

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

**SCHOOL BOARD MEETING**

**April 10, 2013**

**6:00 p.m.**

---

Present: Karen Trimble, John Fuhs, John Quast and Rebecca Morrison. Melissa Thompson, Joan Fritzler, Bob Antholine, Brenda O'Brien, and Kim Zabel were also present.

Excused: Jim Douglas

Also in attendance: Seventeen people were in attendance as well as staff members Andrea Kolpien, Barb Ryczek, Gretchen Nelson, Scott Morgan, Sue Peterson, Terry McCoy, Michele Whaley, Andrew Joseph, Diane Olenchek, Megan Babe, Pat Nolan, Reese Simcakowski, Krissy Perugini, Brian Dall, Julie Lyster, Charisse Kroner, Lori Alvarez, and Jeanne Hanson.

**CALL TO ORDER**

Karen Trimble, President, called the meeting to order at 6:00 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 who was excused.

Rebecca Morrison moved that the agenda be amended to have the Principal's Report prior to the Superintendent's Report within Informational Items. John Fuhs seconded and the motion carried 4-0 on a voice vote.

**CLOSED SESSION**

At 6:00 p.m. John Quast moved and Rebecca Morrison seconded to convene into Closed Session 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 the benefits and compensation of individual staff members, individual teacher contracts, and the performance of a teacher. Fuhs – YES, Quast – YES, Morrison - YES and Trimble - YES.

**RECONVENE INTO OPEN SESSION**

At 6:47p.m. John Quast moved to reconvene into open session. John Fuhs seconded and the motion carried 4-0 on a voice vote.

**Celebrations and Commendations**

Mr. Antholine summarized the Swallow School District PBIS 3-year action plan which was created by a group of Swallow staff members.

Ms. O'Brien presented commendations to the Destination Imagination Middle School, Elementary School and Rising Stars Teams: Andrew Barthel, Zeke Mackay, Ella Yearling, Lily Wakefield, Grace Anderson, Addison Koper, Samantha Oosterbaan, Max Rebella, Alex Kramer, Shawn Oosterbaan, Ryan Patterson, Brae Patterson, Destiny Hoppe, MJ Schoeppel, Katie Schoeppel, Justin Heimsch, Kiran Staley, Aine Thomas, Eamonn Thomas, Jonathan Oury, Nick Proell, Libby Barthel, Sam Felker, Rachel Roelke, Rett Fawley, Tyler Gallun, Ella Ihler, Elijah Koper, Carson Anderson, Michael Ihler, Morgan Roelke, Jake Julius, Gary Griepentrog, Meghan Serceki, Bailey Wakefield, and Mary Baumgartner.

Ms. O'Brien also recognized the parent volunteers who have been the coaches for Destination Imagination: Michelle Koper, Holly Anderson, Karen Roelke, and Christy Julius.

Ms. O'Brien presented commendations for the Math 24 Competition at Stone Bank to Josh Rudy, Carson Anderson, Elijah Jones, Gracie Hecht, Anthony Polentini, Stuart McLoughlin, Scotty Chang, Tyler Gallun, Nick Rocco.

**Citizens' Forum** – The following citizens asked the Board to conduct a district culture/climate survey and expressed concerns about the parking lot: Jill Allen, Kerry Mallow, Jill Smith, Nicole Kaiser and Jennifer Fawley.

## **INFORMATIONAL ITEMS**

**Principal's Report** – Diane Olenchek discussed the upcoming 5<sup>th</sup> Grade Camp MacKenzie trip and asked for the Board's approval of and funding for the trip.

**Superintendent's Report** – Mrs. Thompson provided the following information:

Enrollment Update – Current total enrollment remains steady at about 600. We have 59 applications for open enrollment of which 17 are for kindergartners. The resident confirmed kindergarten number is still within the projection for the 13-14 school year.

Updates on Capital Improvement Needs and Projects – Ms. Thompson provided an overview of the bid summary and turned the floor over to Mike Moore, Facilities Management Contractor and Randy Liechty, Project Engineer to discuss the bid proposals for the HVAC project. Mared Mechanical was the low bidder and was given positive recommendations by those who have used the company prior. Mr. Moore recommended that the Board approve the HVAC project to go to Mared Mechanical not to exceed \$300,000. John Quast asked for questions from citizens. A citizen asked to have the advantages and basis for the project explained again. Randy Liechty and Melissa Thompson did so.

