

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

FACILITIES COMMITTEE MEETING October 29, 2012 5:30 p.m.

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

The Facilities Committee Meeting convened at 5:38 p.m.

DISCUSSION

Tour of Buildings and Grounds – The committee toured the school building to assess needed areas of maintenance to help inform the long range capital improvement plan and budget.

Review Capital Improvement Plan and Budget – The committee reviewed the capital improvement plan and budget as laid out for the next 3 school years and discussed it in relation to discoveries made along the tour and based on administrative and school maintenance recommendations.

Other Business – The committee was informed of concerns related to the functioning of our Public Address system and risk management dialogue based on conversation with the local fire department and our insurance company. The administrative team is working on improvements in both areas.

ADJOURNMENT

The Facilities Committee meeting was adjourned at 6:30 p.m.

Respectfully submitted,

Melissa Thompson
Superintendent

Approved: _____

_____, President

_____, Clerk