

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

FINANCE AND OPERATIONS COMMITTEE MEETING June 11, 2013 5:30 p.m.

Present: John Quast, Jeff Grunwald, Mike Moore, Jim Douglas, Kim Zabel, Joan Fritzler and Melissa Thompson.

The Finance and Operations Committee Meeting convened at 5:30 p.m.

DISCUSSION

- A. Presentation of Proposals by Vendors:** The following vendors presented their proposals for service in the following areas. A recommendation will be brought forward to the full Board for approval of costs related to each project at upcoming Board meetings. Formal vendor selection will occur after any questions raised are answered.
1. Phone System Replacement Project: ICS, Ricoh, and Comnet each presented their proposed replacement solution.
 2. Fire Alarm System: Guetzke and SimplexGrinnell each presented their proposed solution for replacement of the current fire alarm system and upgrade to a mass notification system.
- B. Review of Roof Repair and Replacement Cycle:** Discussion was had about the overall roof replacement and repair cycle, and in particular the mansard-style cedar shake roof on the west side of the building as they are in need of replacement.
- C. Cabinetry and Plumbing Needs in Art Room:** The cabinetry and plumbing in the main art room is in disrepair and beyond its useful life. Costs and the scope of the project to replace the cabinetry and plumbing were discussed.
- D. Review Master Planning Project and Timelines:** All school districts must have a plan to become ADA compliant per legislative action. An RFP was sent out to architectural firms for a Master Planning Project which would assess our compliance and the educational adequacy of our facilities. It is expected that a selection for this work will be made in July and that the project would be completed by late fall 2013.
- E. Other Business** – None brought forward.

ADJOURNMENT

The Facilities Committee meeting was adjourned at 9:00 p.m.

Respectfully submitted,

Melissa Thompson
Superintendent

Approved: _____

_____, President

_____, Clerk