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

SCHOOL BOARD MEETING June 17, 2020 5:30 p.m.

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

Also in attendance via Virtual Connection:

Community members in attendance included: Ben Falls from CG Schmidt, David Michaelis, Wendy Szafranski, Amy Witt, Rachel Zamborini, Sarah Rigel, Shannon Strobusch, Suzanne Koch, Urvashi, Rajesh, Faisal Saeed, Shaorong Chang, Tiantian Zhang, Amira Pavolich, and the Peiffer's.

Swallow staff members included: Andrea Rice and Annie DiPietro.

Unknown: Victoria's iphone XR.

CALL TO ORDER

School Board President John Stahl called the meeting to order at 5:32 p.m., read the Notice of the Meeting, and led those in attendance in the Pledge of Allegiance. Peggy Moede motioned to approve the agenda. Susie Polentini seconded and the motion carried 5-0 on a voice vote.

CELEBRATIONS, COMMENDATIONS, AND ACCEPTANCE OF GIFTS

Coordinator of Instruction Andrew Joseph recognized the following Math Meet participants: The 7/8th grade team: Eva Zamborini, Issei Takahashi, Richard Xie, Anirudh Warrier, Joey Polentini, Walker Lantz, Yamato Takahashi and Grant French. The 5th/6th grade team: Luya Zhang, Victoria Zheng, Will Cornell, Rachel Zamborini, Gwen Guc, Nate Selby, Natalie Krogwold and Rohan Rajesh. Luya Zhang was also recognized as the top fifth grader in the medium schools. Victoria Zheng won the sixth-grade individual prize; Will Cornell came in second in medium schools.

Allison Heimsch was recognized for her first place finish in the STEM Forward's Contrapt Wisconsin Competition.

Zeke Mackay was recognized for winning the Swallow Geography Bee.

John Stahl recognized all of the 7th grade students who made the High Honor Roll and Honor Roll. Susie Polentini recognized all of the 8th graders who make the High Honor and Honor Roll.

Principal Adam Scanlan recognized the following: Emily Luck, Rebecca Mork, Laurie Calbaum, Gail Schroeder-Hoffman, and Andrew Joseph for their hard work in making the Family Arts Night a huge success.

Superintendent Dr. Thompson recognized the Swallow Education Foundation leadership team for their support of our school community and donation of $45,000 toward the current investment plan. Angela Clark, Anne Procto, Aubrey Sanders, Janet Chaby, Jennifer Mills, Lisa de Vries and Shannon Bakalars.

CITIZENS' FORUM –

Community member Wendy Szafranski wanted to touch base on items she brought up at last month's board meeting including if the school board has asked for independence from the State and if so, what

support is needed so that Swallow can make its own decisions about handling the pandemic response moving forward. She volunteered her assistance as needed. In addition, she asked if Nurse Beth will be taking part in the school board meetings so that the community can hear what she thinks we should do relative to COVID19 and school. Her final request was that the live stream or Zoom calls continue to be the format for board meetings.

School Board President John Stahl responded stating that School Board Clerk Peggy Moede has a draft letter that they hope to have out by next Tuesday, June 23, 2020 to the Governor and Secretary-designee Palm. School Board Clerk Peggy Moede explained that the letter seeks local control, in conjunction with the Waukesha County Health Department, concerning decisions about opening our school. This letter is copied to state and local government officials as well. School Board President John Stahl stated that Nurse Beth is actively engaged in planning but prefers to not have a formal report at each meeting. School Board President John Stahl stated that the board is discussing the option of continuing school board meetings in the Zoom format, but there is no guarantee this will continue.

PUBLIC HEARING ON WAIVER OF THE REQUIREMENTS OF WIS. STAT. § 121.02(1)(f) AND THE ADMINISTRATIVE RULES PROMULGATED BY THE DEPARTMENT REGARDING:

Superintendent Dr. Melissa Thompson explained the need for applying for the following three waivers:

A. Required instructional hours for students for the 2019-2020 school year only due to the COVID-19 public health emergency;

B. Waiver of Educator Effectiveness Requirements for the 2019-2020 School Year only from the Wisconsin Department of Public Instruction due to the COVID-19 public health emergency; and

C. Waiver of Local School Wellness Policy Triennial Assessment Requirements for the 2019-20 School Year from the Wisconsin Department of Public Instruction due to the COVID-19 public health emergency.

