

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

**SCHOOL BOARD MEETING**

**January 16, 2013**

**6:30 p.m.**

Present: Karen Trimble, John Quast, Rebecca Morrison and Jim Douglas. Melissa Thompson, Bob Antholine, Lynn Welscher, Brenda O'Brien, and Kristin Magnuson were also present.

Excused: John Fuhs, Joan Fritzler

Also in attendance: Six citizens were in attendance as well as staff members Mike Hodel and Mike Lescohier and Steve Garrison from the Lake Country Reporter.

Arriving Late: John Quast (6:53 pm)

**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 with the exception of John Fuhs who was excused.

Jim Douglas moved that the agenda be approved as presented. Rebecca Morrison seconded and the motion carried 3-0 on a voice vote.

**Celebrations and Commendations** – The following Young Artist Conference students were commended: Alexa Holland, Katie Jamieson, Angela Jungbluth and Morgan Menke. Ryan Hecht, Emma Futoransky, Will Hofkamp, Lauren Pieroth and Olivia Pralle were commended for attending the Young Author Conference. Leach Ackley was the winner of the VFW Patriot's Pen Essay Contest and Will Paulson won the Swallow Geography Bee.

Mike Hodel and Mike Lescohier reported on the athletic programs and highlighted the new Athletic Handbook. They discussed each sport that is offered at Swallow and the percentage of participation. They also discussed the wellness program for staff which features yoga on Wednesdays, running/walking on Tuesdays and Thursdays, and a different activity every Friday afternoon.

**Citizens' Forum** – No comments were made.

**INFORMATIONAL ITEMS**

**Superintendent's Report** - Mrs. Thompson provided the following committee updates.

Announcement of Candidate for Board Election - John Fuhs will be running for the one open seat. The election will be held on April 2.

Policy Edits – Mrs. Thompson explained the edits that were made to the following policies: Policy 352 - Field Trips and Policy 381 - Teaching Controversial Issues.

Update on Facilities Committee Recommendations and Board Goal #6 - Mrs. Thompson said the committee is creating a 5 year master plan, with a specific focus on the next three years. Mike Moore presented the three year capital improvement plan. He discussed the HVAC rooftop unit and digital controls project. The rooftop units are nearly all at expected lifespan and the district is considering a web-based automated control system which would help better manage the HVAC system and energy costs. Mrs. Thompson spoke about the need for an updated phone/public address system. The need for a generator was also discussed due to multiple power outages and the fact that there is limited battery back-up. ADA compliance was discussed relative to all students, staff, and citizens having access to all parts of the building. The committee met with the Waukesha County Highway Department regarding traffic congestion on County Roads K and E.

Report on Teaching and Curriculum Committee Work – The Board reviewed the Action Plan for Personalized Student Learning which is one of four strategy areas which comprise the district's strategic plan. So far the Board and staff members have reviewed the plan and provided feedback. The Technology and Curriculum Committee and Site Council will also review it before it comes back to the Board for final approval.

Enrollment Update – Mrs. Thompson presented the report that showed there are 600 students.

**Principal's Report** – Mr. Antholine explained that the PBIS team will be completing a draft of the tier one and two levels of support under RtI. As a school there is a continued focus on the four core values of respect, compassion, responsibility and honesty. He explained the 40/40 model wherein the focus is teaching children to remember something for 40 years, not 40 minutes. He also summarized the recently held Geography Bee and updated the Board related to the 8<sup>th</sup> grade Washington DC trip.

## **ACTION ITEMS**

**Approval of Minutes** – Rebecca Morrison moved to approve of the following minutes: December 17, 2012 – Regular Meeting, December 17, 2012 – Executive Session, December 19, 2012 – Negotiations Meeting, December 19, 2012 – Negotiations Executive Meeting, December 20, 2012 – Special Board Meeting, January 4, 2013 – Policy Committee Meeting and January 7,

2013 – Employee Relations Committee Meeting. John Quast seconded and the motion carried 4-0 on a voice vote.

**Business Services –**

**Monthly Accounts** – Jim Douglas moved to approve expenditures as presented in the amount of \$501,420.00 and receipts in the amount of \$368,941.00 during the month of December 2012. Rebecca Morrison seconded and the motion carried 4-0 on a voice vote.

**First Reading of Policy Revisions or Edits** – The following policies were presented for a first reading: Policy 330.1- Student Exemption Guidelines, Policy 342- Special Education Policies and Procedures, Policy 342.3- Gifted and Talented Programs and Policy 342.6 -Testing of Students with Disabilities.

**Second Reading of Policy Revisions or Edits** – The following policies were presented for a second reading: Policy 260 - Temporary Administrative Arrangements, Policy 453.3 - Communicable Diseases, Policy 453.3- Administrative Guidelines - Bloodborne Pathogens Exposure Control Plan, Policy 661 - Depositing Funds and Policy 811.1 - Parent Involvement.

