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

SCHOOL BOARD MEETING May 21, 2020 5:30 p.m.

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

Also in attendance via Virtual Connection:

Community members in attendance included: Julie Wold, Kim Krotts, Laurie Newton, Carmen Michaelis, Jennifer Ignatowski, Wendy Szafranski, Amy Goetz, Amy Witt, Angela Wade, Emily Cornell, Emily Stolzman, Jessie Semarad, Kathy Monis, Shannon Strobusch, Suzanne Koch, Van Dorn's, Peiffer's and Michele Koper.

Swallow staff members included: Beth Gatzow, Dianna Van Mullem, Jenny Lindee, Krissy Perugini, Megan Arreola, Lisa Regan, Annie DiPietro and Laurie Calbaum.

Unknown: Nicole's phone.

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

CALL TO ORDER

School Board President John Stahl called the meeting to order at 5:31 p.m., read the Notice of the Meeting, and led those in attendance in the Pledge of Allegiance. School Board President John Stahl motioned to move the Principal's Report up to the first item on the agenda before Finance and Operations within the Superintendent's Report. Susie Polentini seconded the motion. Peggy Moede motioned to approve the agenda as modified. Darin Clark seconded and the motion carried 5-0 on a voice vote.

CITIZENS' FORUM

Wendy Szafranski requested that Nurse Beth give updates to the board and be the "guiding light" through all of this as she is very knowledgeable and as the nurse the best source for medical information. Maybe have a Nurses Corner. Wendy also stated that she is concerned that Governor Evers and Secretary-Designee Palm have control over Swallow and all schools in the state in terms of being open or closed. She requested that Swallow be able to operate under local control and determine future course for COVID-19 restrictions. School Board members discussed and agreed to either draft a resolution or letter to this effect to send to Governor Evers and Secretary-designee Palm as well as potentially to Representative Duchow, Senator Kapenga, and Waukesha County Executive Paul Farrow and Health Officer/Public Health Manager Benjamen Jones. Board Clerk Peggy Moede volunteered to spearhead this next step.

INFORMATIONAL ITEMS

Superintendent's Report

Principal's Report
Principal Adam Scanlan presented the following information:

Month in Review

Superintendent Dr. Melissa Thompson and Principal Adam Scanlan worked with all staff members to organize furniture move-out, supplies being packed up, and preparing rooms for renovations and the

district officially has occupancy of the replacement wing. Due to COVID-19, all staff must sign in and answer health questions upon arrival and wear a face mask when in close proximity to others. In addition, there has been active monitoring of the number of individuals in the building at one time and setting up timeslots to ensure that not only is there the support and people able to help with the packing and moves process, but ensures social distancing and following health recommendations of less than ten staff present at any given time.

Principal Adam Scanlan highlighted the following feedback from the surveys staff, students, and parents took in late April:

1.) The suggested work time in the Swallow School District is 1-2 hours per day for grades K-2, 2-3 hours per day for grades 3-5, and 3-4 hours per day for grades 6-8. How much time do you feel your students spend on schoolwork each day?

- 85.4% of students said they spent the same, a little more, or a little less on these items;
- 5 students mentioned "Much Less";
- 21 with "Much More";
- There were a number of other comments made, making up the remaining 7.5%.

2.) How do you feel about digital learning so far?

- Across the board, about two-thirds of respondents replied 'very positive' or 'somewhat positive'. Many of the comments made on this revolved around really missing school, wanting to be back with teachers and friends, and a lot of "it depends on the day."

3.) Currently, Swallow has continued a Monday through Friday format for schooling via digital learning.

- In looking at this, there was no overwhelming response indicating a shift one way or the other. Almost two-thirds of the families acknowledged that it was just right. There were a large number of narrative comments on the "other" portion of this question.

<u>Finance and Operations</u>

Monthly Financial Overview – Director of Business Services Jeremy Struss presented the following: The Operating revenue in the month of April came in at $111,823. At this point, 64.9% of budgeted operating revenue for the fiscal year has been booked. Operating expenditures in the month of March totaled $448,331.

COVID-19 Budget Impact – Director of Business Services Jeremy Struss stated that the impact on this year is not fully known yet. The food service program will likely end in a negative. Interest revenue will fall approximately $12,000 short of the budgeted amount. While we have all of our staff working in some capacity, some are working reduced hours so there will be some reduced expense. Next year's budget still has many unknowns some important notes are we may receive some money from DPI that we were not expecting. Some discussion of reduced school funding is already occurring at the state level. Our staffing plan, which makes up the majority of our budget, can be changed very little now that teacher contracts have been issued. School Board Clerk Peggy Moede asked for clarification regarding if staff do not show up for work, whether the district is obligated to pay them or keep them employed. Jeremy explained that FMLA rules have changed and there are provisions for COVID-19 and its impact on individuals and families so we would need to look at these on a case by case basis.

Proposed School Fees for the 2020-2021 School Year –Superintendent Dr. Melissa Thompson presented the board with the recommended school fee changes. The cost of recorders is increasing to the actual cost of the recorder. There is still discussion going on regarding the cost of student lunches, due to costs rising and the fact that the lunch price has not increased since 2012.

Director of Business Services Jeremy Struss presented the preliminary 2020-2021 budget. With no guidance coming from the state yet, the School Administrator's Alliance has put together some possible scenarios for districts to consider in planning for next school year. He explained these scenarios to the board. School Board President John Stahl had questions regarding the hold harmless provisions and how this will affect the stabilization of our budget.

