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

SCHOOL BOARD MEETING December 17, 2020 3:30 p.m.

Present: John Stahl, Susie Polentini, Peggy Moede, Darin Clark, Greg Zimmerman, Melissa Thompson, Jeremy Struss, Adam Scanlan, Beth Gatzow and Nancy Hazelberg. Greg Zimmerman left the meeting at 5:05 pm.

Community members in attendance: Jennifer Ignatowski, Bill Knaus and Dave Michaelis

Also in attendance via Virtual Connection: Amy Robertson, Angela Wade, Jeff Hand, Neely Basich, Wendy Szafranski, and Geoff Seufert.

CALL TO ORDER

School Board President John Stahl called the meeting to order at 3:30 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. Peggy Moede seconded and the motion carried 5-0 on a voice vote.

CITIZENS' FORUM

There were no comments made.

INFORMATIONAL ITEMS

Superintendent's Report

Superintendent Dr. Melissa Thompson presented the following information:

Finance and Operations

COVID-19 Impact and Updates COVID-19 Impact and Updates:

Asymptomatic Quarantine Impact and Updates: Superintendent Dr. Melissa Thompson and Nurse Beth Gatzow presented the board with CDC, Wisconsin DHS, and Waukesha County-approved alternative quarantine options for asymptomatic close contacts. A discussion was had regarding the 10-day option without testing, and the 7-day option after receiving a negative test result. Nurse Beth stated that her biggest concerns at this point would be creating clarity in communications with staff and families since it could include three potential return dates per person and a realistic check-in process to ensure that individuals were completing symptom-tracking and truly asymptomatic, and that antigen tests are not as reliable as PCR tests. The board discussed at length if there is a difference in non-household close contact situations versus when the COVID-19 positive person lives in the same household and agreed that the 7-day option seemed too short for those with household close contact situations. Additionally, Board member and local physician Greg Zimmerman echoed Nurse Beth Gatzow's concerns about the efficacy of antigen tests and suggested that the 7-day alternative quarantine option with a PCR test only accepted would be more prudent approach if the board wanted to support that alternative at this time. Ultimately the board determined that it would like to keep the options the same for both staff and students and the changes would start immediately.

Semester 1 Student, Parent, and Staff Feedback 2020-21: Principal Adam Scanlan presented the board with the survey results stating the response rate was improved over the first quarter survey. Student connectedness was the same as the earlier survey and there were overwhelming positive comments from parents and students regarding how grateful they are to be in school face to face. Survey results and comments will be shared with staff on the upcoming professional development day so that follow up can happen with individual students and families as-needed.

Employee Leave with Expiration of FFCRA: Director of Business Services Jeremy Struss explained the current Family First Coronavirus Response Act is set to expire on December 31, 2020. The District needs to have a plan in place come January 1, 2021 if the government does not issue an extension. At this time administration is proposing the Board approve the following leave language which was discussed earlier in December and would be nearly uniformly in common with other area districts:

-Close-contact quarantine, or COVID positive, or symptomatic, caused by unavoidable student contact while at work = up to 10 days of COVID leave.

-Close-contact quarantine, or COVID positive, or symptomatic, caused outside of work = regular sick leave from employee's bank of PTO/per policies if no leave is left.

-COVID related shutdown of staff member's child's school or daycare = regular sick leave from employee's bank of PTO/per policies if no leave is left.

-Some staff may be allowed to work from home in lieu of taking leave if their job allows for it and if its approved by the administration.

Board members asked how long this policy would be in effect, and it was suggested that this would be in effect for the duration of the 2020-21 school year. Also, board members asked if the staff member has already taken some FFCRA leave how would this apply to a new policy, which was stated that it would not matter—the new stipulations would take effect moving forward.

8420.01, Epidemics and Pandemics – Superintendent Dr. Melissa Thompson presented the final version of this new policy which reflects the Board's feedback and direction at the meeting in early December. No one had any questions.

