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

SPECIAL SCHOOL BOARD MEETING July 16, 2020 5:30 p.m.

Present: John Stahl, Susie Polentini, Melissa Thompson, Jeremy Struss, Adam Scanlan and Nancy Hazelberg attended the meeting in person. Peggy Moede, Darin Clark, Greg Zimmerman joined via Virtual Connection*.

Also in attendance via Virtual Connection:

Community members in attendance included: Wendy Szafranski, Amy Witt, Urvashi Raisinghani, Bob Rosch, Heather Brown, George Khoury, Kathy Monis, Tracy Egenhoefer, Kyle & Julie Wold, Stephanie Christiano, Jennifer Rogers, the Peiffer's, the Scott Family, Jennifer Ignatowski, Geoff Seufert, Amy Goetz, and Kristen Roth Briggs.

Swallow staff members included: Beth Gatzow, Dianna VanMullem, Holly Heard, and Andrea Rice.

Unknown: iphone.

CALL TO ORDER

School Board President John Stahl called the meeting to order at 5:32 p.m., read the Notice of the Meeting, and led those in attendance in the Pledge of Allegiance.

John Stahl motioned to add Bob Rosch to the agenda right before the Superintendent's Report on the agenda. Peggy Moede seconded and the motion carried on a 5-0 voice vote.

Darin Clark motioned to approve the agenda. Peggy Moede seconded and the motion carried 5-0 on a voice vote.

CITIZENS' FORUM –

John Stahl began Citizen's Forum by explaining that the board knows that everyone is interested in what we are going to do in the fall regarding the opening of school. He reminded participants of the Task Force working on what the opening of school will look and any decisions pertaining to this are taken seriously.

Community member Wendy Szafranski wanted to thank the board members for serving on our board and for all of the tough decisions. She stated that she has heard from the Task Force that the main focus is on keeping the staff safe, and she understands that, but if we don't have students we don't have a school. She mentioned that she is concerned about not having enough substitute teachers. She is willing to get her sub license to help if this becomes an issue. As a community we need to know what you as a board need. Her final item was that she would appreciate seeing all of the board members on the Task Force calls.

Community member George Khoury stated he agrees with everything Wendy Szafranski said. The focus should be on the children and more information about the specifics of the plan are desired, along with the scientific information guiding these decisions. He plans to pull his children from Swallow if they do not know there will be a face-to-face option by August 26th.

Community member Wally Rogers said he was asked to be on the Task Force on June 22nd by a board member and then told he was not needed on June 25th. His concern is with the transparency of this Task Force. That was concerning, he feels we should have run this as a job interview to decide who was going to be on the Task Force and that he appreciated the opportunity to express his concerns.

Community member Amy Scott stated as a former family member she is excited to have her children back at Swallow. (The connection was bad and kept coming in and out). She also feels that August 26th is too late to know what the days are going to look like, and that more time is needed to make the best decision for her children.

John Stahl explained that we will let our plan know as soon as we can, but things are changing regularly and it is hard to stick to a decision with the rapidly changing information.

INFORMATIONAL ITEMS

Bob Rosch, the Swallow representative on the Arrowhead School Board stated he was impressed with the updates to Swallow School and spoke about the unique Arrowhead graduation this past year and stated that the Arrowhead reopening plan pretty much mirrors what Swallow plans on doing. Arrowhead is also seeking parent feedback on their plan too. He also indicated that Arrowhead is going to referendum this fall and the tax and explained that while this is a new referendum, it takes the place of the old one that the loan was paid off for in March 2020, keeping the taxes the same as they are currently. He concluded by explaining that this is an operational referendum and that they simply have too much needed maintenance to done on their buildings and this referendum will support that work.

Superintendent's Report

Superintendent Dr. Melissa Thompson presented the following information:

Re-opening Task Force Update - Task Force member and Swallow teacher, Holly Heard, provided an update on the Task Force's first meeting and next steps specifying that both staff and students are equally important and are part of the discussions for the final plans. One of the topics being discussed is the technology platforms to ensure they are the best for all students, and that students and parents are able to access and understand how to use all technology platforms. Nurse Beth is also on this committee and sharing the information that she is receiving via her international nurse meetings.

