

SWALLOW SCHOOL DISTRICT
W299 N5614 Highway E
Hartland, Wisconsin 53029

SCHOOL BOARD MEETING

October 24, 2011

6:30 p.m.

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

Excused: John Fuhs, Jim Douglas

Also in attendance: Seventeen citizens were in attendance as well as the following staff members, Michele Whaley, Stephanie Gilmore, Sarah Sarchet, Kate Garman, Kristine Perugini, Scott Morgan, Sue Peterson

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 Fuhs and Jim Douglas.

Rebecca Morrison moved that the agenda be approved as presented. John Quast seconded and the motion carried 3-0 on a voice vote.

COMMENDATIONS

The following students were commended for attending the Student Council Leadership Academy: Cami Westlake, Alexa Holland, Addie Siepmann, Justine Bader, Amelia Holland, Kali Griepentrog, Grayson MacLean. The Response to Intervention Leadership Team was introduced by Lynn Welscher and they were commended for their leadership role. They include Scott Morgan, Sarah Sarchet, Stephanie Gilmore, Kristine Perugini and Kate Garman.

STUDENT COUNCIL REPORT

Addie Siepmann, Alexa Holland and Amelia Holland spoke about the Leadership Academy they attended and some upcoming events they will be hosting such as a Halloween Dance, a middle school dance, a food drive for the Hartland Food Pantry and a December Breakfast with Santa.

CITIZENS' FORUM

There were no comments.

INFORMATIONAL ITEMS

Report on Strategic Plan/Board Goals – Mrs. Thompson shared a report on the progress that has been made to date on the strategic plan and board goals.

Goal 1: Study and Plan for District's Financial Future - Mrs. Fritzler spoke about the 2011-12 budget that needs approval so the tax levy can be set. Once the Employee Handbook is implemented the financial impact will be more clearly defined. The district is working with Robert Baird with re-financing of the callable \$2,135,000 General Obligation Bond.

Goal 2: Create and Implement Changes to Key Personnel Policies and Processes- Mrs. Thompson spoke about the focus being on the development of the Employee Handbook and the process of teacher evaluation. Swallow School recently joined a 30 school consortium in SE WI to help develop the model for teacher evaluations. A recent Board Work Session was held to work on the employee handbook. Subsequent meetings were held with Mrs. Thompson and support staff and teachers.

Goal 3: Individual Student Focus – Lynn Welscher spoke about the efforts made to develop a Response to Intervention Student Services Guidebook. A timeline was shared of the process for development. The first year they hope to establish the common core standards and intervention options.

Goal 4: Staff Development – Lynn Welscher spoke about teacher development and the new teacher project and their involvement with Cardinal Stritch.

Goal 5: Community Connections and Communication – Mrs. Thompson spoke about the new website that will be launched on October 26. She has also been working on cultivating relationships with the Hartland Kiwanis and the Rotary Club. She has also entered into discussions with Arrowhead High School on how we can help students make a smooth transition to the high school.

Goal 6: Operations – Mrs. Thompson spoke about the three major areas of Buildings and Grounds, Campus Safety and Security, and Responsible Use of School Facilities. Mrs. Thompson and Jeff Grunwald are looking at potential facilities management firms so the school can contract with experts to assess short and long term needs. Campus Safety and Security was addressed by Mrs. Hall.

2011-12 Equalized Valuation and Tax Levy Impact – Joan Fritzler gave a brief summary including the fact that the certified value of the district decreased by nearly \$27

million. The levy is down nearly \$167,000 or 3.18%. This will be discussed in greater detail later in the meeting.

Update on Class of 2012 Washington D.C. Trip – Mrs. Hall received three responses to RFP's for the trip so far and the deadline is this week. There will be a parent meeting in the middle of November to discuss more details once a tour company and final pricing has been determined.

Staffing Update – Mrs. Thompson spoke about the need for a K-8 Principal with preferred certification as a Director of Instruction and Director of Special Education. She will post a position for an Instructional Resource Teacher/ Director of Special Education combined teaching and administrative position to begin at semester per the staffing plan discussed in August that will combine leadership needs in the area of special education with someone who can also serve as a leader with respect to gifted and talented.

Calendar for 2012-2013 – Mrs. Thompson met with the Arrowhead feeder schools to discuss potential calendars. A calendar may be presented for approval in November or December depending on the progress of the group's meetings and feedback.

ACTION ITEMS

Approval of Minutes – John Quast moved to approve of the minutes of the following: September 21, 2011 – Regular Meeting, September 28, 2011 – Special Meeting, and October 4, 2011 – Special Meeting. Rebecca Morrison seconded and the motion carried 3-0 on a voice vote.

Monthly Accounts – Rebecca Morrison moved that the monthly accounts be approved as presented, acknowledging \$653,097 in expenditures and \$299,972 in receipts during the month of September 2011. John Quast seconded and the motion carried 3-0 on a voice vote.

Approve 2011-2012 Budget - John Quast moved to approve the 2011-12 budget as presented by Mrs. Fritzler. Rebecca Morrison seconded and the motion carried 3-0 on a voice vote.

Certify Tax Levy – John Quast moved to certify the tax levy at \$5,077,669.00 with a mil rate of \$6.54 per \$1000 of equalized property value. Rebecca Morrison seconded and the motion carried 3-0 on a voice vote.

Approve Budget changes for publication in Lake Country – John Quast moved to approve of the publishing of the budget changes in the Lake Country Reporter. Rebecca Morrison seconded and the motion carried 3-0 on a voice vote.

DISCUSSION ITEMS

Board Self-Evaluation – Tabled until the November meeting so that all board members can be present to provide feedback.

Facility Rental Policy – Discussion took place regarding long term renters and general rental use. It was decided that no further action or study was needed at this time.

ANNOUNCEMENTS

Board members reviewed a calendar of upcoming events.

CLOSED SESSION

John Quast moved to convene into Closed Session at 8:30 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 conduct an assessment of the start of the year and a review of the Superintendent’s performance in accordance with Board Policy. Rebecca Morrison seconded and President Trimble called for a roll call vote to convene into Closed Session. Morrison – YES, Quast – YES, and Trimble – YES.

Rebecca Morrison moved that the Closed Session be adjourned at 9:42 p.m. John Quast seconded and the motion carried 3-0 on a voice vote.

Respectfully submitted,

Melissa Thompson
Superintendent

Approved: _____

_____, President

_____, Clerk