

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

**SCHOOL BOARD MEETING**

**June 19, 2013**

**6:30 p.m.**

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Present: Karen Trimble, John Fuhs, Jim Douglas, and John Quast. Melissa Thompson, Joan Fritzler, Brenda O'Brien, Lynn Welscher and Kim Zabel were also present.

Bob Antholine arrived at 7:15 pm

Excused: Rebecca Morrison

Also in attendance: 17 people were in attendance as well as staff member Chris Evans.

**CALL TO ORDER**

Karen Trimble, President, called the meeting to order at 6:34 pm, 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 Rebecca Morrison, who was excused.

John Fuhs motioned to approve the agenda. John Quast seconded and the motion carried 4-0 on a voice vote.

**Celebrations and Commendations**

Ms. Thompson presented the 6<sup>th</sup> Grade iPad Pilot Project Video.

Ms. O'Brien presented commendations for the Arrowhead Area Math Meet participants: Carson Poupore, Lauren Martin, Anthony Polentini, Tyler Gallun, Carson Anderson, Elijah Jones, Stuart McLoughlin, James Van Gilder, Nick Rocco, Drew Nixdorf, Kierra Schmitz, Jackson Knapek, Aaron Allen, Greyson MacLean, Matthew Nienhaus, Matthew Barthel, Chloe Frentzel, Cassie Horkan, and Jimmy Airoidi.

**Citizens' Forum**

Members and parents from the 7<sup>th</sup> Grade Destination Team presented a letter to the School Board thanking them for the Board's support of their journey to Globals in Tennessee this year.

**INFORMATIONAL ITEMS**

**Superintendent's Report**

Mrs. Thompson provided the following information:

Report on Washington D.C. – Ms. Thompson gave a summary of the trip to Washington, D.C. in May. Fifty-two students, 45 parents, and four staff members attended the trip. Mr. Evans discussed his experience in planning and overseeing the trip to Washington, D.C.

Enrollment Update – Current total enrollment remained steady at about 600 through the end of the school year. New Open Enrollment students will fill roughly 28 seats in the 2013-14 school year. The resident confirmed kindergarten number is still close to the projection for the 13-14 school year at 39 students.

2012-2013 Board Goals Update - A Board Goals Forum was held immediately prior to the Board meeting for community members to discuss the current and future Board Goals. Ms. Welscher presented on the topics of individual student focus, online testing for the 2013-14 school year, and staff development.

Capital Improvement Project Update – Ms. Thompson gave a summary of the current capital improvement projects including the phones, fire alarms, roofs and art room cabinetry and asked the Board to meet to approve the fire alarms, roofs and art room cabinetry on Tuesday, June 25<sup>th</sup> at 7:00am.

### **Principal's Report**

Mr. Antholine provided the following information:

Summary of Spring 2013 Events - Mr. Antholine presented a summary of the Spring and Summer highlights including two of Swallow's faculty currently attending STEM training at MSOE, the end-of-the-year staff luncheon, and 2013-14 staff development .

### **ACTION ITEMS**

#### **Approval of Minutes**

John Quast moved to approve of the following minutes: May 20, 2013—Regular Meeting, May 20, 2013—Executive Session, June 3, 2013 – Employee Relations Committee Meeting, June 11, 2013 – Finance and Operations Committee Meeting, and June 18, 2013 – Policy 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 \$644,544 and receipts in the amount of \$38,319 during the month of May 2013. Jim Douglas seconded and the motion carried 4-0 on a voice vote.

#### **Approval of Amendment Number 1 and Amendment Number 2 to the District Retirement Health Reimbursement Account Plan**

John Fuhs moved to approve Amendment Number 1 and Amendment Number 2 to the District Retirement Health Reimbursement Account Plan. Jim Douglas seconded and the motion carried 4-0 on a voice vote.

#### **Approval to Discontinue the National School Lunch Program**

John Quast moved to discontinue the National School Lunch Program. Jim Douglas seconded and the Board discussed the option of discontinuing National School Lunch program. The motion carried on a 4-0 voice vote.

