

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

**FINANCE & OPERATIONS COMMITTEE MEETING   September 28, 2015   4:30 p.m.**

Present: John Stahl, Aaron Dentz, Melissa Thompson, and Tom Karthausser

The Finance and Operations Committee Meeting convened at 4:30p.m.

**DISCUSSION**

**A. Operations:**

- a. Safety/Crisis Planning Updates—Superintendent Melissa Thompson reviewed updates made to crisis plans based on renovations to the building, ongoing drills, and feedback from local authorities.
- b. Review of Maintenance Needs for Buildings and Grounds—Business Manager Tom Karthausser reviewed currently identified maintenance needs for the exterior of the building. This list of pressing needs will be combined with long term capital needs and bids for the work sought yet this fall. An update once this has been completed will be presented to the board for review.

**B. Finance:**

- a. Review of School Finance Information from Baird—Business Manager Tom Karthausser provided an overview of school financing in the state of Wisconsin and board members discussed how state funding formulas and recent legislation impact Swallow's property taxes and overview budget.
- b. Funds for Capital Improvement Projects— Business Manager Tom Karthausser explained to the board the different funds which are available for school districts to use to plan ahead for Capital Improvement Projects and the advantages of each.
- c. Long Range Capital Improvement List—Superintendent Melissa Thompson reviewed the known long term capital improvement list. This will also be shared with the full board once it is updated this fall.
- d. Process to Determine Adoption of Budget Forecasting Model—Business Manager Tom Karthausser asked board members for guidance on the process to adopt a budget forecasting model. Contact will be made with three companies who offer this service to school districts in the state of Wisconsin to determine which model might be best for the district.

**C. Preparation for the October Board Meeting and Future Work Sessions:** Board members asked administration to ensure that an overview of items from this meeting is provided as information for the full board at the October board meeting, along with

proposed dates and topics for board work sessions around long term capital need and school funding.

**ADJOURNMENT**

The Finance and Operations Committee meeting was adjourned at 5:35p.m.

Respectfully submitted,

Melissa Thompson  
Superintendent

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

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

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