SWALLOW SCHOOL DISTRICT
W299 N5614 Highway E
Hartland, Wisconsin 53029

SCHOOL BOARD SPECIAL MEETING June 3, 2022 7:00 a.m.

Present: Kim Khoury (until 9:14 a.m.), Peggy Moede, Haley Sweeney, Wendy Szafranski, Melissa Thompson, Nancy Hazelberg. Kevin Scott attended virtually.

Community members in attendance: Troy Anderson, Amy Robertson, Colleen Berkowitz, Susie Polentini, Stephanie Christiano, Holly Heard, David Michaelis and Jenny Lindee.

CALL TO ORDER

Board Vice President Haley Sweeney called the meeting to order at 7:03 a.m., read the Notice of the Meeting, and led those in attendance in the Pledge of Allegiance. Peggy Moede motioned to approve the agenda. Wendy Szafranski seconded and the motion carried 5-0 on a voice vote.

ACTION ITEMS

Wendy Szafranski motioned to approve the Director of Special Education/Teacher Contract at Swallow School. A brief discussion was had about roles and responsibilities for this position. Kim Khoury seconded and the motion passed on a 5-0 vote.

Wendy Szafranski motioned to approve the Individual Teacher Contract at Swallow School. A brief discussion was had about roles and responsibilities for this position and how it will meet student and staff needs. Kim Khoury seconded and the motion passed on a 5-0 vote.

Peggy Moede motioned to approve the Waukesha County Area Schools Health Insurance Cooperative Bylaws. Wendy Szafranski seconded and the motion passed on a 5-0 vote.

INFORMATIONAL ITEMS

Draft of Two Year Investment Plan for Swallow Education Foundation – Superintendent Dr. Melissa Thompson introduced Colleen Berkowitz and Stephanie Christiano of the Swallow Education Foundation (SEF). An overview of the creation of the Two Year Investment Plan as drafted, as well as the planned donation of more than $80,000 towards these items, was shared and discussed as well as how the SEF can assist Swallow financially moving forward.

Community Conversations Report Out- This items was tabled due to time until the next meeting as motioned by Kim Khoury and seconded by Peggy Moede. The motion passed on a 5-0 vote.

DISCUSSION

Review of Board Meeting Calendar – A discussion was had regarding the 2022-2023 school board calendar. The August 5th work session was moved back by a week and a work session on July 7th was added.

Review and Analysis of Information Received at Town Hall Meetings – Board members shared the themes they heard via the Town Hall meetings and stressed that the participation of the community was

beneficial and felt that moving forward, more of an Assistant Principal role, focused on running the day to day student and staff needs, curriculum and instructional focus, and assisting with intervention and extension work for students would be best.

Review and Analysis of Administrative Hiring Process – Based on the Town Hall discussion prior, a review of the drafted Assistant Principal and Curriculum Coordinator job description was reviewed and a timeline for posting and hiring was identified to be as follows:

- Posting open for applications June 3-10
- First round interviews June 10 and 13 (if needed)
- Second round interviews June 13 or 14
- Offer made June 14 with approval either June 15 or 16

The formal roles and responsibilities chart for review by the Board will be determined once all leadership team hiring is complete.

Board President Kevin Scott agreed to work on messaging to send out to staff and community members with these updates by end of day.

ADJOURNMENT

At 9:41 a.m. Wendy Szafranski made the motion to adjourn which was seconded by Peggy Moede and carried 4-0 on a voice vote.

Respectfully submitted,

Melissa Thompson
Superintendent

Approved: _____

_____, President

_____, Clerk