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

SCHOOL BOARD MEETING May 19, 2022 6:00 p.m.

Present: Kevin Scott, Peggy Moede, Wendy Szafranski, Kim Khoury, Haley Sweeney, Melissa Thompson, Adam Scanlan, and Rob Nelson

Community members in attendance: Betsy Fleming, Amy Robertson, Carmen Michaelis, Mike Hoida, Kathy Adamson and Geoff Seufert.

CALL TO ORDER

School Board President Kevin Scott called the meeting to order at 6:00 p.m., read the Notice of the Meeting and verified proper notice per Wis. Stats. 19.84(2), and led those in attendance in the Pledge of Allegiance. Wendy Szafranski clarified the meeting was not also on via virtual connection, as stated on the top of the agenda. Peggy Moede motioned to approve the minutes Kim Khoury seconded, and the motion passed 5-0.

INFORMATIONAL ITEMS

Administrative Reports

Preliminary 2022-2023 Budget – Director of Business Services Rob Nelson answered questions from the Board about the projected budget deficit and line items about technology costs and the need to provide busing. It was discussed that the budget will be reviewed and refined as final staffing is completed and some additional grant amounts known.

Proposed School Fees for the 2022-2023 School Year – Administration presented the proposed fees, which are the same as the current school year, for next year. There were no changes recommended by the Board.

Board Committee Reports

Campus Parent Connection Committee Report – Board member Wendy Szafranski and Principal Adam Scanlan updated the Board on the presentation made to parents earlier in the week, which was the result of the work by this committee this year. It was requested that this group continue to meet so as not to lose sight of findings, recommendations and progress in this area as a bridge between home and school has now been established.

CONSENT AGENDA

Wendy Szafranski motioned to approve the consent agenda except sections F and J, Peggy Moede seconded and the motion passed on a 5-0 vote. **Approval of Minutes** – April 13, 2022 – School Board Meeting; April 29, 2022 – School Board Special Meeting; April 29, 2022 – School Board Executive Session; May 2, 2022 – School Board Special Meeting; May 2, 2022 – School Board Executive Session; May 11, 2022 – Open Enrollment Lottery Draw; May 16, 2022 – Swallow School Board – AUTO Negotiations; May 17, 2022 – Swallow School Board Work Session.

Monthly Accounts

The Board acknowledged expenditures in the amount of **$485,536.95** during the month of April. In addition, the Board acknowledges the receipt of **$385,144.18** in revenue during the month of April. These were approved via the consent agenda; no discussion was had.

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; Wendy Szafranski clarified that the amount spent to date was $32,257.44.

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

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

Proposed Fifteen Month Professional Development Plan
This was approved as part of the consent agenda; no discussion was had.

Contracts with CESA #1 and CESA #2 for the 2022-2023 School Year
This was approved as part of the consent agenda; no discussion was had.

Open Enrollment Determination - The Board clarified the Board policy and state statute related to the process and timelines for determining space available and if and when any changes to determinations of space available could be made. Action was then taken to approve the following as part of the consent agenda as presented:

Action on Grade levels with Space Available

Approval of Waiting List Selection

Approval of Applications to Attend Other Districts

Denial of Applications to Attend Other Districts

Approval of 66.0301 Intergovernmental Agreement with Merton School District for Art Teacher Services for the 2022-23 School Year
This was approved as part of the consent agenda; no discussion was had.

Approval of AUTO Master Agreement for 2022-23

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

Approval of 2022-24 Building Cleaning Contract with AR Cleaning
This was approved as part of the consent agenda; no discussion was had.

Approval of Chromebook Purchases Not to Exceed $25,000 – Board members discussed whether the Swallow Education Foundation could provide funding for this cost and/or whether or not they should not approve this due to budgetary concerns. Discussion was had about the Technology Replacement Cycle approved by the Board last year and the issues with having personal devices managed at school, especially with state testing and work-arounds for the filtering software when non-District devices are used by students. Action was then taken to approve the Chromebook purchase as presented.

CITIZENS' FORUM

No comments were made.