Ms. Thompson updated the Board related to the fire alarm/PA system, overviewing the current processes and addressed the need for upgrades. Bids have been received for the fire alarm system

and different options are being considered. Ms. Thompson also explained the needs related to the update and upgrade of the phone system as it is related to the fire alarm and PA projects. Bids will soon be sought for work to the phone system. Finally, Ms. Thompson updated the Board on the status of the long range facilities plan.

Policy Edits – Mrs. Thompson explained the following policy edits: Policy 610 – Limits of Administrative Authority, Policy 652 – Revenue from Investments, Policy 656.1 – Fees, Fines, and Payments Due, and Policy 662.2 – Management of Student Activity Fund.

## **ACTION ITEMS**

**Approval of Minutes** –Rebecca Morrison moved to approve of the following minutes: March 20, 2013—Regular Meeting, March 20, 2013—Executive Session, March 27, 2013—Policy Committee and April 1, 2013 – Facilities Committee Meeting. John Fuhs seconded and the motion carried 4-0 on a voice vote.

**Monthly Accounts** – John Fuhs moved to approve expenditures as presented in the amount of \$777,209.00 and receipts in the amount of \$301,261.00 during the month of March 2013. John Quast seconded and the motion carried 4-0 on a voice vote.

**Approval of HVAC Project Not To Exceed \$300,000** - Rebecca Morrison moved to approve of the HVAC project not to exceed \$300,000. John Quast seconded and the motion carried 4-0 on a voice vote.

**Approval of Teacher Resignation** – Rebecca Morrison moved to approve of the resignation of Terry McCoy, Special Education teacher. John Quast seconded and the motion carried 4-0 on a voice vote.

**Approval of Individual Teacher Contracts** – Rebecca Morrison moved to approve of the individual teacher contracts as recommended. John Fuhs seconded and the motion carried 4-0 on a voice vote.

**Approval of Arrowhead Area Summer Beginning Band Camp Cooperative** – John Quast moved to approve the Arrowhead Area Summer Beginning Band Camp Cooperative. John Fuhs seconded and the motion carried 4-0 on a voice vote.

**Approval of Camp MacKenzie per Board Policy 352 for June 5-7, 2013** – John Fuhs moved to approve the Camp MacKenzie trip per Board Policy 352 for June 5-7, 2013. John Quast seconded and the motion carried 4-0 on a voice vote.

**First Reading of Policy Revisions** – The following policies were presented for a first reading: Policy 110 – Educational Philosophy, Policy 420 – School Admissions, Policy 656 – Student Fees, and Policy 662.1 – Fundraising.

**Second Reading of Policy Revisions** – The following policies were presented for a second reading: Policy 330—Curriculum, Policy 346—Student Assessment Program, Policy 361.1—

Selection of Instructional Materials, Policy 363.3—Assistive Technology, Policy 364—School Counseling Program, Policy 411—Equal Educational Opportunities, Policy 433.1—Teacher and Classroom Assignments, Policy 443—Student Conduct and Policy 522.7—Adult Use of Technology.

**Waive Third Reading and Approve Policy Revisions** – Rebecca Morrison moved to waive the third reading and approve the following policies: Policy 330—Curriculum, Policy 346—Student Assessment Program, Policy 361.1—Selection of Instructional Materials, Policy 363.3—Assistive Technology, Policy 364—School Counseling Program, Policy 411—Equal Educational Opportunities, Policy 433.1—Teacher and Classroom Assignments, Policy 443—Student Conduct and Policy 522.7—Adult Use of Technology. John Quast seconded and the motion was carried on a 4-0 voice vote.

**DISCUSSION ITEMS**

**Budget Development Update** – Ms. Thompson reviewed the April co-op insurance meeting and the possible 2013/2014 renewal options and rate increases.

**ANNOUNCEMENTS**

Board members reviewed the calendar for future meetings and special events.

The Swallow Education Foundation Casino Night is April 27, 2013.

The May Board meeting was changed to Monday, May 20<sup>th</sup>, 2013 at 6:30 p.m.

**ADJOURNMENT**

At 8:17 Rebecca Morrison made the motion to adjourn which was seconded by John Fuhs and carried 4-0 on a voice vote.

Respectfully submitted,

Melissa Thompson  
Superintendent

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

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

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