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

SCHOOL BOARD MEETING November 19, 2020 5:30 p.m.

Present: John Stahl, Susie Polentini, Peggy Moede, Darin Clark, Greg Zimmerman, Melissa Thompson, Jeremy Struss, Adam Scanlan (via Zoom) and Nancy Hazelberg.

Community members in attendance: Annette Moy and Bill Knaus.

Also in attendance via Virtual Connection: Brett Weeden, Mercy Ndungu, Annie DiPietro, Kim Diamond, Michele Koper, Amy Robertson, Wendy Szafranski, Wally Rogers, "the Community," Julie Wold, Kelly Peiffer, Kathy Monis, Dave Michaelis, Geoff Seufert, Kristen Briggs and the Scott family.

CALL TO ORDER

School Board President John Stahl called the meeting to order at 5:30 p.m., read the Notice of the Meeting, and led those in attendance in the Pledge of Allegiance.

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

INFORMATIONAL ITEMS

Superintendent's Report

Superintendent Dr. Melissa Thompson presented the following information:

Finance and Operations

Presentation of the 2019-20 Fiscal Year Audit: Annette Moy from Riley, Penner & Benton LLP, explained the audit for the 2019-20 school year and answered board questions.

Review of OPEB Investment Performance and Investment Model by PMA: Brent Weeden from PMA, the district's OPEB investment advisor introduced Mercy Ndungu who presented the annual performance and investment model review.

Monthly Financial Overview – Director of Business Services Jeremy Struss presented the October revenue and expense reports. Board member John Stahl asked if there were any concerns with revenue collection? Jeremy Struss answered not that we are aware of at this point.

Wireless Access Point Replacement Cycle: Director of Business Services Jeremy Struss explained to the board that Swallow's wireless access points have reached end of life and the manufacturer is no longer supporting them. That, coupled with increased device counts and thus bandwidth usage than when the system was installed, have resulted in insufficient WiFi coverage in some areas of the building. No more than $32,000 is requested to purchase and install 29 new wireless access points, including the needed cabling and programming.

COVID-19 Impact and Updates COVID-19 Impact and Updates: Superintendent Dr. Melissa Thompson presented to the board the current data relating to COVID-19 discussing the local dashboards starting with Swallow's. The District COVID-19 webpage was updated to answer some of the more current issues regarding COVID-19 based on commonly asked questions now that the year has begun. Dr. Thompson stated that the biggest concern at this point is staffing. Board member Darin Clark asked if adding a third building substitute teacher would help? Board member Peggy Moede asked for clarification in the cost of becoming a substitute teacher. Board member Susie Polentini stated the cost is approximately $200 for the class and $125 for the license.

Waukesha County Contact Tracing Changes: Earlier this month changes were made at the County level which now have School District Nurses completing contact tracing for students and staff associated with each district. A copy of the County's letter to families was shared in the board packet.

End of Quarter Survey Data: At the end of October feedback for the first quarter of the school year was solicited from students, parents, and staff. A summary of each group's feedback was discussed. Respondents who indicated there was a problem were contacted to see how the school could help. The majority of these respondents stated that they had clicked on that button by mistake. School board member Peggy Moede stated that she would like more details on exactly what needs to be improved or why the dissatisfaction. Superintendent Dr. Melissa Thompson indicated that there are plans for an end of semester survey, so perhaps a more detailed discussion of questions and the timeline for that survey could be discussed at the next board meeting.

Mitigation efforts in place at Swallow and how they are going: The HVAC improvements are fully operational and there are five times the ions there were prior to the installation of the Needlepoint Bipolar Ionization. Merv 13 filters are also fully deployed around the building and cleaning routines include commonly touched surfaces three times per day with student desks multiple times per day along with cohorting, universal masking unless eating, and hand hygiene. To date there have not been any cases of students/staff who have had to quarantine based on a COVID-19 exposure at Swallow who have then tested positive for COVID-19 themselves. The positive COVID-19 cases to date at Swallow have been community-based contraction based on the information shared with the school.

NEOLA Policy Proposal on Personal Protective Equipment During Pandemic/Epidemic Events: Superintendent Dr. Melissa Thompson presented the policy options pertaining to personal protective equipment during pandemic/epidemic events. Peggy Moede stated that she feels Swallow needs a policy stating how we will handle COVID-19 mitigation measures pulled together into one policy instead of across many as they are now. At this point a discussion was had regarding whether to update the existing Epidemic and Pandemic Policy (8420.01), draft a new policy, or use the existing policy and create guidelines to flow from that policy. The board ultimately asked to have a new policy drafted, which will be brought to the next meeting for review.

Principal's Report
Month in Review – Principal Adam Scanlan provided a synopsis of the month, stating how happy the staff is to have two new building substitutes so there is a greater chance a sub is available in their absence and to assist with Professional Learning Community time.