School Board President John Stahl opened up the meeting for public comment, no comments were made.

Peggy Moede motioned to approve the waiver of the requirements of Wis. Stat. § 121.02(1)(f) and the administrative rules promulgated by the department regarding required instructional hours for students for the 2019-2020 school year only due to the COVID-19 public health emergency as per Wisconsin Statute §118.38(1)(b). Susie Polentini seconded and the motion passed on a 5-0 vote.

Susie Polentini motioned to approve the waiver of the requirements to complete an Educator Effectiveness Cycle for educators in their summary year and supporting years in 2019-20, including waivers of the requirements to meet PI 8.01 and Wis. Stat. §118.38(1)(b), 115.415 and 121.02(1)(q) for the 2019-20 school year only due to the COVID-19 public health emergency. Darin Clark seconded and the motion passed on a 5-0 vote.

Darin Clark motioned to approve the waiver of the requirement to complete the Local School Wellness Policy Triennial Assessment per the April 23, 2020 USDA issued COVID-19: Child Nutrition Response #18, Nationwide Waiver of Local School Wellness Policy Triennial Assessments in the National School Lunch and School Breakfast Programs due to the COVID-19 school closure per Wisconsin Statute §118.38(1)(b). Greg Zimmerman seconded and the motion passed on a 5-0 vote.

INFORMATIONAL ITEMS

Superintendent's Report

Superintendent Dr. Melissa Thompson presented the following information:

Finance and Operations

Construction Updates – Ben Falls from CG Schmidt updated the board on construction safety measures including precautions due to COVID-19 and reported there have been no safety incidents to date. He shared photos of the progress in the band/choir room, toilet rooms, wrap around care, STEAM room, art room, SPED room and exterior windows on the front of the school. Ben also explained the construction contingencies and reported that the total project is within budget and on schedule at this point. Superintendent Dr. Thompson advised the community to watch the Thursday Folder for updates, and to keep an eye out on the front entryway to see all of the salvaged brick from the 1890's wing going up and the raising of the bell.

Monthly Financial Overview – Director of Business Services Jeremy Struss presented that due to interest earnings dropping from 2.5% to 0.5% in just a few months, and refunds of canceled field trip fees and athletic fees adding up to more than was received in other revenue, operating revenue for the month of May actually ended up being negative. Operating expenditures in the month of May totaled $743,079.

COVID-19 Finance and Operations Updates – Director of Business Services Jeremy Struss stated that the only new information on the financial impact of COVID-19 on the school district is that DPI has confirmed an allocation of $40,000 of CARES Act funding committed to Swallow. These funds must be used for COVID-19 related expenditures (such as cleaning supplies, PPE, specific labor costs, etc.) and all expenditures must be approved as an allowable expense by DPI prior to receiving the funds.

Superintendent Dr. Melissa Thompson stated that later on the agenda there is a discussion topic for the board to consider commissioning a Reopening Task Force. This Task Force could include community members who are experts in fields germane to mitigation efforts and operationalizing the various requirements, recommendations, and guidelines put out for schools.

Preliminary 2020-21 Budget – Director of Business Services Jeremy Struss presented three scenarios for consideration. All three scenarios assume funding increases in the 2021-23 and 2023-25 biennial budgets are similar to those originally in the 2019-21 budget. Based on the board's discussion it was agreed that Jeremy would use scenario #2 going forward.

Teaching and Learning
Principal Adam Scanlan presented the following information:

Student Services Programmatic Review Updates – Coordinator of Instruction Andrew Joseph presented the current SOAR, Special Education and Guidance programs, and how Swallow is preparing for the upcoming school year.

Semi-Annual Report on Bullying Prevention and Response – There were no Discrimination/Harassment/Bullying complaint forms submitted by Swallow students or families during the second half of the year.

