the conference may be the subject of a closed session whether the conference is open or closed per Section 19.85(1)(a), Wis. Stats. This session is being held specifically to conduct a private conference with an employee. John Fuhs seconded and Karen Trimble called for a roll call vote. Morrison – Yes, Fuhs – yes, Douglas – Yes and Trimble – Yes.

**Reconvene – The Board reconvened into Open session at 7:00 p.m.**

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 having winning stories in the Young Authors' Contest: Joey Polentini, Justin Heimsch, Sydney Flesch, Rebecca Wells, Nina Morrison, Carson Poupore, Rachel Diel, Taylor Pfister, Holly Craven and Diya Ramanathan.

The following students were commended for competing in the Kettle Moraine Destination Imagination Tournament: Megan Serceki, Mary Baumgartner, Gary Griepentrog, Morgan Roelke, Wylie Boelter, Jake Julius, Nick Proell, Drew DiDonato, Sam Felker, Jonathan Oury, Leah Reisker, Elizabeth Barthel, Abbey Julius, Ella Ihler, Michael Ihler, Lauren Quast, Elijah Koper, Carson Anderson, Max Rebella, Rachel Reolke, Katie Schoepel, Alex Kramer, MJ Schoepel, Shawn Oosterbaan, Miale Griepentrog, Zeke Makay, Addison Koper, Andrew Barthel, Carson Ketterhagen, Sam Polentini, Justice Heimsch, Kiran Staley, Teagan Ordway and Alex Raab.

The Salary Work Group members were commended as follows: Lori Alvarez, Brian Dall, Kate Garman, Danielle Fischer, Laurie Fischer, Geraldine Mesching, Andrah Grothey and Kathy Cogswell.

**Citizens' Forum** – Justine Gastrow, Kelly Gritzmacher and Jill With commented on open enrollment and class sizes. Jill With commented on her discussion with Mrs. Thompson regarding open enrollment.

## **INFORMATION ITEMS**

**Introduction of New Principal** – Robert Antholine was introduced. He shared a brief introductory presentation.

**Camp MacKenzie Trip Update** – Diane Olenchek spoke about the camp and the overall curriculum.

### **Board Goals Report**

**Goal 1- Study and Plan for District's Financial Future** – Mrs. Thompson said the budget process continues with the completion of the master schedule, finalization of staff, and the completion of the capital improvements list.

**Goal 2 - Create and Implement Changes to Key Personnel Policies and Processes** – Mrs. Thompson spoke about the recent work session regarding benefits. She also stated she continues to attend meetings in Madison related to handbook development, Educator Effectiveness legislation and salary structure considerations.

**Goal 3 - Individual Student Focus** – Mrs. Welscher spoke about the schedule next year wherein there will be a 30 minute period for intervention for every student during the school day. She is working with staff to develop universal screening tools and determine what types of interventions may be offered.

**Goal 4 – Staff Development** – Mrs. O’Brien said the next staff development will include presentations from an Everyday Math Consultant and an Instructional Resource Teacher.

**Goal 5 – Community Connections and Communication** – Mrs. Thompson has already had an initial discussion with Mr. Antholine regarding communication at Swallow. This goal will be a focus next year.

**Goal 6 – Operations** - Mrs. Thompson spoke about the progress being made with regards to the parking lot and the HVAC control system.

**Retirement and Health Benefits Update** – Linda Mont of Key Benefits spoke about the teachers’ defined contribution options based on various percentages of interest rates. Board members discussed the various options.

**Parking Lot and Site Plan Presentation** – Mrs. Thompson gave an overview of the project including the goals, feedback received from parents and possible solutions. Mike Moore of Moore Construction shared renderings of a few options for the parking lot and provided details of each option.

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

### **ACTION ITEMS**

**Approval of Minutes** - John Fuhs moved to approve of the following minutes: March 20, 2012 – Regular Meeting, March 20, 2012 – Executive Session and April 16, 2012— Work Session. John Quast Seconded and the motion carried 5-0 on a voice vote.

**Monthly Accounts** – John Fuhs moved that the monthly accounts be approved as presented, acknowledging \$955,002 in expenditures and \$266,132 in receipts during the month of March 2012. Jim Douglas seconded and the motion carried 5-0 on a voice vote.

