

SWALLOW SCHOOL DISTRICT
W299 N5614 Highway E
Hartland, Wisconsin 53029

SCHOOL BOARD MEETING

January 15, 2014

6:30 p.m.

Present: Karen Trimble, John Fuhs, Rebecca Morrison, Jim Douglas, Melissa Thompson, Joan Fritzler, Kyle Moore, and Kim Zabel.

Excused: John Quast

Also in attendance: Five (5) community members were in attendance as well as staff members Kristine Perugini and Mike Hodel.

CALL TO ORDER

Karen Trimble, President, called the meeting to order at 6:30 p.m., read the Notice of the Meeting, and led those in attendance in the Pledge of Allegiance.

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

CELEBRATIONS

Holly Anderson presented the Board with an update on the Swallow Education Foundation activities this year to-date and a look at the upcoming Spring events.

Athletic Director Mike Hodel reviewed the student athletic activities and Staff Wellness opportunities offered at Swallow and highlighted notable events thus far in the year as well as next steps in the Wellness offerings.

CITIZENS' FORUM

Kim Hofkamp shared her interest in ensuring a continued focus on Board Goal 3: Individual Student Focus.

INFORMATIONAL ITEMS

Superintendent's Report

Ms. Thompson presented the following information:

Announcement of Candidates for Board Elections – Andy Anderson and incumbent Rebecca Morrison have submitted papers to run for the two School Board seats open in April 2014.

Enrollment Update: 2nd Friday Pupil Count – Swallow’s current enrollment is at 605 students. Six hundred twelve families out of roughly twelve hundred households responded to the census mailed to district residents in November 2013. The district is working to contact those who did not respond to ensure accurate census data to assist with future planning.

Progress Report on Board Goals: Finance and Operations – Master Planning Process – Ms. Thompson has met with five groups of residents during the *Community Conversations* held thus far in the Master Planning Process. She will meet with four more groups over the next week and give the Board an update on the next steps at the February Board meeting, or earlier if it is decided to hold a Work Session with the architects.

Progress Report on Board Goals: Community Connections, Culture, and Communication – A survey was sent to the staff this afternoon by School Perceptions. Similar surveys will be deployed to students and parents in February. After all three have been administered, a report will be given to the Board at an upcoming meeting.

Principal’s Report

Mr. Moore recognized the support staff’s effort in their work during the past month in the cold weather. He also highlighted the work done in personalized learning, communication and procedures during cold weather times, and gave an update on PBIS.

ACTION ITEMS

Approval of Minutes

John Fuhs moved to approve of the following minutes: December 16, 2013 – Regular Board Meeting; December 16, 2013 – Executive Board Meeting; December 17, 2013 – Compensation Committee; and January 9, 2014 – Employee Relations Committee Meeting. Jim Douglas seconded and the motion carried 4-0 on a voice vote.

Finance and Operations

The Board reviewed and took action on the following items:

Monthly Accounts – Jim Douglas moved to approve expenditures as presented in the amount of \$465,372 and receipts in the amount of \$255,152 during the month of December 2013. Rebecca Morrison seconded and the motion carried 4-0 on a voice vote.

Approval of Flex Benefit Plan Amendments - Joan Fritzler explained the presented Amendments to the current Flex Benefit Plan. Karen Trimble moved to approve Flex Benefit Plan Amendment A extending the year-end run-out period to 90 days. Jim Douglas seconded and the motion carried 4-0 on a voice vote. Karen Trimble moved to approve Flex Benefit Plan Amendment B modifying eligibility to be only those employees who are eligible to participate in the Swallow School health insurance plan and changing dependent care participation by offering it to those employees working 20 hours per week or more. John Fuhs seconded and the motion carried 4-0 on a voice vote.

Personnel

Approval of Extension of Administrative Contracts – Rebecca Morrison moved to approve the extension of the Superintendent’s contract through June 30, 2016. Jim Douglas seconded and the motion carried on

a 4-0 voice vote. John Fuhs moved to approve the extension of the Principal's contract through June 30, 2017. Jim Douglas seconded and the motion carried on a 4-0 voice vote.

Policy

Second Reading of Policy Revisions – The Board reviewed the following policy: Policy 852 – Distribution of Non-School Sponsored Materials Through the School.

Third Reading and Approval of Policy Revisions– Rebecca Morrison moved to approve the following policies: Policy 343.2 – Class Size; Policy 420 – School Admissions; Policy 430 – Attendance; Policy 821.2 – District Questionnaires and Surveys; and Policy 821.3 – District Newsletters. Jim Douglas seconded and the motion carried on a 4-0 voice vote.

Waive Third Reading and Approve Policy Adoption – Rebecca Morrison moved to waive the third reading and adopt Policy 852 – Distribution of Non-School Sponsored Materials Through the School. John Fuhs seconded and the motion carried on a 4-0 voice vote.

Teaching and Learning

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

John Fuhs moved to declare 1 open seat at the Kindergarten level. Jim Douglas seconded and the motion carried 4-0 on a voice vote.

Jim Douglas moved to declare 7 open seats in first grade. John Fuhs seconded and the motion carried 4-0 on a voice vote.

John Fuhs moved to declare 3 open seats in second grade. Jim Douglas seconded and the motion carried 4-0 on a voice vote.

Jim Douglas moved to declare 8 open seats in third grade. John Fuhs seconded and the motion carried 4-0 on a voice vote.

Jim Douglas moved to declare 3 open seats in seventh grade. Rebecca Morrison seconded and the motion carried 4-0 on a voice vote.

Rebecca Morrison moved to declare 10 open seats in eighth grade. John Fuhs seconded and the motion carried 4-0 on a voice vote.

DISCUSSION ITEMS

WASB Resolutions

The Board discussed the upcoming WASB Conference. John Fuhs will be representing the Board at this conference.

ANNOUNCEMENTS

The Board reviewed and discussed the upcoming events.

CLOSED SESSION

At 8:08 p.m. Jim Douglas motioned 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 discuss an administrator’s performance. (Roll Call Vote Required) Trimble – YES; Fuhs – YES; Morrison – YES; Douglas – YES

ADJOURNMENT

At 8:18 p.m., Jim Douglas made the motion to adjourn which was seconded by Rebecca Morrison and carried 4-0 on a voice vote.

Respectfully submitted,

Melissa Thompson
Superintendent

Approved: _____

_____, President

_____, Clerk