**Second Reading of Policy Adoptions** - Policy 342.11- Independent Education Evaluation and Policy 383.1- Service Animals in School were presented for a second reading of policy adoptions.

**Waive Third Reading and Approve of Policy Revisions** - Jim Douglas moved to approve the following policies: Policy 260 -Temporary Administrative Arrangements, Policy 453.3- Communicable Diseases, Policy 453.3 -Administrative Guidelines- Bloodborne Pathogens Exposure Control Plan, Policy 661- Depositing Funds and Policy 811.1- Parent Involvement. John Quast seconded and the motion carried 4-0 on a voice vote.

**Waive Third Reading and Approve of Policy Adoptions** – John Quast moved to approve the following policies: Policy 342.11-Independent Education Evaluation and Policy 383.1-Service Animals in School. Jim Douglas seconded and the motion carried 4-0 on a voice vote.

**Approval of 66.03 Contractual Agreement with Elmbrook** – Mrs. O’Brien explained the shared partnership with Elmbrook to meet the needs of special education children. She does not foresee the need for these services next year but recommends Swallow enter into the Agreement so that they are available should the need arise. Jim Douglas moved to approve of the agreement. Rebecca Morrison seconded and the motion carried 4-0 on a voice vote.

**Approval of 2013-2014 Student Calendar** – Mrs. Thompson presented the calendar for approval. Three early release days have been added to accommodate staff development. John

Quast moved to approve of the proposed 2013-14 student calendar. Jim Douglas seconded and the motion carried 4-0 on a voice vote.

**Open Enrollment Space Determination** – Mrs. Thompson provided an analysis regarding available seats for open enrollment. Board members reviewed the document and discussed options.

Karen Trimble moved to declare 5 open seats at the Kindergarten level. Rebecca Morrison seconded and the motion carried 4-0 on a voice vote.

Rebecca Morrison moved to declare 1 open seat at the first grade level. John Quast seconded and the motion carried 4-0 on a voice vote.

Jim Douglas moved to declare 15 open seats at the second grade level. John Quast seconded and the motion carried 4-0 on a voice vote.

John Quast moved to declare 8 open seats at the third grade level. Karen Trimble seconded and the motion carried 4-0 on a voice vote.

Jim Douglas moved to declare no space available at the fourth grade level. John Quast seconded and the motion carried 4-0 on a voice vote.

Rebecca Morrison moved to declare 8 open seats at the 5<sup>th</sup> grade level. Jim Douglas seconded and the motion carried 4-0 on a voice vote.

John Quast moved to declare 3 open seats at the 6<sup>th</sup> grade level. Jim Douglas seconded and the motion carried 4-0 on a voice vote.

Jim Douglas moved to declare 6 open seats at the 7<sup>th</sup> grade level. John Quast seconded and the motion carried 4-0 on a voice vote.

Rebecca Morrison moved to declare 5 open seats at the 8<sup>th</sup> grade level. Jim Douglas seconded and the motion carried 4-0 on a voice vote.

Rebecca Morrison moved to declare no space available in the special education speech/language program. Jim Douglas seconded and the motion carried 4-0 on a voice vote.

Rebecca Morrison moved to declare no space available in the special education non-speech/language program. Jim Douglas seconded and the motion carried 4-0 on a voice vote.

## **DISCUSSION ITEMS**

**WASB Resolutions** – The discussion was tabled due to Mr. Fuh’s absence.

**Planning for Next Work Session on Finance** – The work session was planned for February 14<sup>th</sup> at 5:30 p.m.

## **ANNOUNCEMENTS**

**WASB Convention Planning** – Mrs. Thompson, Mrs. Trimble and Mr. Fuhs will be going to the State Convention.

Board members reviewed the calendar of future meetings and events.

## **CLOSED SESSION**

At 8:40 p.m., Jim Douglas moved 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 review of the Superintendent’s performance in accordance with Board Policy as well as consideration of the Superintendent and Director of Special Education’s contracts. John Quast seconded and President Trimble called for a roll call vote to convene into Closed Session. Morrison – YES, Douglas – YES, Quast – YES and Trimble - YES.

## **RECONVENE INTO OPEN SESSION**

At 10:00 p.m., Rebecca Morrison moved to reconvene into Open Session. Jim Douglas seconded and the motion carried 4-0 on a voice vote.

**Action on Administrative Contracts** - No action was taken in Open Session.

## **ADJOURNMENT**

At 10:00 p.m., Jim Douglas made the motion to adjourn which was seconded by Karen Trimble and carried 4-0 on a voice vote.

Respectfully submitted,

Melissa Thompson  
Superintendent

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

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

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