### **Personnel**

**Acceptance of Retirements** – Mrs. Thompson said there were none.

**Approval of Individual Teacher Contracts for 2012-2013 School Year** – Mrs. Thompson provided a sheet with individual contract information to the Board for review. John Fuhs moved to approve of the individual contracts. Rebecca Morrison seconded and the motion carried 5-0 on a voice vote.

**Approval of Retirement Benefits as related to the Employee Handbook**

- a. Rebecca Morrison moved to allocate current OPEB Committed Fund Balance to a Post-Employment HRA in the amount of \$1195.50 per year of service for all active teachers based upon years of service as of 6/30/2012 (as a one-time HRA allocation). Part time staff will receive a portion of \$1195.50 based on the average percent of full-time status over the duration of their service to the district. John Quast seconded and the motion carried 5-0 on a voice vote.
- b. John Quast moved to annually allocate additional post-employment HRA contributions with funding beginning in the 2012-2013 fiscal year for all active teachers in the amount of \$1000. Jim Douglas seconded and the motion carried 5-0 on a voice vote.
- c. Jim Douglas moved that the employee/retiree must be eligible for WRS pension at retirement and meet the rule of 80 (age + yrs of service to Swallow= 80 or more) or have reached the age of 60 with 20 years of service to access and use HRA benefits noted in a. and b. above. John Quast seconded and the motion carried 5-0 on a voice vote.
- d. Rebecca Morrison moved that for teachers eligible for retirement as of 6/30/12, upon retirement TSA contributions are determined by subtracting the total post employment HRA contributions from \$90,000. Such TSA contribution will be divided by the number of years necessary to comply with TSA contribution limits and contributed annually during those years beginning the first of the year (January 1) following the year of retirement. Rebecca Morrison amended the first motion by adding the following: The Board will annually reconsider prior to February 15 continuation or modification of such benefits for future retirees. John Quast seconded and the motion carried 4-1. (Fuhs dissenting vote.)
- e. John Quast moved that the Board agrees to contribute the employer's share of the WRS contribution. The employee agrees to pay the employee's required WRS contribution as required by state statute requirements. Under no circumstances shall the Board pay the employee's required WRS contribution. The Board agrees to treat WRS employee required contributions on a pre-tax basis. Jim Douglas seconded and the motion carried 5-0 on a voice vote.
- f. John Fuhs moved as follows: Notification of Retirement: Teachers who plan to take early retirement shall notify the district of their intent to do so on or before February 15th of the school year prior to the retirement unless another date is mutually agreed upon by the employee and the Superintendent. All notices of retirement shall be filed in writing with the Superintendent and shall be accompanied by a letter of resignation with an effective date on or before the date the retirement benefits are effective.

Teachers employed less than full-time will receive all of the benefits based on the average percent of full-time status over the duration of their service to the district. A teacher who was part-time for a portion of their time with the district, but was full-time for twelve (12) or more of their years of service to the district will receive full retirement benefits. Jim Douglas seconded and the motion carried 5-0 on a voice vote.

- g. John Quast moved that Continuation of Insurance Benefits: After the employee retires, the retiree shall not have the right to continue in the group health, dental, and life insurance coverage beyond what is allowable under COBRA provisions. John Fuhs seconded and the motion carried 5-0 on a voice vote.
- h. Jim Douglas moved as follows: Survivorship Benefit: If a retiree dies while receiving a retirement benefit and is survived by a spouse or eligible dependent, such person shall be eligible to receive any unused portion of the retiree's benefit under this section in accordance with HRA regulations at the time of death. John Quast seconded and the motion carried 5-0 on a voice vote.

#### Support Staff Retirement Benefits

- i. John Fuhs moved that the Swallow Board of Education will pay six (6) percent of the employee's gross wage into the SEP or Annuity Plan.

Once eligible for the SEP or Annuity Plan, the Swallow Board of Education will contribute an additional four (4) percent of the employee's gross wage contingent upon a four (4) percent, or more, employee contribution to an annuity. Rebecca Morrison seconded and the motion carried 5-0 on a voice vote.

Rebecca Morrison moved as follows:

#### Teacher Insurance Benefits:

- a) Selection of Carriers. The Board reserves the right to select and/or change insurance carriers or insurance plans when deemed necessary.
- b) Insurance Coverage Eligibility: Teachers who are .50 FTE or more (20 hours per week) are eligible to receive insurance benefits contained in this section.
- c) Health Insurance. For the 2012-2013 school year, the district will provide health insurance through United Health Care's (UHC) 'Alternate 5' Plan as designated to the Waukesha County Area Schools Health Insurance Purchasing Cooperative (WCASC). Teachers will pay ten percent (10%) of the monthly premium cost. The district will fund the deductible down to \$500/\$1000 into an HRA after the employee has met their portion (up to \$500/\$1000) of the deductible. This coverage and the below coverage will be offered for the entire school year for all teachers with an individual contract.

