

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

**SPECIAL SCHOOL BOARD MEETING                      March 23, 2015                      6:00 p.m.**

Present: John Fuhs, John Quast, Rebecca Morrison, Andy Anderson, Melissa Thompson, and Kim Zabel.

Excused: Karen Trimble

Also in attendance: Two (2) citizens were in attendance as well as staff members Sue Peterson, Scott Morgan, Rachel Crockford, and Tim Lemke.

**CALL TO ORDER**

John Fuhs, 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.

Andy Anderson motioned to approve the agenda. John Quast seconded and the motion carried 4-0 on a voice vote.

**INFORMATIONAL ITEMS**

**Superintendent's Report**

Ms. Thompson presented the following information:

Emergency Operations and Crisis Planning Review with Members of Local Law Enforcement Agencies – Captain Lisa Panas and Lieutenant Paul Beal of the Waukesha County Sheriff's Department and Hartland Interim Fire Chief Dave Dean presented the board with a review of the emergency operations and crisis response planning drill at Swallow in August 2014 and previewed recommendations for Swallow's Crisis Management Plan.

Emergency Operations and Crisis Management Plan Updates – Administration will revise the Crisis Management Plan and present an updated plan for board approval at the April board meeting.

Process and Timeline for Updating the Employee Handbook – The Employee Handbook is currently being revised along with teaching and support staff. A first draft of the employee handbook will be presented at the April board meeting.

Annual District Survey Launch – Staff, Parent, and Student surveys launched on Friday, March 20<sup>th</sup>. The survey will be active for two weeks. *School Perceptions* will review and compile the data to be presented later in the spring.

Planning for Strategic Planning Kick-Off Date – The board reviewed potential dates for a board organizational meeting as well as possible dates for a May board meeting and a kick-off meeting for the strategic plan.

Bi-Annual Report on Bullying Prevention and Response – Mr. Lemke presented the bi-annual report on bullying prevention and response. No formal complaints were made in the 2014-15 school year; the District received three requests for investigation.

Update on Academic and Career Plan Implementation – Mr. Morgan reviewed the Academic and Career Plan Implementation that he has worked on this year and will continue to work on throughout next school year.

### **Principal's Report**

Ms. Crockford and Mr. Lemke presented the following information:

March in Review – Swallow student Willem Paulson qualified for the State Geography Bee. Parent/Teacher spring conferences took place earlier in March as well as social activities such as the Father/Daughter Dance, Spirit Week, and Hoops for Heart including the Staff vs. Student basketball game. Administration held two parent meetings on target-based grading which were well attended.

Staff Development Update – The staff began to review their current learning targets, update their assessments, and worked to plan for the 2015-16 school year. Science teachers demonstrated an example of aligned assessments, and subject-level teachers worked on revising their grade-level targets and re-aligning targets from one grade to the next.

### **CELEBRATIONS AND COMMENDATIONS**

Ms. Thompson recognized parent volunteer Susie Polentini for organizing Biz Town for Swallow's 5<sup>th</sup> grade students. She also commended Mike Lescohier and Mike Hodel for their outstanding programming of staff wellness activities which assisted the district in earning a 3% Wellness Discount on the upcoming health insurance renewal.

### **CITIZENS' FORUM**

No comments were made.

### **ACTION ITEMS**

The Board reviewed and took action on the following items:

#### **Approval of Minutes**

John Quast motioned to approve the following minutes: March 2, 2015 – Special Meeting; and March 2, 2015 – Executive Session. Andy Anderson seconded and the motion carried 4-0 on a voice vote.

**Monthly Accounts** – Rebecca Morrison moved to approve receipts in the amount of \$1,169,843 and expenditures as presented in the amount of \$502,400 during the month of February 2015. John Quast seconded and the motion carried 4-0 on a voice vote.

**ANNOUNCEMENTS**

The Board reviewed and discussed upcoming events.

**CLOSED SESSION**

At 7:22 p.m. the Board of Education convened 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 individual teacher’s retirement benefits. (Roll Call Vote Required) Fuhs – YES, Quast – Yes, Morrison – YES, and Anderson - YES

**RECONVENE INTO OPEN SESSION**

At 8:38 p.m. the Board of Education reconvened into open session. Fuhs – YES, Morrison – YES, Quast – YES, Anderson - YES

**ADJOURNMENT**

At 8:30 p.m., Rebecca Morrison made the motion to adjourn which was seconded by John Quast and carried 4-0 on a voice vote.

Respectfully submitted,

Melissa Thompson  
Superintendent

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

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

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