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

SCHOOL BOARD MEETING January 21, 2021 5:30 p.m.

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

Community members in attendance: Jennifer Ignatowski and Kevin Scott.

Also in attendance via Virtual Connection: Amy Robertson, Wendy Szafranski, Gretchen Nelson and Megan Arreola.

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. Peggy Moede seconded and the motion carried 5-0 on a voice vote.

CITIZENS' FORUM

Adam Scanlan shared the 1st graders' desire to bring in a Hedgehog as informational to the board.

INFORMATIONAL ITEMS

Superintendent's Report

Superintendent Dr. Melissa Thompson presented the following information:

Finance and Operations

COVID-19 Impact and Updates: Superintendent Dr. Melissa Thompson updated the board on vaccinations for school staff based on Wisconsin Department of Health and Human Services and Waukesha County Health Department protocols and information. Swallow staff in the 1A category have received the first dose of their vaccine. Some additional staff have also received the first dose of their vaccine via other jobs that they have in community settings. Swallow staff, at the request of the County for planning purposes, were asked to indicate if they would like to be on Swallow's vaccination list or not, and approximately 65% of staff requested to receive a vaccine via the school 1B designation. Superintendent Thompson reminded the board that this does not mean only 65% of staff are opting to receive a vaccine, rather that they plan to obtain one via the Swallow process for school staff.

Mitigation Measures: Last week Governor Evers extended the mask mandate another 60 days and School Board President John Stahl stated he would like to extend Swallow's face covering requirements through the beginning of Spring Break, which falls later that week right after the Governor's extension ends. Currently the Board has a mandate in effect for all Swallow students, staff, and visitors until the end of January. This new extension would also include 4 year olds per prior Swallow face covering requirements.

Extra-Curriculars: Currently the AHS Area K-8s are working to get a 6-8th grade boys and girls volleyball season going, with anticipated planning, registration, and coaching solicitation and training from now until the middle of February, with the season running the end of February through the end of April. Principal Adam Scanlan added how nice it is to have Scott Otto on staff as he has Athletic Director experience. Discussions are also being had with staff to potentially add online club offerings for Choir, Art, Math, and Chess.

Monthly Financial Overview – Director of Business Services Jeremy Struss presented the December revenue and expense reports. He stated that he has been informed that property tax collections have been 6.7% below the lowest in last 5 years, which appears to be countywide. If February is also below expected collections, there may be issues with cash flow for the District later in the fiscal year.

Employee Relations

2021-22 Professional Calendar and 2021-2022 Student Calendar– Dr. Melissa Thompson presented the professional calendar for the upcoming school year, which included staff input. Staff would like the days off in January to be around one weekend, not spread over two as the AHS calendar does. In addition, staff appreciates the floating days to come in and set up their classrooms in August. Positive feedback from students, staff, and parents was provided for this current year's soft start days at the beginning of the school year, with half of the students starting one day and the other day starting the next day, then the third day all students attend. Staff requested that this again be the format for the beginning of next school year. Principal Adam Scanlan spoke on behalf of the teachers stating this gave them more time to meet the students and introduce them to the school in smaller groups, pandemic or not.

School Board member Greg Zimmerman asked if this was a possibility just for 4K students? Dr. Melissa Thompson stated we are looking into doing something for 4K students prior to the school year so they feel more comfortable on the first day of school.

School Board Vice President Susie Polentini asked if it was an overwhelming amount of teachers that agreed with the soft start at the beginning this school year? Survey results indicated that more than 97% of staff agreed that this approach helped students transition to the school year.

Teaching and Learning

Enrollment Update: Second Friday Pupil Count – Director of Business Services Jeremy Struss presented the numbers from the second Friday count which show a net decrease in enrollment of six students from September to January.

Principal's Report

Month in Review & Preview – Principal Adam Scanlan provided a synopsis of the month in review, thanking the board for adding the two building substitutes, as they have been very beneficial for the teachers to focus on student support and PLC time. School Board Treasurer Darin Clark asked if the third building substitute that was approved last month was no longer needed or why one wasn't hired yet. Dr. Melissa Thompson stated that they held off hoping to use a staff member who is licensed to teach and put her in that position, but she is still needed in the long term position. Based on current subs who come to the building regularly, none of them are interested in filling this position. It was recommended to reach out to Carroll University and UW-Whitewater and see if they have any students who graduated mid-year that may be interested.