- i. Teachers who have Family Protection through another source may waive the Health Insurance and enroll in an Option Plan. The Alternative Benefit Plan (ABP) shall be equal to four thousand dollars (\$4,000.00). Teachers employed less than full-time will receive the ABP benefit based on the percent of full-time status.
  - ii. To the extent consistent with the cafeteria plan rules under Code Section 125 regarding changes in family status and other coverage changes, employees who choose the additional payments of cash compensation described above shall be able to enroll in the District's health plan at a later date pursuant to the legal and/or carrier's late enrollment terms, timelines, and conditions of reentry.
  - iii. It shall be the responsibility of the employee to pay the employee portion of the employment taxes which may be imposed upon any additional cash payments paid to the employee under the cafeteria plan, including, by way of illustrations and not limitation, FICA taxes.
- d) Wellness Assessment and Health Survey Assessment: All employees enrolled in the District's insurance and employees enrolled in the District's alternative benefit plan in lieu of health insurance are covered by this provision.
1. The wellness assessment consists of a screening process that includes blood pressure checks, height and weight to determine BMI, cholesterol tests and blood glucose tests. The results include glucose, triglycerides, HDL and LDL levels and your ratio. In addition, the employee receives a computerized personal wellness profile to provide a comprehensive heart health assessment. The Health Survey Assessment shall be provided by a Health Care Provider chosen by the District including a Survey similar to what existed as of November 11, 2010.
  2. The cost of the Wellness Assessment is thirty-three dollars (\$33.00) or the actual cost of the Assessment, whichever is less, per employee. The employee is responsible for this cost. The District will pay any additional increase in the cost of the Wellness Assessment. The Wellness Assessment and the Health Survey Assessment must be completed every year and is the responsibility of the employee if he/she desires to have the reduced health insurance premium contribution as set forth above. The District shall pay the full cost of the District approved Health Survey Assessment. The Health Survey Assessment will be administered on the same schedule as the Wellness Assessment.

3. The eligible employee, including those employees on the Alternative Benefit Plan under section 1, will have to select whether to participate in the Wellness Assessment and Health Survey Assessment on or before May 1st. Employees with pre-existing medical conditions may be exempt from portions of the Heart Risk Assessment based upon certification from the employee's physician that the employee cannot complete that portion of the Wellness Assessment due to the employee's pre-existing medical condition. The employee is still obligated to complete the other portions of the Wellness Assessment and the Health Survey Assessment in order to receive the lesser insurance premium contribution. The District reserves the right to designate another physician to verify or refute the employee's physician's certification. If the two physicians' certifications are in conflict, a third mutually agreed to physician will issue a physician's certification. The third physician's certification will be binding on the parties. The District will pay all costs associated with the second and third physician's certification

If the Wellness Assessment is not completed by June 1st the employee will be responsible for the health insurance contribution at an additional premium contribution of (\$25.00 single, \$50.00 family) per month effective July 1st if the employee is enrolled in the District's health insurance. If the Wellness Assessment is not completed by June 1st the employee will have his/her alternative benefit plan cash payment reduced by \$25.00 per month effective July 1st if the employee is enrolled in the District's alternative benefit plan.

4. New employees have thirty (30) calendar days to select whether to participate in the Wellness Assessment and Health Survey Assessment. After committing to participate, the new employee will have ninety (90) calendar days to complete the Wellness Assessment and Health Survey Assessment. Thereafter, the employee will follow the Wellness Assessment and Health Survey Assessment schedule as stated above.
5. The District will be responsible for contacting a health provider and arranging the Wellness Assessment and Health Survey Assessment for the employees. The District will offer the assessment on-site. An employee may schedule an appointment for the Wellness Assessment off-site directly with the health provider chosen by the District or with another health provider selected by the employee and approved by the District. The employee may choose to have another physician administer the Health Risk Assessment. All needed information will be provided

by the Health Care Provider and will count as the health assessment. This information can be attained any time before the deadline for the district.

6. The information that the District will receive from the health provider is whether each employee did or did not take the Wellness Assessment and Health Survey Assessment and a group report on the overall wellness of the staff.