**Approval to Enroll in the Special Milk Program**

Jim Douglas moved to approve enrollment in the Special Milk Program. John Quast seconded and the motion carried on a 4-0 voice vote.

**Approval of 2013-14 Student Fees**

John Fuhs moved to approve the 2013-14 student fees. Jim Douglas seconded the motion. Discussion took place on the 1<sup>st</sup> grade option to not charge for milk. The motion carried on a 4-0 voice vote.

**Approval of Administrative Authority to Approve Expenses through June 30, 2013**

Jim Douglas moved to approve the administrative authority to approve expenses through June 30, 2013. John Fuhs seconded and the motion carried on a 4-0 voice vote.

**Approval of Phone Replacement Project Not to Exceed \$35,000**

John Quast moved to approve the phone replacement project not to exceed \$35,000. Jim Douglas seconded and the motion carried on a 4-0 voice vote.

**Approval of School Emergency Operations and Crisis Management Plan**

John Quast moved to approve the School Emergency Operations and Crisis Management Plan. John Fuhs seconded and the motion carried on a 4-0 voice vote.

**Approval of CESA 6 Contract for 2013-14**

John Quast moved to approve the CESA 6 contract for the 2013-14 school year. Jim Douglas seconded and the motion carried on a 4-0 voice vote.

**Approval of Action Plan for Excellence in Character in Community**

Mr. Antholine outlined the Action Plan. John Fuhs moved to approve the Action Plan for Excellence in Character and Community. Jim Douglas seconded and the motion carried on a 4-0 voice vote.

**Second Reading of Policy Revisions**

The following policies were presented for a second reading: The Swallow Employee Handbook; The Swallow Teacher Addendum to the Employee Handbook; The Swallow Non-Contracted Staff Addendum to the Employee Handbook; Policy 537 – Staff Development; Policy 610 – Limits of Administrative Authority; Policy 672 – Purchasing; Policy 684 – Audit; Policy 723 – Safety; Policy 731.3 – Use of Video Recording Systems; Policy 742 – Use of Equipment; Policy 762 – Vending Machines; Policy 821.2 – Directory Data; and Policy 850 – Solicitation by Outside Vendors, Organizations, or Individuals.

**Waive Third Reading and Approve Policy Revisions**

John Quast moved to waive the third reading and approve the following policies: The Swallow Employee Handbook; The Swallow Teacher Addendum to the Employee Handbook; The Swallow Non-Contracted Staff Addendum to the Employee Handbook; Policy 537 – Staff Development; Policy 610 – Limits of Administrative Authority; Policy 672 – Purchasing; Policy 684 – Audit; Policy 723 – Safety; Policy 731.3 – Use of Video Recording Systems; Policy 742 – Use of Equipment; Policy 762 – Vending Machines; Policy 821.2 – Directory Data; and Policy 850 – Solicitation by Outside Vendors, Organizations, or Individuals. John Fuhs seconded and the motion carried on a 4-0 voice vote.

**Acceptance of Teacher Resignation**

The Board accepted the resignation of Stephanie Gilmore, middle school language arts teacher. Jim Douglas motioned to approve the resignation of Stephanie Gilmore. John Quast seconded and the motion carried on a 4-0 voice vote.

**DISCUSSION ITEMS**

**Budget Development Update**

Ms. Fritzler presented the tentative 2013-14 Budget, which included discussion about the revenue limit and the fund balance projections.

**Board Goals and Development for 2013-14**

Ms. Thompson held three Board Goals forums prior to the Board meeting. She will compile and present notes from these forums to the Board at a later date.

**ANNOUNCEMENTS**

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

**CLOSED SESSION**

At 8:45pm John Quast moved and John Fuhs 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 conduct a year-end assessment of the Superintendent's performance in accordance with Board Policy. (Roll Call Vote Required)  
Douglas-YES, Fuhs – YES, Quast – YES, and Trimble - YES.

**ADJOURNMENT**

At 9:00 pm, Jim Douglas made the motion to adjourn which was seconded by John Quast and carried 4-0 on a voice vote.

Respectfully submitted,

Melissa Thompson  
Superintendent

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

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

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