School Board member Greg Zimmerman commented that he is very grateful for what the Task Force is doing and stated that he stayed away from these meetings to let the brain storming take place and for the Task Force to bring back their findings to the board. He does not want the school to look like a hospital if we come back prematurely. He knows the Task Force is doing everything it can and is certain that they are being transparent.

School Board member Peggy Moede commented that she understands this is an emotionally charged topic and that the board is in charge of the budget and shared her concern that if the Task Force does not come forward with recommendations until August 26th, it will be too late for the board to approve purchases for needed items.

School Board member Darin Clark thanked the committee, and he is very happy with the members on this Task Force. He reminded everyone that updates will be given on every recommendation the Task Force makes in a timely fashion. The plan is to be very fluid with any needed budgetary items. Also anything regarding school operations, will be revealed as decisions are made, and the board will be updated. Updates will occur every meeting and the final report will be given on August 26th.

School Board member Peggy Moede shared her concern regarding the budgetary impacts, in particular what if substitutes are needed and where will that money come from? Director of Business Operations Jeremy Struss clarified that he has some of these items already plugged into the budget. As for the timeline of the budget this is being voted on tonight and cannot be changed before the August 26th Annual Meeting. Changes that need to be made will be made as customary during the October revisions as the board approves the final budget.

School Board member Peggy Moede also shared that she is concerned the timeline for the Task Force is too far stretched out and that families need to know what school is going to look like long before August 26th.

School Board member Darin Clark stated that once recommendations are made as a group, this information will be shared and parents engaged. He went on to state that he understands there are people that are very passionate on

both sides of the fence and he doesn't want to lose any students. He asked people to please be patient and support the Task Force as they work on making these recommendations.

Superintendent Dr. Melissa Thompson stated that other schools have come out with plans but they also are having to revise their plans. The board's aspiration is to have five days a week instruction for all students but this won't be the full-time reality as there will be staff and students who become ill and will have to be home for a period of time. It is understood that if there is face-to-face instruction there will have to be some type of virtual instruction as we go along, and we have to be prepared for that.

Community member Geoff Seufert asked why is the assumption that five days a week is the goal at this point? School Board member John Stahl recommended he listen to some of the Task Force meetings, and that the community forum section of the board meeting is over. School Board member Darin Clark stated in answer to Geoff that we are offering the five days' option as well as virtual and a hybrid of both of those.

Community member Geoff Seufert stated that the material that has been sent out includes the promise of five days a week and asked why that is what the school is shooting for—what data is the Task Force or School Board using to make this the goal?

School Board member Susie Polentini stated that this is what all schools are shooting for. School Board member Greg Zimmerman stated that COVID-19 isn't going away and that we have to get the students back to school as this is what is best for all.

Finance and Operations

Monthly Financial Overview – Director of Business Services Jeremy Struss stated that due to the timing of this meeting and the fiscal year ending on June 30th, he is unable to provide the regular monthly reports at this time. There are many payables, receivables, and journal entries required within the month of June that are not finalized until the end of July, so any information provided now would be incomplete. The complete June reports along with the July reports will be presented at the August board meeting.

Presentation of 2020-21 Budget for Publication and Presentation at the Annual Meeting - Director of Business Services Jeremy Struss stated that the 2020-2021 budget was built using the assumption of a state revenue freeze. Enrollment has been updated to more accurately reflect the numbers we have right now, which led to a smaller deficit than the budget presented at the June Board meeting. The General Fund deficit in this budget is $179,785.

Policy

Review of Required Annual State and Federal Notices: Superintendent Dr. Melissa Thompson reviewed the several statutory requirements for annual state and federal notices to be provided to parents and the community. In the online e-packet there is a complete listing from NEOLA, the district's policy consulting service, which apply to Swallow. Applicable notices are on the website in the Stay Informed section and also published as Class 1 Notices as required by law in the designated timelines in the Journal Sentinel/Lake Country Now.

