

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

**SCHOOL BOARD MEETING**

**December 15, 2014**

**6:30 p.m.**

Present: Karen Trimble, John Fuhs, John Quast, Rebecca Morrison, Andy Anderson, Melissa Thompson, Joan Fritzler, and Kyle Moore.

Also in attendance: Nine (9) citizens were in attendance as well as staff members Ashley Wolf and Chris Evans.

At 8:15pm Karen Trimble was excused.

**CALL TO ORDER**

Karen Trimble, 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.

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

**CELEBRATIONS AND COMMENDATIONS**

Chris Evans and middle school students showcased the Design and Modeling Course as a part of the STEM program at Swallow. Ashley Wolf and 6-8<sup>th</sup> grade students presented the Robotics curriculum and this year's competition information to the board.

**CITIZENS' FORUM**

No comments were made.

**INFORMATIONAL ITEMS**

**Finance and Operations Report**

Ms. Fritzler presented the following information:

Review of Investment Performance by Graystone Consulting – Hans Anderson from the Martzahl Group reviewed the district's Morgan Stanley Post-Employment Retirement account investment performance for 2014.

HRA Plan Amendment – Ms. Fritzler presented a possible amendment to the HRA plan.

**Superintendent's Report**

Ms. Thompson presented the following information:

Finance and Operations – The board discussed the next steps for updates to the emergency operations and crisis response plan and the building and grounds as a result of the August drill and after-action report.

Teaching and Learning – Ms. Thompson updated the Board on the current student enrollment and discussed the upcoming process the school district uses for the declaration of seats for open enrollment in January.

### **Principal's Report**

Mr. Moore presented the following information:

December in Review – December included the first step in 8<sup>th</sup> grade course selection for next year at Arrowhead, classroom walk-throughs, mini-observations, and formal evaluations of professional staff, many holiday concerts, and the beginning of planning for the expansion of Swallow's STEM program.

Staff Development Update – Staff members participated in a reflection and review of our professional learning committee practices, collaborated on Target Based Grading assessments and rubrics in vertical teams, prepared for end of semester progress reporting in grade level teams, and reviewed the district technology learning standards with Chris Evans and Candy O'Connell.

### **ACTION ITEMS**

#### **Approval of Minutes**

John Quast motioned to approve the following minutes: November 19, 2014 – Regular Meeting; November 19, 2014 – Executive Session; and December 11, 2014 – Policy Committee. John Fuhs seconded and the motion carried on a 5-0 voice vote.

#### **Business Services**

The Board reviewed and took action on the following items:

Monthly Accounts – Andy Anderson moved to approve receipts as presented in the amount of \$42,303 and expenditures in the amount of \$443,819 during the month of November 2014. Rebecca Morrison seconded and the motion carried 5-0 on a voice vote.

HRA Plan Amendment Number 3 – Rebecca Morrison moved to approve the Post-Employment HRA Amendment Number 3 as presented. Andy Anderson seconded and the motion carried 5-0 on a voice vote.

#### **Policy**

First Reading of Policy Revisions or Edits – The board read and discussed the following policies: 423 – Open Enrollment; and 423R – Open Enrollment Procedures

### **DISCUSSION**

The Board discussed the following items:

WASB Convention Planning and Review of Delegate Assembly: Board members reviewed and discussed the delegate assembly materials and advised John Fuhs in preparation for the delegate assembly.

Board Self-Evaluation Follow Up: Board members discussed the recent board self-evaluation and identified the lowest 5 rated areas. The Board then began to discuss the Climate section of the questionnaire to determine if there are areas in which the board would like further development.

Strategic Plan Development Options for District: Ms. Thompson discussed different options for strategic planning with the Board. The Board asked Ms. Thompson to continue to meet with different companies and individuals who facilitate strategic planning and to determine if a separate work session or the January board meeting would be the best time for the board to hear from these companies and/or individuals about their approaches and proposals to work with the district.

**ANNOUNCEMENTS**

The Board reviewed and discussed upcoming events.

**CLOSED SESSION**

At 8:54 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 administrative contracts and a salary range for a new business manager. (Roll Call Vote Required) Quast, YES, Fuhs, - YES, Morrison – YES, Anderson – YES.

**RECONVENE INTO OPEN SESSION**

At 9:38 p.m. the Board of Education reconvened into open session. Quast, YES, Fuhs, - YES, Morrison – YES, Anderson – YES.

Approval of Administrative Contracts – Andy Anderson motioned to approve the amendment to the Director of Business Services contract, as presented. John Quast seconded and the motion carried 4-0 on a voice vote.

**ADJOURNMENT**

At 9:38 p.m., Rebecca Morrison made the motion to adjourn which was seconded by Andy Anderson and carried 4-0 on a voice vote.

Respectfully submitted,

Melissa Thompson  
Superintendent

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

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

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