

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

SCHOOL BOARD MEETING

November 25, 2013

6:00 p.m.

Present: John Fuhs, John Quast, Rebecca Morrison, Jim Douglas, Melissa Thompson, Joan Fritzler, Kyle Moore, and Kim Zabel. Karen Trimble arrived at 6:04 p.m.

Also in attendance: Five (5) citizens were in attendance, as well as staff members Tim Lemke, Rachel Crockford and Michele Whaley. Annette Moy was present from Reilly, Penner, and Benton, LLP.

CALL TO ORDER

John Fuhs, Vice President, called the meeting to order at 6:02 p.m., 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.

CLOSED SESSION

At 6:04 p.m., John Quast moved and Jim Douglas seconded to convene into Closed Session pursuant to 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," Wisconsin Statute 19.85 (f), "Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations, and Wisconsin Statute 19.85 (g), "conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved." This session was held specifically to confer with legal counsel about potential litigation in which the district may become involved related to a student incident and contract negotiations. Trimble – YES; Fuhs – YES; Morrison – YES; Douglas – YES; Quast – YES

At 7:05 p.m. Jim Douglas moved to reconvene into open session in Room 171. Rebecca Morrison seconded and the motion carried on a 5-0 voice vote.

CELEBRATIONS

Mr. Lemke gave an overview of the Special Education program and services to the Board.

Ms. Crockford gave an update on the Gifted and Talented Program and the Program's ongoing review process.

CITIZENS' FORUM

No comments were made.

INFORMATIONAL ITEMS

Finance and Operations Report

Ms. Fritzler provided the following information:

Presentation of the 2012-13 Fiscal Year Audit - Annette Moy from Reilley, Penner and Benton LLP reviewed the 2012-13 Year End Audit and Management Letter.

Flex Benefits Debit Card Option – Ms. Fritzler provided the Board information about potentially offering a Flex Benefit Debit Card. The staff will be surveyed and administration will decide whether to offer this benefit based on the interest level of the staff because of the costs associated with the benefit.

Superintendent's Report

Ms. Thompson gave the following Committee Updates:

Employee Relations as Related to Board Goals – Ms. Thompson reviewed updates on Educator Effectiveness, upcoming professional development, plans for the Compensation Committee, and the development of a staff survey similar to the one in 2009.

Finance and Operations as Related to Board Goals – Ms. Thompson discussed the Master Planning process as well as the current bidding process for a generator.

Policy – The Committee will meet again in December to further review new statutes and determine the impact on existing Board policy.

Teaching and Learning as Related to Board Goals – Teacher and department-level teams have been meeting weekly to review student assessment data, plan intervention and enrichment opportunities for students, create lessons and common assessments, and review curriculum. Several staff members have also formed a team to begin the RFP process for a new student information system.

Principal's Report

Mr. Moore provided the following information:

Assessment Update – The Swallow Staff has been looking at the recent assessments as grade level or department teams during the school day to create a focused, collaborative understanding of areas for celebration and areas which need improvement.

November in Review – Mr. Moore discussed his monthly Student Advisory Meeting, the upcoming transition to AHS, and the recent CESA training many staff members attended on personalized learning.

ACTION ITEMS

Approval of Minutes

Rebecca Morrison moved to approve of the following minutes: October 28, 2013- Regular Board Meeting; October 28, 2013 – Executive Meeting; November 11, 2013 – Employee Relations Committee Meeting; November 11, 2013 – Board Work Session; and November 19, 2013 – Teaching and Learning Committee. John Quast seconded and the motion carried on a 5-0 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 \$433,636 and receipts in the amount of \$37,994 during the month of October 2013. John Fuhs seconded and the motion carried 5-0 on a voice vote.

Policy

First Reading of Policy Revisions - The following policies were presented and discussed for a first reading: 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.

Teaching and Learning

Approval of 66.0301 for Continuation of District Participation in the Southeastern Wisconsin Educator Effectiveness Consortium - John Fuhs motioned to continue the District's participation in the Southeastern Wisconsin Educator Effectiveness Consortium. Jim Douglas seconded and the motion carried on a 5-0 voice vote.

DISCUSSION ITEMS

Master Planning Process

Ms. Thompson gave an overview of the work done on the Master Planning Process during the month of November including the Board Work Session held on November 11, 2013. The Board discussed the timeline of events proposed to take place over the next 6-12 months.

ANNOUNCEMENTS

The Board reviewed and discussed the upcoming events.

ADJOURNMENT

At 9:34 p.m., Karen Trimble 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