

SWALLOW SCHOOL DISTRICT
W299 N5614 Highway E
Hartland, Wisconsin 53029

SCHOOL BOARD MEETING

December 19, 2011

6:30 p.m.

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

Also in attendance: Seven citizens were in attendance as well as the following staff members, Shelly Wertschnig, Barb Ryczek, Charisse Simcakowski, Doug Destache, Roger Thorson, Mike Hodel, Kate Garman, Sue Peterson, Charisse Kroner, Megan Babe, Kelly Cavaiani, Andrea Kolpien, JoEllen Schuh

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 commendations were made:

Coaches Mike Hodel and Kate Garman introduced the 8th Grade Girls Basketball Team - Elise Baumgartner, Jordyn Bloomer, Isabel Case, Kali Griepentrog, Kaila Gurgul, Olivia O'Connor, Meritt Schoenecker, Katie Schroeder, Jenna Stefan, Lizzy Walicki and McKenzie Teel.

Roger Thorson introduced the 5th Grade Robotics Team who won 1st Place for Mechanical Design at the State Tournament - Kyle Landowski, Matt Smith, Eli Jones and James Van Gilder.

Mrs. Trimble thanked Susie Polentini, Sue Schoeppel, Amy Coraggio, Patti Wells and Carri Oosterbaan for their work hosting Swallow's 1st Trivia Night.

Student Council Report – Morgan Roelke and Emma Ingrisano spoke about the success of Breakfast with Santa and the upcoming Leadership Conference at WCTC. They also stated that the Giving Tree provided gifts for over 70 needy children.

Citizens' Forum – No comments were made.

INFORMATIONAL ITEMS

Report on Board Goals

Goal 1- Study and Plan for District's Financial Future – Mrs. Thompson said a forum will be scheduled for January or February.

Goal 2 - Create and Implement Changes to Key Personnel Policies and Processes - Mrs. Thompson summarized what has been accomplished with the special meetings and work groups.

Goal 3 - Individual Student Focus – Mrs. Welscher spoke about recent testing at the school including WKCE, Iowa Test of Basic Skills, and the EXPLORE test. The results will provide valuable information regarding student achievement and will help with for future curriculum development and instruction.

Goal 4 – Staff Development – Mrs. Welscher provided a summary of the staff development on December 1st which includes discussion on Common Core State Standards and Student Learner Outcomes. Mrs. Hall spoke about Positive Behavior Intervention and Support.

Goal 5 – Community Connections and Communication – Mrs. Thompson spoke about the new website and said a meeting will be scheduled for the committee to discuss additional means of communication. She also explained that at an Area Administration Meeting a protocol was determined for sharing data to improve students' transition to Arrowhead High School and to follow the success of Swallow students beyond 8th grade.

Goal 6 – Operations – Mrs. Thompson expects a final proposal to come in this week for a facility management company. The committee will convene early in January to review these bids.

Special Education Self-Assessment Report – Mrs. Hall presented the results of the self-assessment. She summarized each assessment area which included evaluations, IEP's, and discipline. The areas of deficit and the plan for compliance were also discussed. Procedural corrections need to be submitted by February 15. She also provided a 9 year history of special education percentages.

Update on Class of 2012 Washington D.C. Trip – Mrs. Hall reported that a parent/student meeting was held on November 28th to discuss the details of the trip. The bid was awarded to Brookfield Travel. Data was shared on the number of students, parents and staff participating.

Enrollment Update – Mrs. Thompson spoke about the method of calculating survival ratios which are used to project the number of available seats for open enrollment at each grade level. She shared a document with current enrollment, enrollment projections and discussed open enrollment advertising strategy. Initial indications are that space is available at the following grade levels for 2012-2013: K, 1, 3, 7 and 8. Kindergarten will be monitored closely. There

Informational Items (continued)

was a discussion on possibly conducting Kindergarten screening earlier in the spring. Mrs. Thompson spoke briefly about proposed Senate Bill 2 which would expand the open enrollment period by three months and the affect this would have on staffing and layoff notices, if passed.

Personnel Update – Mrs. Thompson spoke about a candidate for the IRT/Special Education Director. Potential retirees have until February 15th to notify the school of their intent. Layoffs need to be considered. Class schedules will be reviewed in January to make best staffing scenarios. Specific individual teacher contracts should be issued in January.

Annual Safety Inspection – Mrs. Thompson reported on the safety inspection conducted by EMC. The building, grounds, and equipment appeared safe and in good order. Three minor areas will be addressed over the Winter Break.