DISCUSSION AND ACTION ITEMS

Approval of Individual Teacher Contract – Haley Sweeney motioned to approve the 4th grade teacher contract for Andy Sargent. Kim Khoury seconded and the motion passed on a 5-0 vote.

Support Staff Simplified Employee Pension Plan (SEP) Transition to Tax Sheltered Annuity (TSA) Plan – Discussion was had about the changes proposed and it was agreed that the final Resolution would be brought to the June Board meeting for approval.

Student Annual Survey – Peggy Moede motioned to survey only 5th through 8th grade and to remove the Me, My Health, Interference sections as well as select questions as identified by the Board and to remove all comment sections, as well as to make sure that parents had the chance to opt their students out of the survey administration. Haley Sweeney seconded the motion, and the motion passed on a 5-0 vote.

Creation of Curriculum/Instructional Resource Committee at Swallow School – Haley Sweeney motioned to approve the creation of a Curriculum/Instructional Resource Committee at Swallow School. Kim Khoury seconded and the motion passed on a 5-0 vote.

Creation of Policy Committee - Haley Sweeney motioned to approve the creation of a Policy Committee at Swallow School. Peggy Moede seconded and the motion passed on a 5-0 vote.

Town Hall Meetings - Haley Sweeney motioned to create Town Hall forums at Swallow School. Kim Khoury seconded and the motion passed on a 5-0 vote.

Building Security – Haley Sweeney asked about how security was managed on the grounds and about security features of the building, along with staff and student training. An overview of security measures and training was provided. Data security was also discussed as an area for future study to ensure the privacy of students and staff was being carefully maintained.

Social Studies Resources 4K-8 – Principal Scanlan reviewed the process used to arrive at the resource recommendations for the Board's consideration. A copy of the 2023 Teacher's Edition through Topic 11, which aligns to Swallow's curriculum, was provided to the Board members to route so that any questions can be answered at the next meeting.

NEW BUSINESS

End of the Year Recognition Events – Board members discussed and planned for attendance at 8th grade Graduation and coordinated the end of the year staff breakfast.

Process Discussion – Peggy Moede asked if there could be more detail for some items in the Discussion and Action section of the agenda.

Future Agenda Items – Wendy Szafranski asked if there could be more discussion about the budget and creative ways to approach needs and funding at a future meeting or work session.

ANNOUNCEMENTS

Future Meetings and School Board Events

Work Session: Friday, June 3 at 7am
Work Session: Graduation: Tuesday, June 7 at 5:45pm
Work Session: Staff Breakfast: Wednesday, June 8 at 7:15am
Monthly Meeting: Thursday, June 16 at 6:00pm
Work Session: Friday, July 1 at 7am
Monthly Meeting: Thursday, July 21 at 6:00pm
Work Session: Friday, August 5 at 7am
Staff Welcome Back Breakfast: Wednesday, August 24 at 7:15am
Monthly Meeting & Annual Meeting and Budget Hearing: Wednesday, August 24 at 5pm & 6pm
Work Session: Friday, September 2 at 7am
Monthly Meeting: Thursday, September 15 at 6:00pm

CLOSED SESSION

Peggy Moede motioned to convene into closed session at 8:37 p.m. Wendy Szafranski seconded. Pursuant to Wisconsin Statutes 19.85 (1)(c) the Board of Education may move into Closed Session 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 held specifically to discuss staff management planning. (Scott – YES, Sweeney – YES, Khoury – YES, Moede – YES, Szafranski – YES)

RECONVENE INTO OPEN SESSION

At 10:42 p.m. Peggy Moede made the motion to return to open session which was seconded by Kim Khoury. (Scott – YES, Sweeney – YES, Khoury – YES, Moede – YES, Szafranski – YES)

Approval of Principal/Director of Special Education Resignation - Wendy Szafranski motioned to approve the resignation of Adam Scanlan, the Principal/Director of Special Education. Haley Sweeney seconded and the motion passed on a 5-0 vote.

ADJOURNMENT

At 10:43 p.m. Peggy Moede made the motion to adjourn which was seconded by Wendy Szafranski and carried on a 5-0 voice vote.

Respectfully submitted,

Superintendent Dr. Melissa Thompson

Superintendent

Approved: _____

_____, President

_____, Clerk