Teaching and Learning

2020-21 Student Enrollment Forecast: Parents have until the end of July to let the school district know their acceptance (or not) of the open enrollment seat offered to their child based on those approved during the lottery for the regular open enrollment window. Those who were wait-listed but could be approved after July 3, per changes to open enrollment timelines, have until July 17. Thus an exact student enrollment count is influx as of this board meeting but will be more situated in early August.

Principal's Report

Principal Adam Scanlan presented the following information:

Instructional Planning: Planning for instruction for all students in various modalities continues. There will also be an emphasis on reboarding students as they have been out of the building for so long and with construction, it has changed quite a bit, in addition to social-emotional and academic support.

Master Schedule Update: This is in development with the assistance of teachers Krissy Perugini, Laurie Calbaum, and Holly Heard who are serving on this committee. Several renditions are being reviewed to best accommodate the what is known about instructional models for the coming year.

Professional Development:
Planning for August professional development is underway given the various instructional modalities likely for the coming school year and significant investment in technology and tools to assist with seamless face-to-face and virtual instruction.

ACTION ITEMS

The Board reviewed and took action on the following items:

Approval of Minutes

Susie Polentini motioned to approve the following minutes: June 17, 2020—School Board Meeting; June 17, 2020 – Executive Session; July 2, 2020 – Special School Board Meeting: July 7, 2020 School Board Work Session. Darin Clark seconded and the motion passed on a 5-0 vote.

Finance and Operations

Susie Polentini motioned to approve the expenditures as presented in the amount of **$1,563,020.40** during the month of June. In addition, the Board acknowledged the receipt of **$691,229.39** in revenue during the month of June. Greg Zimmerman seconded and the motion passed on a 5-0 vote.

Darin Clark motioned to approve the 2020-21 budget for publication & presentation at the annual meeting. Greg Zimmerman seconded and the motion passed on a 5-0 vote.

Peggy Moede motioned to approve the notification to parents/guardians of students enrolled in the district of the academic standards to be used for the upcoming school year. Susie Polentini seconded and the motion passed on a 5-0 vote.

Darin Clark motioned to approve the alternative open enrollment applications as presented. Peggy Moede seconded and the motion passed on a 5-0 vote.

Employee Relations

Susie Polentini motioned to approve the individual teacher contract for 2020-2021 school year. Darin Clark seconded and the motion passed on a 5-0 vote.

DISCUSSION ITEMS

Planning for Annual Meeting and Budget Hearing – Melissa Thompson stated that the WASB and other organizations are promoting virtual options for Annual Meetings due to COVID-19. Jeremy Struss has participated in discussions with other districts who have already had their annual meetings and they do not recommend doing this due to the need to manage the voting. Most schools are planning to do in-person meetings for this reason.

Board members agreed that it was ideal to proceed with an in-person meeting and then discussed the changes to the annual meeting brochure as many items typically included cannot be due to school being shut down in the spring and no standardized-testing. The Board indicated it would prefer to see a statement that we could not list this due to virtual learning in each section applicable.

ANNOUNCEMENTS

Congratulations to Jeff Grunwald for being selected as the regional winner of the WASBO 2020 Custodian/Maintenance professional of the year.

Future Meetings and School Board Events

1. Special Meeting: Friday, August 7, 2020 at 7am
2. Monthly Meeting: Wednesday, August 26, 2020 at 5pm
3. Annual Meeting & Budget Hearing: Wednesday, August 26, 2020 at 6pm
4. Staff Welcome Back Event: Monday, August 31, 2020 at 7:30am

ADJOURNMENT

At 7:36 p.m. Darin Clark made the motion to adjourn which was seconded by Greg Zimmerman and carried 5-0 on a voice vote.

Respectfully submitted,

Superintendent Dr. Melissa Thompson

Superintendent

Approved: _____

_____, President

_____, Clerk