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

**SCHOOL BOARD MEETING February 18, 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, Wendy Szafranski and Kevin Scott.

Also in attendance via Virtual Connection: Megan Arreola, Amy Robertson, Kathy Monis, Annie DiPietro, Strobusch family and others whose children were on the Honor Roll Commendation list for brief periods of time.

## 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. Peggy Moede motioned to approve the agenda. Susie Polentini seconded and the motion carried 5-0 on a voice vote.

## CITIZENS' FORUM

No comments were made.

## INFORMATIONAL ITEMS

### Superintendent's Report

Superintendent Dr. Melissa Thompson presented the following information:

**Celebrations and Commendations:**

The following Middle School students were commended for achieving High Honors and Honors for the First Semester of 2020-2021:

6th Grade
High Honors: Rex Adamson, Ian Anderson, Blake Basich, Maggie Hall, Stella Huggett, Grant Khoury, Natalie Krogwold, Ava Krotts, Ayden McClain, Manha Rahman, Luca Reyes, William Viehe, Taylor Wold, Rachel Zamborini.

Honors: Ella Anderson, Dia Arora, Naomi Boundy, Chloe Briggs, Aubrie Cipov, Nolan Clark, Isabelle DiCristo, Evelyn Grieve-Waite, Cayden Gusho, Nolan Hanson, Georgia House, Aidan Marino, Finley McSorley, Cal Michaelis, Luke Millikin, Mason Mullett, Andrew Orzechowski, AdamPies, Rohan Rajesh, Caden Sarchet, Mackenzie Schaefer, Brooklyne Schwarz, Anderson Scott, Sophia Strobusch, William Thompson, Luya Zhang.

7th Grade
High Honors: Natalie Ahearn, Enayah Beg, William Cornell, Abigail Dickson, Ava Egenhoefer, Elizabeth Gilmore, Gwen Guc, Allison Heimsch, Tessa Hoida, Giselle Huggett, Piper Moede, Lucille Santharam, Shivi Tripathi, Bridget Van Gilder, Mekenna Verhagen.

Honors: Martin Brenny, Payton Cieslak, Catriona Cummings, Christopher Domenico, Andrew Downing, Oren Dubofsky, Brooklyn Emanuele, Zoe Ennis, Cody Guetzke, Samuel Hall, Alexander Hornsby, Cameron Katz, Cole Ketterhagen, Gavin Knaus, Aidan Koper, Elliot Kotarski, Logan Matte, Annica Merritt, Gavin Monis, Brody

Newton, Kyan Penebaker, Brynn Rogers, Tyler Schaus, Nathan Selby, Carter Smith, Sophia Tassone, Abigail Wieselman, Paige Willroth, Victoria Zheng.

8th Grade
High Honors: McAllister Bong, Andrew Coraggio, Jacquelyn Cox, Jack Hill, Mason Long, Amanda Mantei, Olivia Orzechowski, Tyler Reinders, Miette Stigler, Yamato Takahashi, Eamonn Thomas, Lauren Thompson, Ella Yearling, Ashley Yi, Eva Zamborini, Jonas Zhang.

Honors: Cameron Albright, Benjamin Anderson, Macy Brazelton, Brooklyn Brehmer, Channing Brown, Ethan Burkard, Jackson Clark, Valeria Coronado, Taiya deVries, Estella Dyhr, Isabella Hall, Trenton Inglish, Nicole Janus, Owen Knaus, Seth Krause, Tristan Marvelli, Parker Mayhew, Hailey Meyer, Sam Michaelis, Samantha Oosterbaan, Braden Patterson, Emilia Putignano, Rylie Rockteacher, Elsa Schneider, Samuel Siebold, Owen Stahl, Julia Strobusch, Madeline Thomas, Sophia Vetta, Rylie Wegner, Gabriella West.

## 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. The Center for Disease Control and Preventions (CDC) has updated their international travel regulations, Dr. Thompson asked the board if they want to have a policy to regulate travel and quarantines. A discussion was had regarding this, as there is no way to track who is traveling and what mitigation strategies are being used.

Dr. Melissa Thompson additionally shared that AMSAC Volleyball is gearing up to get started with practices starting on March 1st and games starting on March 8th. Of the 65 individuals who initially said yes, 40 actually signed up to play on Swallow teams. Coaches are still being sought and per the decision of all AMSAC schools based on space of gyms and required distancing, no spectators will be allowed and currently there is no option to watch virtually as some students cannot be videotaped.

Principal Adam Scanlan shared the upcoming start of the Math team on March 1st which will be held from 7-8am. Kids will be kept in their usual cohorts as well.

Monthly Financial Overview – Director of Business Services Jeremy Struss presented the January revenue and expense reports and stated that though the tax dollars were less than anticipated last month, this month some of this revenue caught up.

2021-22 Budget Development Process and Calendar - Director of Business Services Jeremy Struss reminded the board that this is a biennial budget year, so guessing what will be included and the timeline for passage is difficult to do. There is additional funding for public schools due to COVID-19 legislation at the federal level called "ESSER II" which allows for all schools to receive some money. However, the method for dispersing this funding is still being discussed and there are numerous restrictions on how these funds can be spent. A brief discussion was had regarding the lunch program and why our students are having to pay for their school lunches when some local schools are providing lunches free of charge. Swallow does not participate in the Federal lunch program so therefore students at Swallow are not eligible for the free lunch option for all students during the pandemic.

OPEB Retirement Interest Allocation - Director of Business Services Jeremy Struss proposed an interest allocation of 6.7% to active teacher's accounts with a total allocation of $31,427.96, which would leave 5.6% in reserve in case there was market fluctuation.

