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

VIRTUAL SCHOOL BOARD MEETING April 16, 2020 6:00 p.m.

Present: John Stahl, Melissa Thompson, Jeremy Struss, and Nancy Hazelberg attended the meeting in person. Susie Polentini, Peggy Moede, Darin Clark, Greg Zimmerman, Adam Scanlan, and Andrew Joseph joined via Virtual Connection*.

Also in attendance via Virtual Connection: Ben Falls and Dan Davis of C.G. Schmidt. Community members in attendance included: Julie Wold, RJ Safranek, Kim Krotts, Laurie Newton, Carmen Michaelis, Kelly Peiffer, Bill Knaus, Jen Ignatowski, the Szafranski Family, Neely Basich, and Michele Koper. Swallow staff members included: Annie DiPietro, Ashley Wolf, Steve Sladky, Sarah Sarchet and Laurie Calbaum.

Due to the Safer at Home order as a result of COVID—19, this meeting occurred via Virtual Connection

CALL TO ORDER

John Stahl called the meeting to order at 6:03 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.

CITIZENS' FORUM

There were no comments made.

INFORMATIONAL ITEMS

Superintendent's Report

Announcement of School Board Election Results – Congratulations were given to Peggy Moede for her re-election to serve on the Swallow School Board.

Finance and Operations

Construction Project Updates – Project Manager Ben Falls from C.G. Schmidt updated the board on the progress of the construction, which is currently on schedule. He shared the next steps, along with a review of the budget and contingency forecasts. Dan Davis from C.G. Schmidt assisted in explaining the contingency forecast and decisions about the scope of the project being made. Director of Business Services Jeremy Struss assisted in explaining the total project budget.

Monthly Financial Overview – Director of Business Services Jeremy Struss explained that there is still a technical issue with the software used to run his reports; due to COVID-19 this issue has not been resolved. The Operating revenue in the month of March came in at $429,635. At this point, 63.26% of budgeted operating revenue for the fiscal year has been received. Operating expenditures in the month of March totaled $560,899. At this point, 57.34% of budgeted operating expenses for the fiscal year have been paid.

COVID-19 Finance and Operations Updates – Superintendent Dr. Melissa Thompson started the discussion regarding how things have changed due to COVID-19. She stated that due to the newly released order, there is some planning and preparing in addition to what has already been done that will take place in the coming days. Dr. Thompson commended the entire staff including Nurse Beth Gatzow

for continuing learning and relationships with students as well taking part in planning the medical side for safe return to school.

Director of Business Services Jeremy Struss stated much of the federal stimulus funding committed to schools is tied to Title I eligibility. Swallow is not eligible for Title I funding. Some discussion of reduced school funding is already occurring at the state level. At this point, the unknowns substantially outweigh the knowns.

Community Member Kelly Peiffer asked how we are monitoring the CARES Act and our eligibility to receive funds there? It was explained that CARES Act monies are federal dollars specified for Title 1 schools, and Swallow does not qualify for this designation.

School Board Treasurer Darin Clark asked if anyone is reaching out to elected state representatives to let them know how this affects Swallow, and asked community members to please do so. School Board President John Stahl asked if we would be saving money from busing, since buses are not currently being used. Director of Business Services Jeremy Struss answered that due to our contract we will still need to pay the majority of these costs, just not the gas costs.

Employee Relations

Health Insurance Renewal Update—Director of Business Services Jeremy Struss updated the board regarding the Health Insurance Renewal: UHC has agreed to guarantee the 7.5% rate increase. The cost increase to an employee on a single plan is approximately $82 per year and for a family plan is approximately $185 per year. The total increase to the District using current enrollments is approximately $46,200.

The health insurance coop also agreed to work towards some significant changes over the next year, including a system of plan parity that allows districts to offer more choices to employees as well as putting these plans out to bid in the hopes of creating a more sustainable benefit package.

Principal's Report

Principal Adam Scanlan presented the following information:

Month in Review

Virtual Learning During School Closure –Principal Adam Scanlan expressed appreciation for every staff members' dedication and openness in transitioning as quickly to virtual learning as happened with very little warning. From not only flipping and preparing lessons digitally, but ensuring that students were going home with all of the correct materials and had access to everything they needed - it was truly a team effort. Between support staff and teaching staff, a one-on-one connection is available to each student at least once per week.

School Board Vice President Susie Polentini asked how the teachers were doing. Principal Adam Scanlan explained that it has been a learning curve, easier for some and more difficult for others.

