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

SCHOOL BOARD MEETING December 19, 2019 7:00 p.m.

Present: John Stahl, Susie Polentini, Peggy Moede, Darin Clark, Melissa Thompson, Adam Scanlan, and Jeremy Struss. Greg Zimmerman arrived at 7:21 pm.

Also in attendance: Staff member Andrea Rice, Community Members Dave and Carmen Michaelis

CALL TO ORDER

John Stahl called the meeting to order at 7:00 p.m., read the Notice of the Meeting, and led those in attendance in the Pledge of Allegiance.

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

CITIZENS' FORUM

No comments were made.

INFORMATIONAL ITEMS

Superintendent's Report

Dr. Thompson presented the following information:

Finance and Operations

OPEB Investment Policy and Investment Model Selection - The Board discussed the presentation received in November and affirmed the same allocation of funding continue.

OPEB Health Reimbursement Account Funding – Jeremy Struss shared with the Board that since there has been strong investment performance, there is no need to send additional funds from the District's General Fund to the Retirement Benefit Trust at this time. Currently unallocated funds in the Trust are sufficient to cover the $1,000 contribution per teacher, for a total of $36,000. It was also noted that since these funds are invested, market volatility may cause a need to add funds to the Trust in the future in order to maintain 100% funding at the end of the fiscal year.

Monthly Financial Overview- Jeremy Struss updated the Board that the operating revenue in the month of November came in ahead of the projection by $5,793 and to-date the District has received 2.27% of budgeted operating revenue for the fiscal year. December will likely finish over the projected amount. At this point, 28.35% of budgeted operating expenses for the fiscal year have been paid.

Teaching and Learning

Preparations for Enrollment Space Declaration for 2020-2021 School Year – Board policy related to the declaration of seats in January along with how the District calculates the survival ratio used for cast-forward projections were reviewed.

Principal's Report

Mr. Scanlan presented the following information:

Month in Review – Adam Scanlan presented updates on school happenings such as the Winter Concert, Student Council's recent and upcoming events, the sound and lighting system installation in the Multipurpose Room and Big Gym, the Staff Wellness challenge, and the school winning a Wisconsin School Health Award.

Professional Development Update – Information on the recent attendance at PLTW and specialized math and reading training for select staff, along with whole staff work on curriculum and instruction, was shared.

ACTION ITEMS

The Board reviewed and took action on the following items:

Approval of Minutes

Darin Clark motioned to approve the following minutes: November 18, 2019 – School Board Meeting; November 18, 2019 – Executive Session; December 6, 2019 – School Board Work Session; December 13, 2019 – School Board Work Session Susie Polentini 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 **$1,260,916.32** during the month of November. In addition, the Board acknowledges the receipt of **$86,331.45** in revenue during the month of November. Peggy Moede seconded and the motion passed on a 5-0 vote.

Peggy Moede motioned to approve the OPEB Investment Policy and Investment Model Selection as presented. Darin Clark seconded and the motion passed on a 5-0 vote.

Peggy Moede motioned to approve the OPEB Health Reimbursement Account Funding as presented Susie Polentini seconded and the motion passed on a 5-0 vote.

Policy

John Stahl motioned to waive the first reading of the Employee Handbook—Teacher Addendum. Susie Polentini motioned to approve the waiver of the second reading of the Handbook – Teacher Addendum, Darin Clark seconded and the motion passed on a 5-0 vote.

Greg Zimmerman motioned to approve the second reading of the following policy revisions, Darin Clark seconded and the motion passed on a 5-0 vote.

a. Employee Handbook – Teacher Addendum
b. 0142.4 - Oath
c. 0165.1 - Notice of Regular Meetings
d. 0168.1 - Meeting Minutes
e. 1422 - Nondiscrimination and Equal Employment Opportunity
f. 1623 - Section 504/ADA Prohibition Against Disability Discrimination in Employment
g. 1662 - Employee Anti-Harassment
h. 2260 - Nondiscrimination and Access to Equal Educational Opportunity
i. 2260.01 - Section 504/ADA Prohibition Against Discrimination Based On Disability
j. 2260.02 - English Language Proficiency
k. 2340 - Field Trips and Other District-Sponsored Trips
l. 2411 - School Counseling and Academic and Career Planning
m. 3111 - Creating A Position
n. 3122 - Nondiscrimination and Equal Employment Opportunity
o. 3123 - Section 504/ADA Prohibition Against Disability Discrimination in Employment
p. 3362 - Employee Anti-Harassment
q. 4111 - Creating A Position
r. 4122 - Nondiscrimination and Equal Employment Opportunity

s. 4123 - Section 504/ADA Prohibition Against Disability Discrimination in Employment
t. 4362 - Employee Anti-Harassment
u. 5111 - Eligibility of Resident/Nonresident Students
v. 5340 - Student Accidents/Illness/Concussion
w. 5517 - Student Anti-Harassment
x. 5530 - Alcohol and Other Controlled Substances
y. 5340 - Student Accidents/Illness/Concussion
z. 5830 - Student Fundraising
aa. 6152 - Student Fees, Fines, And Payments Due
bb. 6470 - Payment of Invoices
cc. 6610 - Student Activity Fund
dd. 6630 - Cash Handling and Deposits
ee. 6830 - Audit
ff. 7300 - Disposition of Real Property
gg. 7310 - Disposition of Personal Property
hh. 7434 - Use of Tobacco On School Premises
ii. 7455 - Accounting System for Fixed Assets
jj. 7540.01 - Technology Privacy
kk. 8210 - School Calendar
ll. 8330 - Student Records
mm. 8660 - Transportation by Private Vehicle

DISCUSSION ITEMS

Planning for *Community Conversations* in January – The notes to be used during the state-of-the District portion of the presentation were begun. Administration will fine-tune them and then send them out for feedback in advance of the meetings in January. Administration will also publicize the series in the *Thursday Folder* and already did-so in the recent in-home mailing received in homes around Thanksgiving to ensure all residents realize they can attend.

WASB Convention Planning and Review of Delegate Assembly - Board members reviewed and discussed the delegate assembly materials and advised John Stahl, the Board's WASB representative, on how to cast votes at the WASB Delegate Assembly.

ANNOUNCEMENTS

The Board reviewed and discussed upcoming events.

1. December 21, 2019- January 1, 2020 Winter Break
2. January 9, 2020 – Community Conversation 8:30-10am
3. January 9, 2020 – Community Conversation 6:30-8pm
4. January 10, 2020 – School Board Work Session, 7am
5. January 14, 2020 – Community Conversation 8:30-10am
6. January 14, 2020 – Community Conversation 6:30-8pm
7. January 16, 2019 – School Board Meeting, 6pm
8. January 21-24, 2020—WASB/WASDA/WASBO State Education Convention
9. February 6, 2020 – School Literacy Night 6pm
10. February 7, 2020 – School Board Work Session 7am
11. February 20, 2020 – School Board Meeting, 6pm
12. March 5, 2020 – Family Arts Night 6pm
13. March 6, 2020 School Board Work Session 7am

14. March 19, 2020 – School Board Meeting, 6pm
15. March 23-27, 2020 – Spring Break
16. April 3, 2020 – School Board Work Session 7am
17. April 16, 2020 – School Board Meeting, 6pm
18. April 22-24, 2020 – Spring Superintendent's Conference

ADJOURNMENT

At 8:37 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,

Melissa Thompson

Superintendent

Approved: _____

_____, President

_____, Clerk