John Quast seconded and the motion carried 4-1 on a voice vote. (Fuhs dissenting vote)

John Fuhs moved to amend the language in i. to Teachers who have Family Protection through another source may waive the Health Insurance and enroll in an Option Plan. The Alternative Benefit Plan (ABP) shall be equal to two thousand dollars (\$2,000.00). There was no second to the motion and it died.

John Quast moved as follows:

Support Staff Insurance Benefits:

1. Selection of Carriers. The Board reserves the right to select and/or change insurance carriers or insurance plans when deemed necessary.
2. Insurance Coverage Eligibility: Support staff members who work 1536 hours or more but less than 2080 hours per school year or fiscal year are eligible to receive single coverage for health insurance benefits contained in this section. Support staff members who work 2080 hours per school year or fiscal year are eligible to receive family coverage for health insurance benefits contained in this section.
3. Health Insurance. For the 2012-2013 school year, the district will provide health insurance through United Health Care's (UHC) 'Alternate 5' Plan as designated to the Waukesha County Area Schools Health Insurance Purchasing Cooperative (WCASC). Support staff members will pay ten percent (10%) of the monthly premium cost for the plan for which they are eligible. The district will fund the deductible down to \$500 (or \$1000) into an HRA after the employee has met their portion (up to \$500 or \$1000) of the deductible. This coverage and the below coverage will be offered for the entire school year for those who are eligible.
4. Wellness Assessment and Health Survey Assessment: All employees enrolled in the District's insurance are covered by this provision.
  - a) The wellness assessment consists of a screening process that includes blood pressure checks, height and weight to determine BMI, cholesterol tests and blood glucose tests. The results include glucose, triglycerides, HDL and LDL levels and your ratio. In addition, the employee receives a computerized personal wellness profile to provide a comprehensive heart health assessment. The Health Survey Assessment shall be provided by a Health Care Provider chosen by the District including a Survey similar to what existed as of November 11, 2010.



- b) The cost of the Wellness Assessment is thirty-three dollars (\$33.00) or the actual cost of the Assessment, whichever is less, per employee. The employee is responsible for this cost. The District will pay any additional increase in the cost of the Wellness Assessment. The Wellness Assessment and the Health Survey Assessment must be completed every year and is the responsibility of the employee if he/she desires to have the reduced health insurance premium contribution as set forth above. The District shall pay the full cost of the District approved Health Survey Assessment. The Health Survey Assessment will be administered on the same schedule as the Wellness Assessment.
- c) The eligible employee will have to select whether to participate in the Wellness Assessment and Health Survey Assessment on or before May 1st. Employees with pre-existing medical conditions may be exempt from portions of the Heart Risk Assessment based upon certification from the employee's physician that the employee cannot complete that portion of the Wellness Assessment due to the employee's pre-existing medical condition. The employee is still obligated to complete the other portions of the Wellness Assessment and the Health Survey Assessment in order to receive the lesser insurance premium contribution. The District reserves the right to designate another physician to verify or refute the employee's physician's certification. If the two physicians' certifications are in conflict, a third mutually agreed to physician will issue a physician's certification. The third physician's certification will be binding on the parties. The District will pay all costs associated with the second and third physician's certification
  - a. If the Wellness Assessment is not completed by June 1st the employee will be responsible for the health insurance contribution at an additional premium contribution of (\$25.00 single, \$50.00 family) per month effective July 1st if the employee is enrolled in the District's health insurance.
- d) New employees have thirty (30) calendar days to select whether to participate in the Wellness Assessment and Health Survey Assessment. After committing to participate, the new employee will have ninety (90) calendar days to complete the Wellness Assessment and Health Survey Assessment. Thereafter, the employee will follow the Wellness Assessment and Health Survey Assessment schedule as stated above.
- e) The District will be responsible for contacting a health provider and arranging the Wellness Assessment and Health Survey Assessment for the employees. The District will offer the assessment on-site. An employee may schedule an appointment for the Wellness Assessment off-site directly with the health provider chosen by the District or with another health provider selected by the employee and approved by the District. The employee may choose to have another physician administer the Health Risk Assessment. All needed information will be provided by the Health Care Provider and will count as the

health assessment. This information can be attained any time before the deadline for the district.