Monthly Financial Overview – Director of Business Services Jeremy Struss presented the November revenue and expense reports. He stated that due to not collecting fees for sports and activated this has lowered the revenue and also lowered the expenses.

Updated Five Year Budget Forecast Model - Director of Business Services Jeremy Struss presented the updated forecast model stating this has been the hardest budget to project as it is a Biennial Budget year coupled with being in the midst of a pandemic. The amounts shown reflect known district numbers, needs, and a conservative approach to any funding from state or other sources.

Action on Recommendations based on COVID-19 Impact and Updates

School Board president John Stahl motioned to amend the agenda to approve the COVID-19 changes before School Board Member Greg Zimmerman had to leave for the evening. Darin Clark seconded and the motion passed 5-0.

Susie Polentini motioned to approve the 10-day alternative quarantine option for asymptomatic close contacts for students and staff. Peggy Moede seconded and the motion passed on a 5-0 vote.

Susie Polentini motioned to approve the 7-day alternative quarantine option for asymptomatic close contacts for students and staff, with a negative PCR test to return to school or work beginning on Day 8 or later. Peggy Moede seconded and the motion passed on a 3-2 vote.

Darin Clark motioned to approve the Employee Leave language related to COVID-19 circumstances January 1-June 30, 2021 as presented. Greg Zimmerman seconded and the motion passed on a 5-0 vote.

Superintendent's Report Continued

OPEB Annual Report, Investment Policy and Investment Model Selection - Director of Business Services Jeremy Struss stated that the annual report, investment policy and investment model selections were presented at the November board meeting. He asked if the board had any questions regarding these three items, as they would be asked to approve them later in this meeting. There were no questions.

OPEB Health Reimbursement Account Funding – Director of Business Services Jeremy Struss presented the OPEB health reimbursement account funding for this school year.

Copier Company Selection Process and Recommendation - Director of Business Services Jeremy Struss presented his recommendation to approve the 48-month contract with Rhyme for school copiers, following a robust Request for Proposal process including reference checks and trial of many different machines. Following approval, it was stated that Jeremy would work with the new vendor and old to coordinate a transition timeline and training for staff. The board did not have any questions.

2021-22 Health Insurance Plan Design – Director of Business Services Jeremy Struss presented the new approach the Health Insurance Coop is taking to provide the same plans for the whole coop and then the chance for districts to offer more than one of these plan to employees. The intent with this new model is to help create long-term stability and reduce plan cost increases. The pricing will not be available until spring 2021.

Preparations for Open Enrollment Space Declaration for 2021-22 School Year – Superintendent Dr. Melissa Thompson clarified for the board changes the state has made in light of the pandemic such that for an open enrolled student to receive virtual instruction, the District must be operating a virtual school. Swallow and many other districts are currently offering a virtual option with a medical exemption, which was allowed to happen this year with the way the pandemic evolved, but will not be allowed for next year. In addition, the board was reminded that it must annually specify whether a guarantee for currently attending resident students will be approved, regardless of space available, or not. Current state statue states that any open enrollment seat declaration must be made in the January meeting each year. The upcoming open enrollment period is from February 1, 2021 through April 30, 2021.

Principal's Report

Month in Review & Preview – Principal Adam Scanlan provided a synopsis of the month in review, including the recent presentation at the Building the Heart of Successful Schools Conference and the several staff who attended the conference, which was held virtually this year. In addition, the staff completed a fun 12 Days event with themed-dress-up days, collections for the Hartland Food Pantry, and more. Staff and students came together quickly to create holiday cards and place mats for residents at Shorehaven and the local Police Departments. School Board Clerk Peggy Moede gave a shout-out to the administration for hosting the Book Drive for the Next Door organization to which Swallow families donated more than 1,300 books in two days.

School Board President John Stahl stated he has been receiving questions about whether we will be bringing back school sports or after school activities this year. Superintendent Dr. Melissa Thompson stated she is supportive of starting things that can be done in line with other District mitigation measures and will restart this conversation with both Swallow staff and the other schools regarding athletics.

