

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

**FINANCE & OPERATIONS COMMITTEE MEETING March 11, 2016 7:30 a.m.**

Present: John Stahl, Aaron Dentz, Melissa Thompson, Jeremy Struss, and Kyle Moore.

Nick Kent of PRA was also present.

The Finance and Operations Committee Meeting convened at 7:35 a.m.

**DISCUSSION**

- A. Educational Adequacy and Maintenance Needs of Building and Grounds:** Nick Kent of PRA shared information about possible configurations of the building that could better serve educational programming needs of the future and address building maintenance needs. Based on the discussion and follow up in April after the Community Conversations series, drawings will be updated for further review and consideration in the month of May.
- B. Board Policy Revisions:** Revisions to the following Board Policies were discussed. No questions or concerns were raised so these drafts will be brought to the full school board for a First Reading at the March School Board meeting.
1. 671.2 Expense Reimbursements
  2. 671.2 Expense Reimbursements—Guidelines
  3. 671.3 Expenses
  4. 672 Purchasing
  5. 673 Use of Credit Cards
  6. 673 Use of Credit Cards—Guidelines
- C. Review of Bank Account Resolution:** Jeremy Struss explained how the district's checking account is currently set up by resolution and what will need to be done to update this resolution after the school board election in April and determination of offices for school board members. Additionally, the committee discussed the fees currently assessed by the bank for the usage of this checking account and directed administration to request information from other area banks to determine if a different bank might be a better value for the district's checking services.
- D. Establish Next Committee Meeting Date:** The committee will next meet on Friday, April 22 at 7:30a.m. to review recommendations for the 2016-17 budget.

**ADJOURNMENT**

The Finance and Operations Committee meeting was adjourned at 9:24 a.m.

Respectfully submitted,

Melissa Thompson  
Superintendent

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

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

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