- f) The information that the District will receive from the health provider is whether each employee did or did not take the Wellness Assessment and Health Survey Assessment and a group report on the overall wellness of the staff. (5-0)

John Quast amended the motion above to strike the words “alternative benefit plan” from the second paragraph in 4.3. John Fuhs seconded and the motion carried 5-0 on a voice vote.

### **Amendment to the Teacher Retirement Benefits as related to Employee Handbook**

**Approval of Health Insurance Benefits as related to the Employee Handbook** – John Fuhs moved to amend the action that was taken at the March 20, 2012 Board Meeting as follows: for teachers eligible for retirement as of 6/30/12 who do not retire under the present contract, upon retirement TSA contributions are determined by subtracting the total post-employment HRA contributions from \$90,000. Such TSA contribution will be divided by the number of years necessary to comply with TSA contribution limits and contributed annually during those years beginning the first of the year (January 1) following the year of retirement. John Quast seconded and the motion carried 5-0 on a voice vote.

### **Third Reading of Policy Adoption**

**Employee Handbook** – Mrs. Thompson reviewed the latest draft of the handbook. John Quast moved to replace the words “calendar year” with fiscal year. John Fuhs second and the motion carried 5-0 on a voice vote.

**Second Reading of Policy Revisions - Open Enrollment – Policy 422 and School Admissions – Policy 420** were presented for a second reading.

**Waive Third Reading and Approve Policy Revisions** – Rebecca Morrison moved to waive the third reading and approve of Open Enrollment – Policy 422 and School Admissions – Policy 420. John Quast seconded and the motion carried 5-0 on a voice vote.

**Approval of Arrowhead Area Summer Beginning Band Camp Cooperative** – Jim Douglas moved to approve of the Arrowhead Area Summer Beginning Band Camp cooperative. John Quast second and the motion carried 5-0 on a voice vote.

**Approval of Camp MacKenzie per Board Policy 353** – Jim Douglas moved to approve of the Camp MacKenzie field trip. John Quast seconded and the motion carried 5-0 on a voice vote.

## **DISCUSSION ITEMS**

**Set Date for 2012-2013 Goals Forum** – The date was tentatively set for May 8<sup>th</sup>.

**Discussion of Salary Committee Recommendations and Options in Proceeding** – Mrs. Thompson will let teaching staff know the minimum they will make next year.

## **ANNOUNCEMENTS**

Board members reviewed a calendar of upcoming events.

### **Closed Session**

Rebecca Morrison moved to convene into Closed Session at 11:00 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” and (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 administrative contracts, final layoffs and non-renewals and to formally process a complaint received by the Board pursuant to Policy 821. John Fuhs seconded and Mrs. Trimble called for a roll call vote. Morrison – YES, Fuhs – YES, Quast - YES and Trimble – YES.

### **Reconvene into Open Session**

At 12:15 a.m. on April 19, 2012, Jim Douglas moved to adjourn Closed Session and reconvene into Open Session. John Quast seconded and Karen Trimble called for a roll call vote. Trimble-YES, Fuhs – YES, Douglas – Yes, Morrison-YES, Quast - YES.

## **ACTION ITEMS**

**Approval of Final Notice of Reduction and Non-Renewal** - Karen Trimble moved to non-renew Andrew Joseph’s current contract at 100% for the 2012-2013 school year. Rebecca Morrison seconded and the motion was carried on a 4-0 voice vote. John Quast was excused from this action item.

Ms. Thompson re-joined the Open Session at 12:17 a.m.

**Approval of Teacher Contracts** – Mrs. Thompson recommended contracts for Mike Hodel and Nicole Russ for the 2012-2013 school year. John Fuhs moved to approve the teacher contracts. Jim Douglas seconded and the motion was carried on a 5-0 voice vote.

**Approval of Lay-Off and Non-Renewal Letters** – Mrs. Thompson recommended Lay-Off and final notice of Non-Renewal Letters for Katie Montalbano, Kindergarten; Diana Hoffman, One Year Replacing contract in Kindergarten; and Kerry Mallow, Shared Full Time one year position in 5<sup>th</sup> grade. John Fuhs moved to approve the teacher non-renewals and layoffs as presented. Jim Douglas seconded and the motion was carried on a 5-0 voice vote.

**ADJOURNMENT**

At 12:20 a.m., John Fuhs made the motion to adjourn which was seconded by Jim Douglas and carried 5-0 on a voice vote.

Respectfully submitted,

Melissa Thompson  
Superintendent

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

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

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