Professional Development – Principal Adam Scanlan detailed grade-level team planning and collaboration. These days have also allowed for guided professional development that is ongoing with technology and instruction. Furthermore, with all staff and support staff attending we are able to incorporate everyone into the professional development and collaboration that stretches across all grade levels and disciplines.

ACTION ITEMS

The Board reviewed and took action on the following items:

Approval of Minutes
Susie Polentini motioned to approve the following minutes: October 15, 2020 - School Board Meeting; October 15, 2020 – Executive Session; October 20, 2020 – School Board Work Session; October 26, 2020 – Special School Board Meeting, October 27, 2020 – School Board Negotiations with Arrowhead United Teachers Organization, November 6, 2020 – Special School Board Meeting, November 6, 2020 – Executive Session. Darin Clark seconded and the motion passed on a 5-0 vote.

Finance and Operations
Darin Clark motioned to approve the expenditures as presented in the amount of $1,197,593.55 during the month of

October. In addition, the Board acknowledged the receipt of $47,913.83 in revenue during the month of October. Greg Zimmerman seconded and the motion passed on a 5-0 vote.

Greg Zimmerman motioned to approve the Wireless Access Point Replacement Cycle Not to Exceed $32,000. Darin Clark seconded and the motion passed on a 5-0 vote.

Darin Clark motioned to extend Swallow's current mask mandate to January 31st, 2021. John Stahl seconded and the motion passed on a 3-2 vote.

Darin Clark motioned to hire an additional building sub for the remainder of the school year. Peggy Moede seconded and the motion passed on a 5-0 vote.

Susie Polentini motioned to approve the lock down drill evaluation as presented. Peggy Moede seconded and the motion passed on a 5-0 vote.

Employee Relations
Darin Clark motioned to AUTO Master Agreement for 2020-21. Peggy Moede seconded and the motion passed on a 5-0 vote.

CITIZENS' FORUM

Community member Bill Knaus expressed his concerns over the way his son's quarantine was handled including asking about the Board's investigation into the matter, allegations the Nurse and Superintendent provided false data to the County Health Department and/or to their family or board members about close contacts, and asked when the report from the board's investigation can be expected. Board President Stahl indicated that these questions had been discussed and answered during a meeting with the family earlier in the month and that the report would be provided by the end of the month, on November 30.

DISCUSSION

District Strategic Plan Review and Development of Next Three Year Action – Superintendent Dr. Melissa Thompson presented the revised Student Growth and Engagement and Finance and Operations Action Plans. A discussion was had regarding how student growth is measured, would changing employee recognition programming and compensation models be a good fit for the District and employees, and how recruiting for new staff members is conducted. School Board President John Stahl asked for a dashboard on the Annual Operations Checklist so that an overall percentage of task completion is easier to assess.

ANNOUNCEMENTS

Future Meetings and School Board Events

1. Special School Board Meeting: Friday, December 4 at 7am
2. Monthly Meeting: Thursday, December 17 at 5:30pm
3. Staff Breakfast: Wednesday, December 23 at 7am
4. Deadline for Incumbents to File Notice of Non-Candidacy for School Board: December 28 at 5:00pm
5. Deadline for Declaration of Candidacy for School Board: Tuesday, January 5 at 5:00pm
6. Work Session: Friday, January 8 at 7am
7. Campaign Finance Reports Due—January 15
8. Monthly Meeting: Thursday, January 21 at 5:30pm
9. Work Session: Friday, February 5 at 7am
10. Monthly Meeting: Thursday, February 18 at 5:30pm
11. Work Session: Friday, March 5 at 7am

12. Staff Breakfast: Friday, March 19 at 7am
13. Monthly Meeting: Thursday, March 25 at 5:30pm
14. School Board Election: Tuesday, April 6, All Day at Municipal Polls
15. Work Session: Friday, April 9 at 7am
16. Monthly Meeting: Thursday, April 15 at 5:30pm
17. Oath of Office for School Board Members: Thursday, April 15 at conclusion of 5:30pm meeting

CLOSED SESSION

The board moved to convene into closed session at 9:20 p.m. pursuant to Wisconsin Statute 19.85 (1) (c) "considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility." This session was held specifically to conduct the Superintendent's evaluation per Board policy. (Roll Call Vote Required) (Stahl – YES, Polentini – YES, Moede – YES, Clark – YES, – Zimmerman - YES)

RECONVENE INTO OPEN SESSION

At 10:00 p.m. Greg Zimmerman made the motion to return to open session which was seconded by Darin Clark. (Stahl- YES; Polentini: YES; Moede- YES; Clark – YES; Zimmerman- YES)

ADJOURNMENT

At 10:01p.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