In the interest of being proactive, the board was asked how they feel about going to virtual learning for middle school students only IF there should be a need to close schools for snow/cold days, or if they would prefer adding a half day back into the calendar. A discussion was had regarding this issue and administration was advised that middle school students would need to make up time asynchronously.

Principal Adam Scanlan clarified that the Middle School Hawk University is a day for trainings on topics such as Shaken Baby Syndrome, CPR Best Practices, Resist the Influence, Character Ed, community building or important check-point assessments which used to be accomplished during monthly Early Release Days.

Semi-Annual Report on Bullying Prevention and Response – Principal Adam Scanlan presented his semi-annual bullying report stating there were two (2) Discrimination/Harassment/Bullying complaint forms that were filed

during the first semester of this school year. Appropriate action was taken with a plan in place to monitor the behavior and disciplinary consequences were issued.

ACTION ITEMS

The Board reviewed and took action on the following items:

Approval of Minutes
Peggy Moede motioned to approve the following minutes: December 17, 2020 –School Board Meeting; December 17, 2020 – Executive Session; January 8, 2021 –Special School Board Meeting; January 8, 2021 –Executive 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 **$482,734.66** during the month of December. In addition, the Board acknowledged the receipt of **$126,675.30** in revenue during the month of December. Peggy Moede seconded and the motion passed on a 5-0 vote.

Darin Clark motioned to extend the Swallow face covering requirement until the end of day on March 26, 2021. Susie Polentini seconded and the motion passed on a 5-0 vote.

Employee Relations
Peggy Moede motioned to approve the retirement of Diane Olenchek at the end of the 2020-21 school year. Darin Clark seconded and the motion passed on a 5-0 vote.

Susie Polentini motioned to approve the 2021-22 professional calendar with the modification that all students start on the first day of school, September 1, 2021. Peggy Moede seconded and the motion passed on a 5-0 vote.

Policy
Darin Clark motioned to approve the first reading of the Policy Revisions as presented, of the following policy adoptions and revisions, with discussion to follow. Greg Zimmerman seconded.

a. 0100, Definitions
b. 0131.1, Bylaws and Policies
c. 0143.2, Board Member Information Requests
d. 0144.4, Indemnification
e. 0144.5, Board Member Behavior and Code of Conduct
f. 0145, Sexual and Other Forms of Harassment
g. 1211, Whistleblower Protection
h. 1213/3213/4213, Student Supervision and Welfare
i. 2411, School Counseling and Academic and Career Planning
j. 2416, Student Privacy and Parental Access to Information
k. 2416.01 Parental/Police Access to Library Information
l. 2430, District-Sponsored Clubs and Activities
m. 2522, Library
n. 3112/4112, Board-Staff Communications
o. 3220, Staff Evaluation and Educator Effectiveness
p. 3531/4531, Unauthorized Work Stoppage
q. 5113, Open Enrollment Program
r. 5517.01, Bullying
s. 5540.01, Investigations Involving Suspected Child Abuse
t. 5830, Student Fundraising
u. 6114, Cost Principles—Spending Federal Funds

v. 6325, Procurement—Federal Grants/Funds
w. 6605, Crowdfunding
x. 6610, Student Activity Fund
y. 7230, Gifts, Grants, and Bequests
z. 7550, Cooperation with Local Governments
aa. 8405, Environmental Health and Safety Program
bb. 8451, Pediculosis (Head Lice)
cc. 9130, Public Requests, Suggestions or Complaints
dd. 9700, Relations with Non-School Affiliated Groups

School Board Clerk Peggy Moede started the discussion regarding policy 0144.5, Board Member Behavior and Code of Conduct stating she would like to change the Citizen's Forum part of the agenda to give the community an opportunity to address items on the agenda. There were some recommendations that will be written up and discussed at an upcoming meeting.

In addition, within the same policy a discussion regarding the use of electronic devices during board meetings was had as School Board Treasurer Darin Clark feels that there should not be any sidebar conversations with the public or board members that other board and community members aren't privy to but realizes that not texting with family or work at times during meetings may not be practical.

School Board President John Stahl stated there should be a one-word change to policy 2522, Library for a grammatical correction.

School Board Clerk Peggy Moede requested if Superintendent Dr. Melissa Thompson could request advice from the attorney regarding the terminology used in policy #3112/4112, Board-Staff Communications.

