

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

**FINANCE & OPERATIONS COMMITTEE MEETING    October 6, 2014    6:30 p.m.**

Present:    Andy Anderson, John Quast, Joan Fritzler, Kyle Moore, and Melissa Thompson

Staff members Rachel Crockford and Sue Peterson were also present.

The Finance and Operations Committee Meeting convened at 6:35 p.m.

**DISCUSSION**

**A. Operations:**

- a. Start of the Year – Principal Moore reviewed the major updates and improvements made to the building and grounds in preparation for the school year.
- b. Review of Emergency Preparedness Drill on August 27, 2014 – Superintendent Thompson reviewed the preparations and goals for the drill, followed by video footage from the drill itself and then had staff members who participated in the drill share their thoughts with the committee about recommended next steps.
- c. Review of Educational Adequacy of Building and Grounds – Principal Moore shared an update about curricular programming needs and how the building and grounds are meeting these needs. It was discussed that at present, there is not a space available in the building to remodel to allow for the complete implementation of the STEM curriculum through Project Lead the Way.
- d. Review of Wellness Initiatives—Business Manager Joan Fritzler provided an update about the changes to the Health Insurance Coop’s Wellness Discount program, wellness offerings for staff, and changes to our Food Service program.

**B. Finance:**

- a. Financial Status and Outlook of the District—Business Manager Joan Fritzler reviewed the financial status and 5 year outlook of the district.
- b. Long Range Capital Improvement Plan—Business Manager Joan Fritzler presented the long range capital improvement plan in light of the referendum efforts being tabled by the board earlier in the month.

**C. Preparation for the October Board Meeting:** Board members asked administration to ensure that highlights from this meeting, especially the 5 year financial forecast for the district and the educational adequacy of the building and grounds are provided as information for the full board at the October board meeting.

**ADJOURNMENT**

The Finance and Operations Committee meeting was adjourned at 8:19 p.m.

Respectfully submitted,

Melissa Thompson  
Superintendent

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

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

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