

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

**SCHOOL BOARD MEETING**

**October 28, 2013**

**6:30 p.m.**

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

Also in attendance: Six (6) citizens were in attendance, as well as staff members Tim Lemke and Michele Whaley.

**CALL TO ORDER**

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

John Quast motioned to approve the agenda. Jim Douglas seconded and the motion carried 5-0 on a voice vote.

**CELEBRATIONS**

Ms. Thompson presented a commendation to Michelle Varhol for her work on the Fall 2013 Scholastic Book Fair.

Ms. Thompson and Mr. Moore also celebrated the successes of the past month including the Family Halloween Dance, Staff Development Day, the Talent Show, and a student art exhibit at the Waukesha County Courthouse.

**CITIZENS' FORUM**

No comments were made.

**INFORMATIONAL ITEMS**

**Superintendent's Report**

Ms. Thompson provided the following information:

Employee Relations Committee Update as Related to Board Goals- Ms. Thompson gave a preview of the upcoming Employee Relations Committee meeting and a summary of the work this committee will oversee as related to Board Goals in the next couple of months.

Master Plan Project Update and Presentation – Nick Kent and Marty Choren from PRA presented the findings from the first phase of the Master Planning Process.

Emergency Operations and Revised Crisis Plan Implementation Update – Ms. Thompson updated the Board on the distribution of the full plan document to all local emergency response agencies as well as facilities upgrades related to safety and crisis planning and recent drills in preparation for emergencies.

Policy Committee Current Areas of Focus – The current areas of focus are Policies that may need to be updated per new or changed Wisconsin statutes.

Teaching and Learning Committee Update as Related to Board Goals – The Committee is reviewing the Action Plan for Personalized Learning and the Action Plan for Excellence in Character and Community. Swallow is also participating in the full pilot of the DPI Educator Effectiveness Model.

### **Principal's Report**

Mr. Moore provided the following information:

October in Review – Parent/Teacher Conferences, the Book Fair, the Principal Advisor Lunch, PBIS, and the lockdown drill made for a busy and great October at Swallow!

Staff Development Update – Mr. Moore presented his perspective on Educator Effectiveness and how Swallow plans to implement the new system. He also shared the work being done by all teaching staff to develop written curricular targets for students in each content and subject area.

### **Business Services Report**

Ms. Fritzler provided the following information:

Fund 73 Post-Retirement Fund Report – Ms. Fritzler reviewed the Fund 73 Balance as of June 30, 2013 and the value as of September 30, 2013. The investment manager of Post-Retirement Funds is Morgan Stanley. At year end June 30, 2013 the booked values of the Fund 73 Retirement Fund were as follows: Beginning Balance: \$0; Contributions: \$669,399 (January of 2013); Earnings: \$7,415; Disbursements: \$0; Fees: \$2,443; Ending Balance: \$674,371.

Final Presentation of 2013-14 Budget and Levy Calculation – Ms. Fritzler presented the Board with the final 2013-14 budget and updated the Board on the latest and final figures provided by the state to calculate the tax levy.

## **ACTION ITEMS**

### **Approval of Minutes**

John Quast moved to approve of the following minutes: September 18, 2013 – Board Meeting, October 8, 2013 – Policy Committee Meeting. Jim Douglas seconded and the motion carried 5-0 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 \$643,280 and receipts in the amount of \$195,317 during the month of September 2013. Rebecca Morrison seconded and the motion carried 5-0 on a voice vote.

#### **Approval of 2013-14 Budget**

John Quast moved to approve the changes to the 2013-14 budget as presented for the 2013-14 school year. Rebecca Morrison seconded and the motion carried 5-0 on a voice vote.

Certify Tax Levy

John Quast moved to certify the tax levy in the amount of \$5,354,353. John Fuhs seconded and the motion carried 5-0 on a voice vote.

Approval of Waukesha County Area Schools Health Insurance Purchasing Cooperative Bylaws

Rebecca Morrison moved to adopt the Waukesha County Area Schools Health Insurance Purchasing Cooperative Bylaws. Jim Douglas seconded and the motion carried on a 5-0 voice vote.

**Personnel**

The Board reviewed and took action on the following items:

Approval of Extra Service Proposals

Jim Douglas moved to approve the extra service proposals for the 2013-14 school year, as presented by Mr. Moore. Rebecca Morrison seconded and the motion carried 5-0 on a voice vote.

**DISCUSSION ITEMS**

**Board Self-Evaluation**

The Board discussed their thoughts on the functions of the Board and their own self-evaluation based on the rubric provided prior to the meeting.

**Next Steps in Master Planning Process**

The Board discussed their plans to get together for a work session and begin the next steps in the Master Planning Process including evaluating student enrollment history, potential future land development, and next steps to engage the broader school community in this conversation.

**ANNOUNCEMENTS**

The Board reviewed and discussed the upcoming events. The Board moved the November Board meeting to Monday, November 25, 2013 at 6:30 p.m.

**CLOSED SESSION**

At 8:56 p.m. 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” 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 conduct an assessment of the start of the year and a review of the Superintendent’s performance in accordance with Board Policy as well as contract negotiations. Douglas-YES, Fuhs – YES, Quast – YES, Morrison - YES and Trimble - YES.

**ADJOURNMENT**

At 10:00 pm, John Fuhs made the motion to adjourn which was seconded by Jim Douglas and carried 5-0 on a voice vote.

Respectfully submitted,

Melissa Thompson  
Superintendent

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

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

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