ACTION ITEMS

The Board reviewed and took action on the following items:

Approval of Minutes

Darin Clark motioned to approve the following minutes: November 19, 2020 – School Board Meeting; November 19, 2020 – Executive Session; December 4, 2020 – Special School Board Meeting. Peggy Moede seconded and the motion passed on a 4-0 vote.

Finance and Operations
Susie Polentini motioned to approve the expenditures as presented in the amount of **$548,218.23** during the month of November. In addition, the Board acknowledged the receipt of **$34,121.31** in revenue during the month of November. Peggy Moede seconded and the motion passed on a 4-0 vote.

Darin Clark motioned to approve the Approval of OPEB Investment Policy and Model Selection. Susie Polentini seconded and the motion passed on a 4-0 vote.

Susie Polentini motioned to approve the Copier Contract. Peggy Moede seconded and the motion passed on a 4-0 vote.

Policy
Darin Clark motioned to approve the first reading of First Reading of Policy Revision 3340/4340, Grievance Procedure. Peggy Moede seconded and the motion passed on a 4-0 vote. There were no changes brought forward for 5113, Open Enrollment Program thus no action was taken.

Darin Clark motioned to approve the first reading of Second Reading of Policy Revision 8420.01, Epidemics and Pandemics. Peggy Moede seconded and the motion passed on a 4-0 vote.

Teaching and Learning

Darin Clark motioned to approve the Alternative Open Enrollment Applications as presented. Susie Polentini seconded and the motion passed on a 4-0 vote.

DISCUSSION

District Strategic Plan Review and Development of Next Three Year Action Plans – Director of Business Services Jeremy Struss furnished the board with an annual operations check list and dashboard per their request. Superintendent Dr. Melissa Thompson brought up ideas for the Vision for Excellence in Talent Management for January work session discussion.

ANNOUNCEMENTS

Future Meetings and School Board Events

1. Staff Breakfast: Friday, December 23 at 7am
2. Deadline for Incumbents to File Notice of Non-Candidacy for School Board: December 28 at 5:00pm
3. Deadline for Declaration of Candidacy for School Board: Tuesday, January 5 at 5:00pm
4. Work Session: Friday, January 8 at 7am
5. Campaign Finance Reports Due—January 15
6. Monthly Meeting: Thursday, January 21 at 5:30pm
7. Work Session: Friday, February 5 at 7am
8. Monthly Meeting: Thursday, February 18 at 5:30pm
9. Work Session: Friday, March 5 at 7am
10. Staff Breakfast: Friday, March 19 at 7am
11. Monthly Meeting: Thursday, March 25 at 5:30pm
12. School Board Election: Tuesday, April 6, All Day at Municipal Polls
13. Work Session: Friday, April 9 at 7am
14. Monthly Meeting: Thursday, April 15 at 5:30pm
15. 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 6:17 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 discuss staff management planning. (Roll Call Vote Required) (Stahl – YES, Polentini – YES, Moede – YES, Clark – YES.)

RECONVENE INTO OPEN SESSION

At 6:57 p.m. Peggy Moede made the motion to return to open session which was seconded by Darin Clark. (Stahl- YES; Polentini: YES; Moede- YES; Clark – YES)

ACTION ON RECOMMENDATIONS BASED ON COVID-19 IMPACT AND UPDATES

Susie Polentini made the motion to amend earlier board action to specify that the 7-day alternative quarantine option for asymptomatic close contacts for students and staff, with a negative PCR test to return to school or work beginning on Day 8 or later, is only for non-household close contacts for either students or staff. Darin Clark seconded and the motion passed on a 3-1 vote.

ADJOURNMENT

At 7:04 p.m. Darin Clark made the motion to adjourn which was seconded by Susie Polentini and carried 4-0 on a voice vote.

Respectfully submitted,

Superintendent Dr. Melissa Thompson

Superintendent

Approved: _____

_____, President

_____, Clerk