

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

**SCHOOL BOARD MEETING                      December 17, 2012                      6:30 p.m.**

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

Excused:            Rebecca Morrison

Also in attendance:    Eight people were in attendance along with staff members Brian Dall and Sue Peterson.

**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 Rebecca Morrison who was excused.

John Quast moved that the agenda be approved as presented. Jim Douglas seconded and the motion carried 4-0 on a voice vote.

Karen Trimble called for a moment of silence to pay respect to the victims of Sandy Hook Elementary School.

**Celebrations and Commendations** – Brenda O'Brien, Brian Dall and Sue Peterson discussed how Swallow is doing a math workshop model and shared examples of students' work. Additional information on the collaboration with Arrowhead Area Schools in math was also shared.

The following parents were commended for helping with Team Trivia Night: Susie Polentini, Sue Schoepel, Nina Ordway and Patti Wells. Brenna Heverdejs, Nicole Larson, Ethan Hill and Julia Wesley were commended for helping as well. The Student Council reported there were over 140 people at Breakfast with Santa.

**Citizens' Forum** – There were no comments.

**INFORMATIONAL ITEMS**

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

Technology and Curriculum Committee Progress – The committee is studying what we offer and whether it meets the needs of students. Electronic surveys will be sent out in January to gather information on technology and the curriculum. Our three year technology plan is due to the State in the spring.

Initial Enrollment Projections for 2013-2014 – Board members reviewed a projected enrollment sheet. The January numbers will be used to declare open enrollment spaces at the Board Meeting as required by the State.

Annual Safety Inspection – The annual safety inspection report was reviewed. EMC, who is the district's liability insurance carrier, went through the building and made recommendations for improvement.

Policy Edit - Policy 342 - Special Education Policies and Procedures was re-numbered to be consistent with the WASB coding System.

**Principal's Report** – Mr. Antholine shared some news related to growing our PBIS program. Compassion is the trait that is the focus this quarter. The iPad pilot teachers have received their iPads and the classroom kick off for 2<sup>nd</sup>, 3<sup>rd</sup> and 6<sup>th</sup> grade will happen at semester time in January. Swallow enjoyed some great holiday concerts last month and is now a part of the National Junior Honors Society.

### **ACTION ITEMS**

**Approval of Minutes** – John Fuhs moved to approve of the following minutes: November 19, 2012- Work Session, November 19, 2012 – Regular Meeting, December 4, 2012 – Work Session, December 6, 2012 – Policy Committee Meeting and December 10, 2012- Employee Relations/Personnel Committee Meeting. John Quast seconded and the motion carried 4-0 on a voice vote.

### **Business Services –**

**Monthly Accounts** – John Quast moved to approve expenditures as presented in the amount of \$452,915 and receipts in the amount of \$48,241 during the month of November 2012. Jim Douglas seconded and the motion carried 4-0 on a voice vote.

**Adoption of Swallow School Investment Policy Statement** – Joan Fritzler presented the Investment Policy Statement. John Quast moved to approve of the Investment Policy Statement. Jim Douglas seconded and the motion carried 3-0 on a voice vote. John Fuhs recused himself from the vote.

**Approval of Resolution to 403(b)/457 Plan Document Changes** – The IRS made changes to the plan which were explained by Joan Fritzler. Jim Douglas moved to

approve of the Resolution to 403(b)/457 Plan. John Fuhs seconded and the motion carried 4-0 on a voice vote.

**Approval of Extra Service Proposal** – Mr. Antholine asked for an increase of hours for band/choir and student council. John Quast moved to approve of the extra service hours. Jim Douglas seconded and the motion carried 4-0 on a voice vote.

**Review Policy** – The following policies were reviewed: Policy 423 – Open Enrollment and Policy 343.2 -- Class Size.

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

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

**Second Reading of Policy Revisions or Edits** – The following policies were presented for a second reading of policy revisions or edits: Policy 111 - District Goals, Policy 175 - Annual Meeting and Policy 184 - Minutes of School Board Meetings.

**Second Reading of Policy Adoptions** - Employee Job Descriptions were presented for a second reading.

**Waive Third Reading and Approve Revisions or Edits** – John Fuhs moved to approve of the following policies: Policy 111- District Goals, Policy 175 - Annual Meeting and Policy 184 - Minutes of School Board Meetings. Jim Douglas seconded and the motion carried 4-0 on a voice vote.

**Waive Third Reading and Approve of Adoption** - John Quast moved to waive the third reading and approve of the adoption of Employee Job Descriptions. John Fuhs seconded and the motion carried 4-0 on a voice vote.

### **DISCUSSION ITEMS**

**Retirement Benefits for Teachers Eligible to Retire at the End of the 2012-2013 School Year** – Per the language in the Employee Handbook, the Board must annually review retirement benefits for teachers eligible to retire at the end of the current school year. Mrs. Thompson said there were no teachers qualified to retire at the end of this year.

**Board Work Session on School Finance December 4, 2012** – Board members shared their thoughts on the work session. The next work session will center around the values of the district. Possible dates for the next work session were discussed.

**2013-2014 Calendar** – Board members reviewed the proposed calendar. Mrs. Thompson proposed a few early release days to allow for more time for staff development. This will be brought back for action in January.

**WASB Resolutions** – Board members will review the resolutions and be prepared to discuss them at the January Board Meeting.

**Schedule of Delegate Meetings** – The schedule for meetings was discussed.

### **ANNOUNCEMENTS**

**WASB Convention Planning** – Mrs. Thompson, Mrs. Trimble and Mr. Fuhs plan on attending the convention.

Board members reviewed the calendar of future meetings and events.

### **CLOSED SESSION**

At 8:04 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” and Wisconsin Statute 19.85 (1)(e), “deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.” This session is being held specifically to discuss a teaching staff member’s evaluation and AUTO contract negotiations. John Quast seconded and President Trimble called for a roll call vote to convene into Closed Session. Fuhs – YES, Douglas – YES, Quast – YES and Trimble - YES.

### **ADJOURNMENT**

At 9:18 p.m., John Quast made the motion to adjourn which was seconded by Jim Douglas and carried 4-0 on a voice vote.

Respectfully submitted,

Melissa Thompson  
Superintendent

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

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

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