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

SCHOOL BOARD MEETING October 17, 2019 6:00 p.m.

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

Excused: John Stahl

Also in Attendance: Ben Falls, Aubrey-Anna Sanders and David and Carmen Michaelis.

CALL TO ORDER

Susie Polentini called the meeting to order at 6:00 p.m., read the Notice of the Meeting, and led those in attendance in the Pledge of Allegiance.

Peggy Moede moved to approve the agenda. Greg Zimmerman seconded and the motion carried 4-0 on a voice vote.

CITIZENS' FORUM

AubreyAnna Sanders spoke to her concern over the actual classroom square footage of the second grade classroom. She has no concerns about the education her student is receiving; it is just about the lack of space the students have to move about in the classroom.

INFORMATIONAL ITEMS

Superintendent's Report

Dr. Thompson presented the following information:

Finance and Operations

Construction Project Updates – The board and visitors did a tour of the current construction site, from 6:11until 6:36 pm, climbing into the future basement to look at the site and observe the progress. Ben Falls updated the board on the safety report to date, the schedule of work, the guaranteed maximum price document completion, the gifts in kind and donations sought, and the communications and community engagement. Summer 2020 coordination meetings are being held to discuss storage and staging for items while the construction continues. Melissa Thompson shared the two videos that have been made with the help of students to show the progress of the new construction. Ben also presented the acoustical subcontractor recommendation. Darin Clark asked when will we know whether we have gone over or under the budget to know if we can proceed or have to remove some projects. June or July next year is the current best estimate based on completion of portions of the project yet to come.

Monthly Financial Overview- Jeremy Struss updated the board on the Operating expenditures, which came in ahead of projections in the month of September and brought the annual variance to date ahead of the projection.

2019-20 Budget Updates – Now that all of the changed have been finalized, Jeremy Struss shared the final budget for the 2019-2020 school year.

Teaching and Learning

Stipended Extra Service Proposals – Andrew Joseph presented the stipended extra service proposals. Susie Polentini asked if we had ever thought about asking Arrowhead students to help with coaching; however, age and maturity can be concerns depending on the extra service area and if there is another adult helping.

Updated Curriculum and Programmatic Review Process - Mr. Joseph presented the board with the Curricular and Programmatic Review Process for the next five years. Darin Clark asked if only teachers who teach in a specific area will work on their committee, i.e. Math teacher on Math committee. Yes, they are typically the teacher on the committee; however, each committee reports back to the group as a whole to keep all teachers aware of what is being discussed.

2020-21 Student and Professional Calendars – The proposed calendars were shared and the alignment with Arrowhead and other feeder schools discussed.

Principal's Report

Mr. Scanlan presented the following information:

Month in Review – Adam Scanlan presented updates about the monthly staff climate and culture committee meeting, Swallow Education Foundation Day of Awesomeness, and his time at the Wisconsin State Special Education Conference.

Professional Development Update – The agendas for both the half day of professional development on October 18th, and the full day on October 24th were presented and discussed.

Washington, D.C. Trip Preview and Travel Company – The contract for the 2019-2020 school year was discussed as well as moving the timeline up for next school year's contract. Two specific points were clarified: once a payment has been made and committed, the only transfer that can be made is within a household, as in mom vs dad going on the trip with the student. No refunds can be made as once the ticket has been committed, the money has been spent.

ACTION ITEMS

The Board reviewed and took action on the following items:

Approval of Minutes

Peggy Moede motioned to approve the following minutes: September 19, 2019 – School Board Meeting; September 19, 2019 – Executive Session; October 11, 2019 – Special School Board Meeting; October 11, 2019 – Executive Session; Darin Clark seconded and the motion passed on a 4-0 vote.

Finance and Operations

Darin Clark motioned to approve the expenditures as presented in the amount of **$377,805.06** during the month of September. In addition, the Board acknowledges the receipt of **$128,302.27** in revenue during the month of September. Greg Zimmerman seconded and the motion passed on a 4-0 vote.

Greg Zimmerman motioned to approve the Contract with Entourage Excursions for 8th Grade Washington, D.C. Trip. Peggy Moede seconded and the motion passed on a 4-0 vote.

Policy

Peggy Moede motioned to approve the Second Reading of Revisions to Board Policy #423 (5113 NEOLA), Open Enrollment Program. Darin Clark seconded and the motion passed on a 4-0 vote.

Teaching and Learning

Darin Clark motioned to approve the Stipended Extra Service Proposals as presented. Greg Zimmerman seconded and the motion passed on a 4-0 vote.

Peggy Moede motioned to approve the Updated Curriculum and Programmatic Review Process as presented. Darin Clark seconded and the motion passed on a 4-0 vote.

Darin Clark motioned to approve the 2020-21 Student Calendar as presented. Greg Zimmerman seconded and the motion passed on a 4-0 vote.

Peggy Moede motioned to approve the 2020-21 Professional Calendar as presented. Greg Zimmerman seconded and the motion passed on a 4-0 vote.

Greg Zimmerman motioned to approve the Alternative Open Enrollment Applications as presented. Peggy Moede seconded and the motion passed on a 4-0 vote.

DISCUSSION ITEMS

2020 *Community Conversations* Series – Darin Clark recommended that the regular format be put off for a year until the building project is finalized since this will provide many different learning opportunities than we have right now. Susie Polentini stated she would like to still do something this year, as that has been the procedure every other year and recommended a "mini version" just to let the community know what's happening, and to ask the question "What's on your mind?" This will be held on January 9th and January 14th in the morning and evening on both days at the school to accommodate all residents and currently attending families. Invites and information will be sent out in early December.

Dates for District Strategic Planning Spring 2020 – Melissa Thompson proposed dates for spring strategic planning which the board accepted.

ANNOUNCEMENTS

The Board reviewed and discussed upcoming events.

1. October 28, 2019 – Special School Board Meeting, 7am
2. November 8, 2019 – School Board Work Session, 7am
3. November 20, 2019 – School Board Meeting, 6pm
4. November 27-29, 2019 – No School, Thanksgiving Break
5. December 6, 2019 – School Board Work Session, 7am
6. December 13, 2019 – Staff Breakfast, 7am
7. December 19, 2019 – School Board Meeting, 6pm
8. December 23, 2019-January 1, 2020 – No School, Winter Break
9. January 10, 2020 – School Board Work Session, 7am
10. January 16, 2020 – School Board Meeting, 6pm
11. January 20, 2020 –No School
12. January 22-24, 2020 – Joint Education Convention, Wisconsin Center
13. February 7, 2020 – School Board Work Session, 7am
14. February 20, 2020 – School Board Meeting, 6pm
15. March 6, 2020 – School Board Work Session, 7am
16. March 19, 2020 – School Board Meeting, 6pm
17. March 23-27, 2020 – No School, Spring Break

ADJOURNMENT

At 7:59 p.m. Peggy Moede made the motion to adjourn which was seconded by Greg Zimmerman and carried 4-0 on a voice vote.

Respectfully submitted,

Melissa Thompson
Superintendent

Approved: _____

_____, President

_____, Clerk