SWALLOW SCHOOL DISTRICT
W299 N5614 County Road E
Hartland, Wisconsin 53029

SCHOOL BOARD MEETING September 15, 2022 6:00 p.m.

Present: Kevin Scott, Haley Sweeney, Peggy Moede, Wendy Szafranski, Melissa Thompson, Anton Shircel, Rob Nelson, and Holly Heard.

Excused: Kim Khoury.

Community members in attendance: Amy Robertson, Jan Buckley, Mike Hoida, Becki Anderson, Betsy Fleming, Annie DiPietro, Candace Hakim, and Aimee Endean.

CALL TO ORDER

School Board President Kevin Scott called the meeting to order at 6:00 p.m., read the Notice of the Meeting, verified proper notice per Wis. Stats. 19.84(2), and led those in attendance in the Pledge of Allegiance. Peggy Moede motioned to approve the agenda. Wendy Szafranski seconded, and the motion passed 4-0.

INFORMATIONAL ITEMS

Administrative Reports

Travel Agent for Washington, D.C. Trip – The Board acknowledged the receipt of one proposal provided as a result of the District's Request for Proposal process for this year's Washington, D.C. trip which was submitted by Entourage Expeditions. The Board asked administration to prepare a contract with Entourage Expeditions and requested to have the October 7 Board Work Session instead be a Special Meeting so that the Board can approve the trip per Board Policy 2340, Field Trips.

2023-24 Professional Calendar Development Process and Timeline – Superintendent Thompson outlined the process for setting the next year's calendar in the past which includes staff feedback which Board members agreed was the correct process. Board member parameters for the calendar were then requested and include Martin Luther King Day off in January and looking at school beginning after Labor Day since September 1 falls on a Friday next year.

Additional State Funding Allocation in the Approximate Amount of $52,000 – Director of Business Services Rob Nelson provided an update on recent additional state funding.

Board Committee Reports

Curriculum Committee – School Board Vice President Haley Sweeney updated the Board on what the Curriculum Committee is working on, per the meeting minutes.

Policy Committee – School Board Treasurer Peggy Moede updated the Board on the Policy Committee's first meeting and the plan to review the policies during committee meetings to then explain needed changes to the Board at regular meetings.

Campus Parent Connect Committee – School Board Member Wendy Szafranski updated the Board on the Campus Parent Connect Committee's first meeting. Discussion was had about Board policies around Bullying and Personal Communication Devices as well as additional support for Guidance. A broader discussion ensued related to the

charge for the Campus Parent Connect Committee as well as committee membership. Board President Scott then asked all committees to bring goal/purpose/mission statements and operating principals to the October Board meeting for Discussion and Action.

Teacher Pay Model Committee—Superintendent Melissa Thompson provided an overview of the committee's purpose from last year and the agreement of the Board to continue the committee's meeting twice per year to monitor the implementation of the new Pay Model and take up some known next steps, such as the approval process for teachers to use when they wish to obtain an additional certification. It was requested that the committee's membership list as well as formal purpose and mission be brought to the next Board meeting for discussion and possible action.

CONSENT AGENDA

Haley Sweeney motioned to approve the consent agenda as presented. Peggy Moede seconded and the motion passed 4-0.

Approval of Minutes –August 24, 2022 – School Board Work Session; August 24, 2022 – School Board Meeting; September 2, 2022 – School Board Work Session; September 6, 2022 – School Board Work Session; September 9, 2022 – School Board Work Session; September 14, 2022 – School Board Special Meeting; September 14, 2022 – School Board Executive Session; and September 15, 2022—School Board Work Session.

Monthly Accounts

The Board acknowledged expenditures in the amount of $500,918.06 during the month of August. In addition, the Board acknowledges the receipt of $1,244,731.06 in revenue during the month of August.

These were approved via the consent agenda; clarification about entries 112193 and 112160 was asked and answered by Director of Business Services Rob Nelson.

Monthly Financial Overview

This was approved as part of the consent agenda; no discussion was had.

Open Records Request Updates

Legal Fees to Date – This was approved as part of the consent agenda.

District Administration Hours and Cost to District - This was approved as part of the consent agenda; no discussion was had.

Assistant Principal's Month in Review Report-Board member Wendy Szafranski inquired about the descriptions being written for clubs and activities offered at Swallow as well as noted that Board Policy 2430, District Sponsored Clubs and Activities referenced a policy 2131 which is missing from the policy book. Assistant Principal and Curriculum Coordinator Anton Shircel addressed the District's offerings noting that there were various drafts of potential activities to offer based on what staff and students had suggested, and that any final versions of offerings and their descriptions were written by administration. Superintendent Thompson noted the need to review the missing policy and this was added to the next Policy Committee meeting agenda.

Board Vice-President Haley Sweeney asked about Social Emotional Learning and policies 2411, School Counseling and Academic and Career Planning, 2413, Health Education, and 2420, Education for Employment as well as for more information about Second Step, the approved resource for Guidance, and especially the digital side of this resource. These items were added to a next Curriculum Committee agenda.

Director of Special Education's Month in Review Report - This was approved as part of the consent agenda; no discussion was had.

CITIZENS' FORUM

There were no comments from Citizens.

DISCUSSION AND ACTION ITEMS

Annual Board Self-Evaluation and Goal-Setting Process and Timeline – The Board discussed completing the annual self-evaluation as offered by the Wisconsin Association of School Boards in partnership with School Perceptions. Board Treasurer Peggy Moede agreed to provide Superintendent Thompson with a list of questions that the Board determined last year were outside of its scope so that this year as board members take the online evaluation, they can choose to skip those.

NEW BUSINESS

Process Discussion – Board President Scott approved the following committee assignments:

Curriculum Committee: Chair, Haley Sweeney with members Kim Khoury, Anton Shircel and Melissa Thompson.

Policy Committee: Chair, Kevin Scott with members Peggy Moede and Melissa Thompson.

Campus Parent Connect Committee: Chair, Wendy Szafranski with members David Michaelis, Jackie Hagenow, Kelly Cavaiani, Brian Dall and Anton Shircel.

Future Agenda Items - Board members asked to complete a deep dive around Teacher Contracts and Support Staff hiring terms which includes the nexus of Individual Teacher Contracts, the Handbook and Addendums and Board policy which will occur at the October Special Meeting the 7th. Additional future topics include data and student privacy along with a review of vendor contracts, which will be taken up in November and December.

ANNOUNCEMENTS

Future Meetings and School Board Events: It was agreed to make the October 7th Work Session a Special Meeting and it was also requested that a new date be found for the January 6 meeting due to Board member conflicts.

1. Work Session: Friday, October 7 at 7am
2. Monthly Meeting: Thursday, October 20 at 6:00pm
3. Special Meeting: Monday, October 31 at 7am
4. Work Session: Friday, November 4 at 7am
5. Monthly Meeting: Thursday, November 17 at 6:00pm
6. Work Session: Friday, December 2 at 7am
7. Monthly Meeting: Thursday, December 15 at 6:00pm
8. Work Session (Staff Breakfast): Thursday, December 22 at 7am
9. Work Session: Friday, January 6 at 7am
10. Note: School Board Convention January 18-20
11. Monthly Meeting: Thursday, January 19 at 6:00pm

ADJOURNMENT

At 8:03 p.m. Wendy Szafranski made the motion to adjourn which was seconded by Peggy Moede and carried on a 4-0 voice vote.

Respectfully submitted,

Superintendent Dr. Melissa Thompson

Superintendent

Approved: _____

_____, President

_____, Clerk