Director of Business Services Jeremy Struss asked the board how they would prefer he compile the budget, based on the various scenarios, as it is unlikely we will hear from the state soon enough to clearly predict how our budget will look before the normal budget preparation process is complete. How close does the budget in July need to look compared to what the actual budget may be in October? All board members agreed that budgeting for a freeze is probably the best approach at this time.

2020-22 Wrap Around Care Contract with Wisconsin Youth - Superintendent Dr. Melissa Thompson presented the proposed contract with Wisconsin Youth, which allows their continuation in providing this service to families who have highly rated the company's performance.

2020-23 Trash and Recycling Contract with Advanced Disposal – Director of Business Services Jeremy Struss presented the proposed trash and recycling contract, which will save the district significant money for the same service moving forward.

Teaching and Learning

Contracts with CESA #1 and CESA #2 for the 2020-21 School Year - Superintendent Dr. Melissa Thompson presented the board with the contracts for CESA #1 and CESA #2 for the 2020-2021 school year so the district can access services which the district does not need on a full-time basis or for those that are difficult to staff.

Review 66.0301 Intergovernmental Agreement with Richmond School District for School Psychologist Services for the 2020-21 School Year - Superintendent Dr. Melissa Thompson presented the board with the agreement to formalize sharing School Psychologist services with the Richmond School District. This is due to staffing changes at Swallow School and the reconfiguration of the current Guidance and School Psychologist position due to declining enrollment.

Employee Relations

Waukesha County Area Schools Health Insurance Cooperative Bylaw Updates - Superintendent Dr. Melissa Thompson stated the health insurance bylaw updates were attached for review and annually each participating school board must approve these bylaws as a condition of participation in the coop. The only changes to the bylaws this year are terms of office for the coop board of directors.

Professional Development

Review of Proposed Fifteen Month Professional Development Plan – Principal Adam Scanlan explained the proposed professional development plan for the next fifteen months.

ACTION ITEMS

The Board reviewed and took action on the following items:

Approval of Minutes

Darin Clark motioned to approve the following minutes: April 16, 2020—School Board Meeting; May 1, 2020 – Special School Board Meeting Susie Polentini seconded and the motion passed on a 5-0 vote.

Finance and Operations
Greg Zimmerman motioned to approve the expenditures as presented in the amount of **$692,427.85** during the month of April. In addition, the Board acknowledged the receipt of **$130,962.80** in revenue during the month of April. Darin Clark seconded and the motion passed on a 5-0 vote.

Susie Polentini motioned to approve the 2020-22 Wrap Around Care Contract with Wisconsin Youth Greg Zimmerman seconded and the motion passed on a 5-0 vote.

Peggy Moede motioned to approve the 2020-23 Trash and Recycling Contract with Advanced Disposal Susie Polentini seconded and the motion passed on a 5-0 vote.

Policy
Peggy Moede motioned to approve the second reading of the following Policy Revisions as presented. Susie Polentini seconded the motion.

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

Following discussion on policies 0142.5, 5113, 6605, 8462, and 8800, School Board President John Stahl made a motion to exclude policy 0142.5, from the vote. Susie Polentini motioned to second this exclusion and the motion passed 5-0.

Susie Polentini motioned to approve the second reading of all policies, excluding 0142.5, as presented. Peggy Moede seconded and the motion passed on a 5-0 vote.

Greg Zimmerman motioned to approve policy 0142.5. Darin Clark seconded and the motion passed on a 4-1 vote.

Susie Polentini motioned to approve the Fifteen Month Professional Development Plan. Darin Clark seconded and the motion passed on a 5-0 vote.

Darin Clark motioned to approve the CESA #1 Contract for the 2020-21 School Year. Greg Zimmerman seconded and the motion passed on a 5-0 vote.

Greg Zimmerman motioned to approve the CESA #2 Contract for the 2020-21 School Year. Darin Clark seconded and the motion passed on a 5-0 vote.

Susie Polentini motioned to approve the 66.0301 Intergovernmental Agreement with Richmond School District for School Psychologist Services for the 2020-21 School Year**.** Greg Zimmerman seconded and the motion passed on a 5-0 vote.

Employee Relations
Darin Clark motioned to approve the Updated Waukesha County Area Schools Health Insurance Cooperative Bylaw Updates. Greg Zimmerman seconded and the motion passed on a 5-0 vote.

Darin Clark motioned to approve the Individual Teacher Contract Addendums for 2020-21 School Year as presented. Susie Polentini seconded and the motion passed on a 5-0 vote.

DISCUSSION ITEMS

End of the Year Recognition Events- Superintendent Dr. Melissa Thompson opened the discussion about graduation, and asked for questions. Several people responded with discussions of possible options. Dr. Thompson brought up the end of year staff recognition and asked for any ideas. Handing out the honor roll certificates is currently planned for the same time as yearbooks if the dates work with grades being completed.

Annual Student, Staff, and Parent Survey for This School Year – The annual survey was postponed due to COVID-19 until late October or early November 2020. Adam Scanlan and Melissa Thompson will work

to provide some follow ups to families based on the Community Conversations series, in particular about the middle school model moving forward.

ANNOUNCEMENTS

Future Meetings and School Board Events

1. 8th Grade Promotion: Wednesday, June 3 at 7pm; format will be virtual.
2. Monthly Meeting: Wednesday, June 17 at 5:30pm; via Virtual Connection
3. Special Meeting: Friday, July 2 at 7am
4. Monthly Meeting: Thursday, July 16 at 5:30pm

ADJOURNMENT

At 8:05 p.m. Greg Zimmerman 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