2010-11 Audit Report - The 2010-11 Audit Report was distributed to the Board for their review. Mrs. Fritzler provided a brief overview of this report. Mrs. Thompson asked Board members to continue their review of the Audit Report in preparation for the January Meeting when the auditor will discuss the full report and answer any questions.

ACTION ITEMS

Approval of Minutes – Rebecca Morrison moved to approve of the following minutes: November 16, 2011 – Regular Meeting, November 16, 2011 – Executive Session, December 5, 2011 – Special Meeting, December 5, 2011 – Executive Session, December 5, 2011 – Policy Committee, December 13, 2011—Work Group on Working Conditions for Employee Handbook, and December 14, 2011—Work Group on Benefits for Employee Handbook. John Quast seconded and the motion carried 5-0 on a voice vote.

Monthly Accounts – Jim Douglas moved that the monthly accounts be approved as presented, acknowledging \$477,474 in expenditures and \$47,403 in receipts during the month of November 2011. Rebecca Morrison seconded and the motion carried 5-0 on a voice vote.

Review Policy – The following policies were reviewed 422 – Open Enrollment and 340 - Class Size. Both of these policies were reviewed by the Policy Committee in preparation for the Open Enrollment period.

First Reading – The following policy was presented for a first reading: 422 - Open Enrollment. A revision was proposed regarding three section grade level language to allow for the possibility of a two section grade depending on enrollment.

Employee Handbook- Elements of Section I Previously Discussed – Mrs. Thompson presented sections of the Employee Handbook that were previously discussed for review. They included the following: Employee Acknowledgment, Provisions Applicable to All Staff, Employment Law, General Employment Practices and Expectations, and Criminal Background Checks.

Second Reading Policy Adoptions: The following policies were presented for a second reading: Fees, Fines, and Payments Due - Policy, 656, Honor Roll - Policy 354 and Administrative Rule to accompany Honor Roll -Policy 354.

Second Reading of Policy Revisions or Edits – The following policies were presented for a second reading of revisions or edits: Technology Access and Use - Policy 380 and Weapons - Policy 443.

Approval of Recommended Candidate for Director of Special Education/IRT Position – Mrs. Thompson reviewed the interview process and recommended Brenda O'Brien for the position. John Fuhs moved to approve of the hiring of Brenda O'Brien. Jim Douglas seconded to approve of the hiring of Brenda O'Brien and the motion carried 5-0 on a voice vote.

Approval of 2012-2013 Academic Calendar – Rebecca Morrison moved to approve of the 2012-2013 academic calendar. John Quast seconded and the motion carried 5-0 on a voice vote.

Approval of 66.03 Contractual Agreement with Elmbrook – Rebecca Morrison moved to approve of the 66.03 Contractual Agreement with Elmbrook. Jim Douglas seconded and motion carried 5-0 on a voice vote.

Pupil Non-Discrimination Self-Evaluation – Mrs. Hall spoke about this five year self-assessment. The three areas evaluated were counseling methods, practices, curriculum and materials used in counseling; participation trends and patterns and district support of athletic, extra-curricular activities and recreational activities and scholarships and other forms of recognition and achievement provided or administered by the school district. Mrs. Hall reported no discrimination was found. Jim Douglas moved to approve the report. John Quast seconded and the motion carried 5-0 on a voice vote.

DISCUSSION ITEMS

WASB Resolutions – This discussion was tabled and will be brought to the January Board Meeting.

Employee Handbook – The following sections were reviewed: Outside Employment, Personal Appearance/Staff Dress Code, Personal Property, Personnel Files, Personnel – Student Relations, Political Activity and Severance from Employment.

Board members took a quick break at 9:15 p.m. and reconvened at 9:23 p.m.

Employee Handbook (continued) – the following sections were reviewed: Wellness, Legal Custodian of Records, Discipline, Termination and Nonrenewal for Teachers, Reduction in Force, Positions & Hours, Selection for Reduction – Steps, Reemployment Process and Discipline and Discharge for Support Staff.

ANNOUNCEMENTS

Board members discussed the WASB Convention and other future meetings.

ADJOURNMENT

Jim Douglas moved that the meeting be adjourned at 10: 15 p.m. John Quast seconded and the motion carried 5-0 on a voice vote.

Respectfully submitted,

Melissa Thompson
Superintendent

Approved: _____

_____, President

_____, Clerk