School Board Clerk Peggy Moede asked what the actual amount of time per day students should be engaged in virtual learning. Principal Adam Scanlan answered that from numerous sources he had read that the recommended times are three hours dedicated for Middle School, two hours for middle to upper elementary grades and one hour for lower elementary grades. While less than traditional school, it is less disparate when recess, classroom transitions, and lunch are factored into the total regular school day.

School Board President John Stahl asked about if there is going to be any more assessment, such as state assessments or like the Forward Exam or district assessments such as the STAR. Coordinator of Instruction and Activities Andrew Joseph stated that the Forward test has been cancelled for the 2019-

2020 school year and the benefits and challenges of offering the STAR assessment for students at home are being explored.

Community Member Kelly Peiffer asked about "flipped" classrooms, where the teachers provide instruction on video that can be watched at any time, and provide the "lesson" so that kids can then do the "work." Adam Scanlan stated he understands and many teachers are already doing this or working towards it. Kelly Peiffer also stated they, "so, so appreciate the teachers/educators who are also trying to educate and care for their own families." Kelly asked if the homework can be sent to parents as well as students from 4K to 3rd grade, right now we get the younger students but not the third graders.

Community member Wendy Szafranski asked if there is any way there can be one-on-one reading with a staff member and if there is any possibility that we would be done prior to our original end date in June. Superintendent Dr. Melissa Thompson answered that ending before the planned last day of school would require a waiver from the state to do so, and at this time not something that is being planned to change.

Community Member Jason Sarchet asked if Specials could be optional. Community Member Kelly Peiffer responded that they find value in Specials, but understand and agree that there should not be "deliverables" due back, as they value their importance but can understand the additional stress they may cause. Principal Adam Scanlan stated to please reach out to the teacher and see if you can find a compromise.

Community Member RJ Safranek stated that, "if only two hours of instruction are expected then all is well for his 4th grade student. He is concerned about 8th grade as his child probably has only an hour of work at most, feels like Math isn't being taught explicitly but there are instead just assignments on Canvas. Do we have any higher expectations for the coming months for requirements that are more stringent?" Principal Adam Scanlan asked community members to please check in with teachers to double check what is being assigned or going on in a class, then if there are still concerns to bring them to him, before bringing concerns straight to the school board. It was also mentioned that support staff are assisting all teachers in supporting student virtual learning.

Community Member Julie Wold wanted to thank the school district on doing an amazing job on taking the students online without warning and time to prepare. THANK YOU! "We are struggling to help our first grade daughter due to both of us working, is this enough?" Principal Adam Scanlan said YES, what you are doing is absolutely enough! If you are feeling overwhelmed, please reach out to us!

School Trips
Principal Adam Scanlan explained that at this time, all school trips are on hold and waiting to see the process and progression of the Safer at Home order. SEF's Run Your Socks Off event has been rescheduled to next September.

8th-Grade Promotion
Principal Adam Scanlan stated that currently it is a wait-and-see pattern for the format of the 8th-grade Promotion ceremony. It is very likely that this will look different this year. School Board Vice President Susie Polentini has some ideas for different videos and 8th-grade promotion options that are being explored to see how it can be the most meaningful.

<u>Professional Development</u>
Principal Adam Scanlan updated the board on the current professional development. The staff meetings, PLC's, team check-ins and general informational discussions continue virtually. Google Meet has been the main format for face-to-face meetings for the school district. This has allowed following HIPPA and FERPA regulations as well as maintaining privacy of students and staff. This process as a whole has been a new professional development opportunity for all.

ACTION ITEMS

The Board reviewed and took action on the following items:

Approval of Minutes

Peggy Moede motioned to approve the following minutes: March 10, 2020—School Board Meeting; April 14, 2020—Board of Canvassers. Susie Polentini seconded and the motion passed on a 5-0 vote.

Finance and Operations

Darin Clark motioned to approve the expenditures as presented in the amount of **$1,513,375.94** during the month of March. In addition, the Board acknowledged the receipt of **$453,986.40** in revenue during the month of March. Greg Zimmerman seconded and the motion passed on a 5-0 vote.