Business Insurance Carrier Proposal Review - Director of Business Services Jeremy Struss proposed a change from ICON Insurance Services to R&R Insurance. Both companies cover property, liability, and workers comp

insurance. The cost for R&R Insurance's quote also includes cyber liability insurance, which ICON does not offer, and is thousands of dollars cheaper.

**Employee Relations**

2021-22 Waukesha County Area Schools Health Insurance Plans and Costing - Director of Business Services Jeremy Struss presented the board with the two different health insurance plans offered by the coop moving forward. The cost is similar for either plan. School Board Clerk Peggy Moede asked if it was possible to raise the employee premium share to 12%. A short discussion ensued.

2021-22 School Psychology Shared Service Agreement - Principal Adam Scanlan presented the board with an update about the evolving workload of the School Psychologist and proposal to increase the position to a 30% position instead of only 20%. There were no objections to this change.

**Principal's Report**

Month in Review & Preview – Principal Adam Scanlan provided a synopsis of the month in review, stating Literacy night was a big hit which included ending the week with an amazing magician who presented virtually from Tokyo. The virtual 4K/5K open house held on February 17th was well attended. Principal Scanlan spoke to some of the ideas being discussed to change the master middle school schedule for next year to offer more choice for students in 7th & 8th grades. The issues are keeping stable staffing by offering options that our current staff are certified to teach, or adding other options and change some of the staffing. The board asked for a model of what is being proposed.

**ACTION ITEMS**

The Board reviewed and took action on the following items:

**Approval of Minutes**

Susie Polentini motioned to approve the following minutes: January 21, 2021 –School Board Meeting; February 5, 2021 - School Board Work Session Peggy Moede seconded and the motion passed on a 5-0 vote.

**Finance and Operations**

Peggy Moede motioned to approve the expenditures as presented in the amount of **$649,757.38** during the month of January. In addition, the Board acknowledged the receipt of **$2,319,290.27** in revenue during the month of January. Greg Zimmerman seconded and the motion passed on a 5-0 vote.

Susie Polentini motioned to amend the prior approved COVID test guidelines to have students/staff stay out for pending test results for close contact or family members with symptoms only. Darin Clark seconded and the motion passed on a 5-0 vote.

Darin Clark motioned to approve the three-year contract with Skyward, Inc. for Financial and Payroll Software. Peggy Moede seconded and the motion passed on a 5-0 vote.

Darin Clark motioned to approve OPEB retirement interest allocation. Susie Polentini seconded and the motion passed on a 5-0 vote.

Peggy Moede motioned to approve R&R Insurance for the District's business insurance. Darin Clark seconded and the motion passed on a 5-0 vote.

**Policy**

Greg Zimmerman motioned to waive the first reading of the Policy Revisions as presented, and approve the second reading of 5120, Teacher and Classroom Assignments. Darin Clark seconded and the motion passed on a 5-0 vote.

Susie Polentini motioned to approve the second reading of the Policy Revisions as presented, with the exclusion of 0144.5 Board Member Behavior and Code of Conduct and 3112/4112, Board-Staff Communications of the following policy adoptions and revisions, with discussion to follow. Peggy Moede seconded and the motion passed on a 5-0 vote.

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

**Teaching and Learning**
Susie Polentini motioned to approve the 66.0301Arrowhead area summer Beginning Band Camp Cooperative Agreement for the 2021-22 School Year. Darin Clark seconded and the motion passed on a 5-0 vote.

Darin Clark moved to approve the 66.0301 Consortium Band Agreement for the 2021-22 School Year. Peggy Moede seconded and the motion carried 5-0 on a vote.

Peggy Moede moved to approve the agreement with the Elmbrook School District to participate in the Waukesha County Special Education Cooperative during the 2021-22 School Year. Darin Clark seconded and the motion carried 5-0 on a voice vote.

## DISCUSSION

Review of Vendor Agreements Expiring June 30, 2021 – Director of Business Services Jeremy Struss asked if there were any questions the board had regarding the following vendor agreements that expire on June 30,2021: Financial and Payroll software with Skyward, Milwaukee Symphony Orchestra ACE program, audit services with Reilly,

Penner & Benton, Evergreen lawn care services, DTA services for physical therapy, and Frontline technologies, which currently owns AESOP, Accelify, and Forecast5. A short discussion followed.

Arrowhead High School's Plans for Vilter Farm Land and Implications for Swallow - Superintendent Dr. Melissa Thompson presented the board with the Arrowhead School Board's request of the Village of Hartland to annex its campus. She discussed with the board the possibilities that have been shared for the development of the property which range from single family homes to multi-family condos and pointed out the tremendous safety and traffic concerns which are seen daily at the four way stop. It was further pointed out that this area of property, as it is in the Town of Merton currently, is not a part of the Village of Hartland's Comprehensive Land Use Plan and so any annexation and then quick sale of the property, which is Arrowhead's goal, could be done without the Village taking due steps to determine how the land should be used in accordance with its current Master Plan. School Board Clerk Peggy Moede will take the lead on this to keep the Swallow School Board informed and share their concerns with the Village.

District Strategic Plan Review and Development of Next Three Year Action Plans – School Board President John Stahl deferred discussion due to time. This will be added to the next work session agenda.

## 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 18 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

## CLOSED SESSION

The board moved to convene into closed session at 8:54 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 Zimmerman - YES.)

## RECONVENE INTO OPEN SESSION

At 10:10 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; Zimmerman - YES)

## ADJOURNMENT

At 10:12 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