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

SCHOOL BOARD MEETING November 17, 2022 6:00 p.m.

Present: Kevin Scott, Haley Sweeney, Peggy Moede, Wendy Szafranski, Melissa Thompson, Anton Shircel, Rob Nelson, Holly Heard, and Nancy Hazelberg. Kim Khoury was excused.

Community members in attendance: Annette Moy, Aimee Endean, Amy Robertson, Colleen Berkowitz, Kristin Schultz, Kirsten Mallow, Angela Wade, Kierin Isham, Lissa Richter, Mike Hoida, Becki Anderson, Candace Hakim, and Matthew Osman.

CALL TO ORDER

School Board President Kevin Scott called the meeting to order at 6:01 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. Wendy Szafranski motioned to approve the agenda. Haley Sweeney seconded, and the motion passed 4-0.

INFORMATIONAL ITEMS

Administrative Reports

Presentation of the 2021-22 Fiscal Year Audit by Riley, Penner & Benton LLP – Annette Moy presented the 2021-22 audit and answered Board member questions.

Five Year Financial Forecast – Director of Business Services Rob Nelson provided the Board with the financial forecast for the next five years, which was updated as a result of the final 2022-23 tax levy and current year student enrollment. A brief discussion was had regarding this forecast and enrollment projections used.

Review of Current Student Enrollment Status & Policy - Superintendent Thompson reviewed student enrollment, Policy 5113, Open Enrollment, and data requested by Board members about the cost of various staffing configurations. Board members expressed concern at the current second grade class size and requested administrative feedback at a next meeting regarding current class sizes, staffing ratios, student performance comparisons and a report on how fourth grade is doing split into three sections.

State Report Card Information - Superintendent Thompson and Assistant Principal and Curriculum Coordinator Anton Shircel provided the Board with Swallow's 2021-2022 State Report Card and provided a brief overview of each category measured.

Board Committee Reports

Campus Parent Connect Committee – School Board Member Wendy Szafranski updated Board members on the recent meeting held by this committee. A discussion was had regarding the role of this committee moving forward and it was asked to have this included for Discussion and Action at the December Board meeting.

CONSENT AGENDA

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

Approval of Minutes – October 17, 2022 - School Board Meeting; October 17, 2022 - School Board Executive Session; October 31, 2022 - School Board Special Meeting; November 4, 2022 - School Board Work Session;

November 9, 2022 - School Board Work Session-CPC; November 10, 2022 - School Board Work Session; November 15, 2022 - School Board Work Session – Curriculum.

Monthly Accounts

The Board acknowledged expenditures in the amount of $477,065.77 during the month of October. In addition, the Board acknowledges the receipt of $34,067.89 in revenue during the month of October.

These were approved via the consent agenda; a brief discussion was had regarding two vendors and the fluctuation in cost for cleaning supplies month-by-month.

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

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

Second Reading of Revision to Board Policy 2430, District Sponsored Clubs and Activities - This was approved as part of the consent agenda; Wendy Szafranski asked if having a Weight Lifting Club could be considered as a future activity offering.

CITIZENS' FORUM

Kristin Schultz, Colleen Berkowitz, Amy Robertson and Amy Endean spoke regarding the current class size in second grade.

DISCUSSION AND ACTION ITEMS

Preliminary Discussion of Open Enrollment Seat Declaration for 2023-24 - Superintendent Thompson provided the Board with a draft, based on current student enrollment, of recommended seat declaration for the 2023-24 school year if there are no changes to student enrollment before the January seat declaration timeframe. The Board also reviewed the current Open Enrollment Policy (5113) and the two statutorily allowed potential policy changes which include the Board's language to guarantee currently attending resident students who move out of the District an open enrollment seat regardless of space available and that there is currently no reapplication process for middle school. It was requested that this policy be added to the December Policy Committee agenda for further review.

District Cash Management – Director of Business Services Nelson updated the Board on the four companies he has considered for the investment of District cash, who are all current and/or former vendors the District has done business with in the past few years. The Board left the decision to administration and asked to have the selected vendor present plan details at the next Board meeting.

NEW BUSINESS

Process Discussion – No discussion was had.

Future Agenda Items - The Board would like to add the following topics to upcoming agendas:

- Feedback regarding the current second and fourth grade class size, staffing ratios and overall student performance;
- Review Policy 5113, Open Enrollment;
- Discuss Board Policies 3112/4112 Board/Staff Communication to try to clarify the policy's intent for clear chain of command and lines of communication versus friendly discussion and connection in our small District.

ANNOUNCEMENTS

Future Meetings and School Board Events:

1. Work Session: Friday, December 2 at 7am
2. Monthly Meeting: Thursday, December 15 at 6:00pm
3. Work Session (Staff Breakfast): Thursday, December 22 at 7am
4. Work Session: Thursday, January 5 at 7am
5. Note: School Board Convention January 18-20
6. Monthly Meeting: Thursday, January 19 at 6:00pm
7. Town Hall Meeting: Monday, January 23, 2023 from 7-9pm.
8. Work Session: Friday, February 3, 2023 at 7am
9. Board Meeting: Thursday, February 16, 2023 at 6pm
10. Work Session: Friday, March 3, 2023 at 7am
11. Board Meeting: Thursday, March 16, 2023 at 6pm
12. Work Session: Thursday, April 6, 2023 at 7am
13. Board Meeting: Thursday, April 20, 2023 at 6pm

CLOSED SESSION

At 8:52 p.m., the Board of Education convened into Closed Session: the closed session was pursuant to Wisconsin Statutes 19.85 (1)(c) for the purpose of: "considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility." This closed session was being held specifically to review and consider administrative contracts. Scott – YES, Szafranski– YES, Sweeney – YES, Moede - YES. Haley Sweeney left at 9:40pm.

RECONVENE INTO OPEN SESSION

At 10:09 p.m. the Board of Education reconvened into open session. Scott – YES, Szafranski– YES – Moede – YES.

Administrative Contracts and Shared Service Agreement with Another District – Wendy Szafranski motioned to approve the 66.0301 Shared Services agreement with the Richmond School District for Shared Services with Robert Nelson as Director of Business Services for the remainder of the 2022-23 school year. Peggy Moede seconded and the motion passed 3-0.

Wendy Szafranski motioned to approve the Addendum to the Administrative Contract with Robert Nelson, Director of Business Services, pursuant to changes in assignment due to the 66.0301 Shared Services agreement with the

Richmond School District for the remainder of the 2022-23 school year. Peggy Moede seconded and the motion passed 3-0.

ADJOURNMENT

At 10:11 p.m. Wendy Szafranski made the motion to adjourn which was seconded by Peggy Moede and carried on a 3-0 voice vote.

Respectfully submitted,

Superintendent Dr. Melissa Thompson

Superintendent

Approved: _____

_____, President

_____, Clerk