Policy

The board reviewed and discussed the First Reading of the following Policy Revisions, with specific questions asked and answered about 142.5, 167.6, 2260.01, 1241, and 4430:

a. Employee Handbook
b. Employment Addendum: Teachers
c. Employment Addendum: Non-Contracted Staff
d. 0100- Definitions
e. 0142.5- Vacancies
f. 0143- Authority of Individual Board Members
g. 0164.2- Special Meetings
h. 0167.6- E-Mail - Public Records
i. 1213- Student Supervision and Welfare
j. 1241- Non-Reemployment of the Superintendent
k. 1461- Unrequested Leaves of Absence/Fitness for Duty
l. 1662- Employee Anti-Harassment
m. 2260-Nondiscrimination and Access to Equal Educational Opportunity
n. 2260.01- Section 504/ADA Prohibition Against Discrimination Based on Disability
o. 2261- Title I Services
p. 2261.01- Parent and Family Member Participation in Title I Programs
q. 2261.03- District and School Report Card
r. 2700.01- School Performance and Accountability Reports
s. 3122.01- Drug-Free Workplace
t. 3125- Educator Licensing
u. 3161- Unrequested Leaves of Absence/Fitness for Duty
v. 3213- Student Supervision and Welfare
w. 3340- Grievance Procedure
x. 3362- Employee Anti-Harassment
y. 3430- Leaves of Absence
z. 3431- Employee Leaves
aa. 4122.01- Drug-Free Workplace
bb. 4161- Unrequested Leaves of Absence/Fitness for Duty
cc. 4213- Student Supervision and Welfare
dd. 4340- Grievance Procedure
ee. 4362- Employee Anti-Harassment
ff. 4430- Leaves of Absence
gg. 4431- Employee Leaves
hh. 5112- Entrance Age
ii. 5113- Open Enrollment Program (Inter-District)
jj. 5310- Health Services
kk. 5330- Administration of Medication/Emergency Care
ll. 5517- Student Anti-Harassment

mm. 5630- Corporal Punishment
nn. 6605- Crowdfunding
oo. 7440- Facility Security
pp. 7440.01- Video Surveillance and Electronic Monitoring
qq. 7540- Technology
rr. 7540.02 Web Content, Apps, and Services
ss. 7540.03- Student Technology Acceptable Use and Safety
tt.7540.04- Staff Technology Acceptable Use and Safety
uu. 7544- Use of Social Media
vv. 8310- Public Records
ww. 8390- Animals on District Property
xx. 8410- Crisis Intervention
yy. 8420- School Safety
zz. 8462- Child Abuse and Neglect
aaa. 8462.01- Threats of Violence
bbb. 8800- Religious and Patriotic Ceremonies and Observances
ccc. 9130- Public Requests, Suggestions, or Complaints

DISCUSSION ITEMS

Updated Draft School Board Meeting Calendar for 2020-2021- Superintendent Dr. Melissa Thompson presented the tentative school board meeting calendar for the 2020-2021 school year. The final meeting schedule will be approved in May at the board's organizational meeting.

School Board Vice President Susie Polentini proposed to postpone the annual survey to a month from now to finish this school year, as well as cover the long range planning. School Board Treasurer Darin Clark proposes waiting until the fall or next year. The board will revisit this issue next month.

ANNOUNCEMENTS

The Board reviewed and discussed upcoming events.

1. Special Meeting: Board Organizational Meeting and Work Session Friday, May 1 at 7am
2. **Open Enrollment Lottery Draw: Wednesday, May 6 at 2pm—note this one will be changed as a result of the legislation passed on April 15th, and signed into law extending the state's open enrolment window. Look for an update next month.**
3. Monthly Meeting: Thursday, May 21 at 5:30pm; Library
4. **Staff Breakfast: Monday June 1 at 7:15 am Staff work Room – these end of the year celebrations will be evaluated and updates provided as soon as possible.**
5. **8th Grade Promotion: Wednesday, June 3 at 6:30pm (for 7pm start) Multipurpose room**
6. Special Meeting: Friday, July 2 at 7am
7. Monthly Meeting: Thursday, July 16 at 5:30pm
8. Special Meeting: Friday, July 2 at 7am
9. Monthly Meeting: Thursday, July 16 at 5:30pm

Community member Kelly Peiffer stated that, "my final comment would be that this video option is offered even after meetings are held in person again, as those of us with younger children have difficulty attending in person, especially with bedtimes, are very invested/interested. This has been valuable and important. Thank you all so much. Be safe, be well." Community member Wendy Szafranski agreed, and stated, "thank you board we appreciate you and all you do for our children and families." Community member RJ Safranek agreed with Kelly Peiffer.

ADJOURNMENT

At 8:36 p.m. Darin Clark made the motion to adjourn which was seconded by Peggy Moede and carried 5-0 on a voice vote.

Respectfully submitted,

Melissa Thompson

Superintendent

Approved: _____

_____, President

_____, Clerk