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

SCHOOL BOARD MEETING February 20, 2020 5:00 p.m.

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

Also in attendance:

Staff members: Jeanne Hanson, Lisa Regan, Barb Ryczek, Ashley Wolf and Melissa Losiniecki.

Community Members: Carmen Michaelis, Sarah Eggenberger, Kirsten Neuman, Magaly Coronado, Amy Coraggio and Kay Benning.

CALL TO ORDER

John Stahl called the meeting to order at 5:01 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. Darin Clark seconded and the motion carried 5-0 on a voice vote.

CLOSED SESSION

The board moved to convene into closed session at 5:02 p.m. The closed session was pursuant to Wisconsin Statutes 19.85 (1)(c) for the purpose of: "considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility." This closed session is being held specifically to conduct the second portion of the Superintendent's annual evaluation process per Board Policy and discuss staff management planning including the assignment and duties of individual teachers. (Stahl – YES, Polentini – YES, Moede – YES, Clark – YES, – Zimmerman - YES)

RECONVENE INTO OPEN SESSION

At 5:40 p.m. Melissa Thompson, joined the closed session. At 6:12 p.m. the Board of Education reconvened into open session. (Stahl- YES; Polentini: YES; Moede- YES; Clark – YES; Zimmerman- YES)

CITIZENS' FORUM

There were no comments made.

INFORMATIONAL ITEMS

Superintendent's Report

Dr. Thompson presented the following information:

Finance and Operations

Monthly Financial Overview – Jeremy Struss explained that the Operating revenue in the month of January came in over the projection by $98,189. About half of this was due to property tax receipts, which means February and/or June property tax revenue will be reduced. Operating expenditures in the month of January came in $23,351 over the projection, reducing the annual variance to date to $74,466 less than the projected total.

2020-2021 Budget Development Process and Calendar – The budget calendar for 2020-2021 was presented and discussed.

Principal's Report
Dr. Thompson asked if there were any questions as Adam Scanlan was not in attendance due to illness. Mr. Scanlan's highlighted written notes were touched upon as follows:

Month in Review – Family Literacy Night, the Aspire for Families Presentation, 4K & 5K Parent Open House, and the Aladdin Jr. musical performances. Peggy Moede commented on how wonderful the Family Literacy Night went.

Professional Development Update – The February 14th Professional Development focused on Communication and the Curriculum Programmatic Review Process. John Stahl asked for further explanation. Dr. Thompson delved into the curriculum discussion explaining that the staff was working to find common formative and summative assessment procedures for students at the grade levels then collectively as a team. The staff is also now using ION, a data analysis tool, that helps to bring all of the data together from classroom assessments to standardized testing information.

ACTION ITEMS

The Board reviewed and took action on the following items:

Approval of Minutes

Darin Clark motioned to approve the following minutes: January 16, 2020 – School Board Meeting; January 16, 2020 – Executive Session; February 7, 2020 – Special School Board Meeting; February 7, 2020 –Executive Session –Greg Zimmerman 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 **$860,442.82** during the month of January. In addition, the Board acknowledges the receipt of **$2,800,814.08** in revenue during the month of January. Peggy Moede seconded and the motion passed on a 5-0 vote.

Teaching and Learning

Darin Clark motioned to approve the 66.0301 Arrowhead Area Summer Beginning Band Camp Cooperative Agreement for the 2020-21 School Year. Susie Polentini seconded and the motion passed on a 5-0 vote.

Darin Clark moved to approve the 66.0301 Consortium Band Agreement for the 2020-21 School Year. Greg Zimmerman seconded and the motion carried 3-2 on a vote, with Darin Clark and Peggy Moede voting against this agreement.

Darin Clark moved to approve the 66.0301 Jazz Band Agreement for the 2020-21 School Year. Greg Zimmerman seconded and the motion failed 2-3 on a voice vote. Susie Polentini and Greg Zimmerman voted to pass this agreement.

Peggy Moede moved to approve the Elmbrook School District to Participate in the Waukesha County Special Education Cooperative During the 2020-21 School Year. Darin Clark seconded and the motion carried 5-0 on a voice vote.

DISCUSSION ITEMS

Review of Vendor Contracts Expiring June 30, 2020 – Jeremy Struss presented the board with the following vendor contracts that are due to expire this year.

- **Audit Services:** Current contract is with Reilly, Penner & Benton and was for three years. Jeremy Struss will ask for their proposal for the next three years and present this to the board next month, per a request from John Stahl.
- **Cleaning Service:** Current contract is with AR Cleaning and was for two years. While we are extremely happy with the service we receive good idea to see what other options are available to us.
- **Copiers:** Current contract is with Ricoh and was for four years. Jeremy Struss stated we will be going out to bid for this service.
- **Garbage/Recycling**: Current contract is with Advanced Disposal and renews annually. Jeremy Struss stated we will be going out to bid for this service.
- **Financial Analytics Software:** Current contract is with Forecast5 and was for two years. Jeremy Struss will do some research to see if there are other options available for this service.
- **Property, Liability, and Workers Comp Insurance:** Current contract is with EMC and renews every year in March. Jeremy Struss stated that due to the construction this would not be a good year to change.
- **Wisconsin Youth:** This contract pays Swallow School District $15 per hour for the scheduled program hours. Dr. Thompson spoke to this vendor, John Stahl asked if we could do a parent survey to see if parents are happy with this vendor.
- **Evergreen Lawn Service:** Jeremy Struss will do some research to see if there are other options available for this service.

WASB Convention Recap from Board Member Attendees – John Stahl attended one day and voted on the advisory recommendations. Peggy Moede and Susie Polentini attended a Social & Emotional Wellness session and a Learning Spaces session and commented that our district is farther ahead in these areas than those who presented.

Summary of January 2020 *Community Conversations* – The board discussed the *Community Conversations* feedback and all members agree that there needs to be follow up communication on timely items, with the rest of the feedback used for strategic planning this summer.

ANNOUNCEMENTS

The Board reviewed and discussed upcoming events.

1. March 5, 2020 – Family Arts Night 6pm
2. March 6, 2020 School Board Work Session 7am
3. March 19, 2020 – School Board Meeting, 6pm
4. March 23-27, 2020 – Spring Break
5. April 3, 2020 – School Board Work Session 7am
6. April 16, 2020 – School Board Meeting, 6pm
7. April 22-24, 2020 – Spring Superintendent's Conference

The board meeting on March 19, 2020 was changed to March 10 at 6:00 pm due to board member schedules.

CLOSED SESSION

The board moved to convene into closed session at 7:27 p.m. The closed session was pursuant to Wisconsin Statutes 19.85 (1)(c) for the purpose of: "considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility." This closed session is being held specifically to discuss and take potential action to issue a preliminary notice to consider the nonrenewal of individual teacher contracts pursuant to Wis. Stats. 118.22 due to declining enrollment. (Stahl – YES, Polentini – YES, Moede – YES, Clark – YES, – Zimmerman - YES)

RECONVENE INTO OPEN SESSION

At 9:02 p.m. Peggy Moede made the motion to return to open session which was seconded by Darin Clark. At 9:02 p.m. the Board of Education reconvened into open session on a roll call vote. (Stahl- YES; Polentini: YES; Moede- YES; Clark – YES; Zimmerman- YES)

ADJOURNMENT

At 9:02 p.m. Greg Zimmerman made the motion to adjourn which was seconded by Susie Polentini and carried 5-0 on a voice vote.

Respectfully submitted,

Melissa Thompson

Superintendent

Approved: _____

_____, President

_____, Clerk