School Board President John Stahl requested to reorder a sentence within 9130, Public Requests, Suggestions or Complaints to have it flow sequentially with the process referenced.

There were no changes brought forward for 5113, Open Enrollment Program thus no action was taken.

Teaching and Learning
Darin Clark motioned to approve the 2021-2022 student calendar with the modification that all students start on the first day of school, September 1, 2021. Greg Zimmerman seconded and the motion passed on a 5-0 vote.

Darin Clark motioned to guarantee currently attending student's open enrollment seats for the 2021-20212 school year, even if there are not seats available at their grade level. Peggy Moede seconded and the motion passed on a 5-0 vote.

Four-Year-Old Kindergarten - Darin Clark moved to approve four (4) spaces for 4-Year-Old Kindergarten for the 2021-2022 school year. Peggy Moede seconded and the motion carried 5-0 on a vote.

Kindergarten - Greg Zimmerman moved to approve four (4) spaces for Kindergarten for the 2021-2022 school year. Darin Clark seconded and the motion carried 5-0 on a voice vote.

First Grade - Peggy Moede moved to approve two (2) spaces for 1st grade for the 2021-2022 school year. Susie Polentini seconded and the motion carried 5-0 on a voice vote.

Second Grade - Peggy Moede moved to approve five (5) spaces for 2nd grade for the 2021-2022 school year. Susie Polentini seconded and the motion carried 5-0 on a voice vote.

Third Grade - Darin Clark moved to approve zero (0) spaces for 3rd grade for the 2021-2022 school year. Peggy Moede seconded and the motion carried 5-0 on a voice vote.

Fourth Grade - Susie Polentini moved to approve seventeen (17) spaces for 4th grade for the 2021-2022 school year. Greg Zimmerman seconded and the motion carried 5-0 on a voice vote.

Fifth Grade - Susie Polentini moved to approve twelve (12) spaces for 5th grade for the 2021-2022 school year. Darin Clark seconded and the motion carried 5-0 on a voice vote.

Sixth Grade - Greg Zimmerman moved to approve four (4) spaces for 6th grade for the 2021-2022 school year. Susie Polentini seconded and the motion carried 5-0 on a voice vote.

Seventh Grade - Susie Polentini moved to approve two (2) spaces for 7th grade for the 2021-2022 school year. Darin Clark seconded and the motion carried 5-0 on a voice vote.

Eighth Grade - Susie Polentini moved to approve zero (0) spaces for 8th grade for the 2021-2022 school year. Darin Clark seconded and the motion failed 0-5 on a voice vote.

Eighth Grade - Darin Clark moved to approve fifteen (15) spaces for 8th grade for the 2021-2022 school year. Susie Polentini seconded and the motion carried 5-0 on a voice vote.

Special Education, Speech and Language - Susie Polentini moved to approve zero (0) spaces for the Speech and Language program for the 2021-2022 school year. Darin Clark seconded and the motion carried 5-0 on voice vote.

Special Education, Non-Speech and Language - Susie Polentini moved to approve zero (0) spaces for the Special Education Non-Speech and Language program for the 2021-2022 school year. Darin Clark seconded and the motion carried 5-0 on a voice 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 checklist and dashboard per their request. Superintendent Dr. Melissa Thompson shared ideas for the Vision for Excellence in Talent Management for February work session discussion.

ANNOUNCEMENTS

Future Meetings and School Board Events

1. Work Session: Friday, February 5 at 7am
2. Monthly Meeting: Thursday, February 18 at 5:30pm
3. Work Session: Friday, March 5 at 7am
4. Staff Breakfast: Friday, March 19 at 7am
5. Monthly Meeting: Thursday, March 25 at 5:30pm
6. School Board Election: Tuesday, April 6, All Day at Municipal Polls
7. Work Session: Friday, April 9 at 7am
8. Monthly Meeting: Thursday, April 15 at 5:30pm
9. Oath of Office for School Board Members: Thursday, April 15 at conclusion of 5:30pm meeting

ADJOURNMENT

At 8:28 p.m. Peggy Moede made the motion to adjourn which was seconded by Darin Clark and carried 5-0 on a voice vote.

Respectfully submitted,

Superintendent Dr. Melissa Thompson

Superintendent

Approved: _____

_____, President

_____, Clerk