

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

**SCHOOL BOARD MEETING**

**December 5, 2011**

**6:30 p.m.**

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

Excused: John Fuhs

Also in attendance: Andrah Grothey and Kim Hofkamp were in attendance as well as the following staff members, Lisa Davis, Kelly Cavaiani, Doug Destache, Charisse Kroner, Michele Whaley, Lori Alvarez, Candy O'Connell, Sue Peterson, Bonnie Sallmann, and Marge Mosey.

**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.

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

**ACTION ITEMS**

**Acceptance of Federal Education Jobs funds in the amount of \$4,322.00** – Rebecca Morrison moved to accept Federal Education Jobs funds in the amount of \$4,322.00. John Quast seconded and the motion carried 4-0 on a voice vote.

**DISCUSSION ITEMS**

**Discussion on the Employee Handbook** – Mrs. Thompson said the goal is to get a solid first draft for the December Board Meeting. She also spoke about the upcoming work groups on December 13<sup>th</sup> and December 14<sup>th</sup>.

The following is a brief summary of topics that were discussed.

Format - Mrs. Thompson shared various examples from other school districts such as Kettle Moraine, Pewaukee, Oconomowoc, Merton and Quad Graphics and stated that it is a matter of philosophy and that there are no legal differences between the styles. The Board agreed to just reference policies with a link and not to include entire policy text in the handbook.

Preamble and Definitions – Mrs. Thompson asked the Board if they wanted to include definitions of honesty, integrity, and professionalism in the beginning with a more positive note and also include the mission statement with it. The Board would like this included.

Regular Employee – We cannot define this yet because the working conditions group hasn't met.

Section 2.02 – Mrs. Thompson said updated language needs to be added.

Section 2.07 Harassment and Bullying – A discussion ensued regarding how much of the policy language to include in this section. Mrs. Thompson will include more specifics from the policy in the paragraph on this section and then a full policy link.

3.06 – Communications – A lengthy discussion took place on communicating with students during certain hours, what constitutes a student record and what policies to be linked to this section. Mrs. Thompson will compare and contrast the language in the handbook with current board policy. Bob Butler will review the draft to ensure it is legal.

Sections 3.11 and 3.12 Criminal Background Checks and Reporting of Criminal Acts – Mrs. Thompson said the laws recently changed and are not reflected in the template. The Board told Mrs. Thompson it would be fine to combine these two sections into one. Discussion was had regarding how many days should be allowed for an employee to report a conviction or arrest.

Section 3.15 - Drug, Alcohol and Tobacco Free Workplace – The cost of an Employee Assistance Program will be looked at.

Section 3.16 Employee Identification Badges – The Board did not want a section on this subject.

Section 3.20 - Gambling – The Board did not want a section on this subject.

Section 3.21 - Gifts and Sale of Goods – The Board suggested reviewing other policies in this area and further discussion.

Section 3.25 - Nepotism - The Board did not want a section on this subject.

Section 3.26 – Operators of District Vehicles, Mobile Equipment and Persons Who Receive Travel Reimbursement – Mrs. Thompson and Mrs. Fritzler are working on this section.

Part II – Page 72 - The Board did not want a sample teacher contract included.

Section 1 – Discipline, Termination and Nonrenewal (Teachers) – Mrs. Thompson explained the difference between termination and non-renewal. Discussion centered around just cause, the arbitrary and capricious standard and the difference between options a, b and c. Current contract

**Section 1 – Discipline, Termination and Nonrenewal (continued)**

has just cause but not the arbitrary and capricious standard. Board members spoke about their preferences for the three options.

Rebecca Morrison was excused at 8:06 p.m.

Section 1.02 – Length of Probationary Period for Teachers - Discussion on length of probationary period. Mrs. Welscher spoke about the mentoring program and built in improvement plan for new teachers. Mrs. Thompson will speak with legal counsel regarding the word “probationary”.

**CLOSED SESSION**

John Quast moved to adjourn into Closed Session at 8:16 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.” President Trimble called for a roll call vote to convene into Closed Session. Quast – YES, Douglas – YES and Trimble – YES.

**ADJOURNMENT**

John Quast moved that the Closed Session be adjourned at 8:48 p.m. Jim Douglas seconded and the motion carried 3-0 on a voice vote.

Respectfully submitted,

Melissa Thompson  
Superintendent

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

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

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