Annual Report on Seclusion and Restraint – There were no incidents of seclusion or restraint during the 2019-2020 school year.

Contract with Dominiczak Therapy Associates for the 2020-21 School Year for Physical Therapy Services – This agreement was presented and explained to the board.

Principal's Report

Principal Adam Scanlan presented the following information:

Month in Review – The office personnel are working out of the new wing for the summer with office hours of 8am-12pm and by appointment outside of those hours. Student yearbook pickup and supply drop

off went well, due to the support staff who organized and worked this pickup/drop off. The end of the year survey had much lower participation than the survey given in April.

Professional Development Update - The staff met virtually to review the school year, discussing virtual learning and starting planning for the upcoming school year.

ACTION ITEMS

The Board reviewed and took action on the following items:

Approval of Minutes
Susie Polentini motioned to approve the following minutes: May 21, 2020—School Board Meeting; June 4, 2020 – Open Enrollment Lottery Draw. Peggy Moede 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 **$1,126,709.15** during the month of May. In addition, the Board acknowledged the receipt of **$11,545.64** in revenue during the month of May. Greg Zimmerman seconded and the motion passed on a 5-0 vote.

Greg Zimmerman motioned to approve the 2020-21 Swallow School Fees as presented. Susie Polentini seconded and the motion passed on a 5-0 vote.

Policy
Superintendent Dr. Melissa Thompson presented the following Policy Revisions:

John Stahl motioned to waive the second reading of the following Policy Revisions.

Darin Clark motioned to approve the first reading of the following Policy Revisions as presented: 0167, Voting, 6116, Time and Effort Reporting, and 8420.01, Epidemics and Pandemics.

Peggy Moede seconded the motion and the motion passed on a 5-0 vote.

Teaching and Learning
Greg Zimmerman motioned to approve Dominiczak Therapy Associates Contract for the 2020-21 School Year for Physical Therapy Services. Susie Polentini seconded and the motion passed on a 5-0 vote.

Darin Clark motioned to approve the open enrollment applications for grade levels with space available. Greg Zimmerman seconded and the motion passed on a 5-0 vote

Peggy Moede motioned to approve the open enrollment applications for waiting list selection. Susie Polentini seconded and the motion passed on a 5-0 vote

Susie Polentini motioned to approve the open enrollment applications for students to attend other districts. Darin Clark seconded and the motion passed on a 5-0 vote

Darin Clark motioned to approve denial of open enrollment applications for students to attend other districts. Greg Zimmerman seconded and the motion passed on a 5-0 vote

Employee Relations
There were no Individual Teacher Contract for 2020-21 School Year to approve.

DISCUSSION ITEMS

Re-opening Task Force Concept and Commissioning – Superintendent Dr. Melissa Thompson opened the discussion regarding a Swallow Task Force, and the board agreed this was a good next step to assist with planning. The board discussed potentially having 16 members, with 11 school staff from across grade levels and disciplines and 5 community members with expertise in one or more of the following areas: medical, HVAC/air quality, business, operations, legal/human resources. John Stahl asked Darin Clark if he would serve as co-chair and board liaison, and he accepted. The decision was made to begin the Task

Force the week of July 6th with approximately four meetings before school begins. Task Force members will be selected from those who indicated interest in serving in the end-of-year survey sent out to parents in early June who have expertise as previously discussed. Peggy Moede asked if the decisions that this Task Force would make would be presented to the board? It was discussed that the Task Force is not a decision-making group per se, but instead would bring forward recommendations in areas that the district has choice based on guidelines, recommendations, and mandates from governing agencies or health organizations. It is unclear at this time exactly what decisions will rest with local school districts vs. health departments and so the main goal of the Task Force is to operationalize best practices and these considerations from other entities.

ANNOUNCEMENTS

Future Meetings and School Board Events

1. Special Meeting: Thursday, July 2 at 7am
2. Monthly Meeting: Thursday, July 16 at 5:30pm
3. Special Meeting: Friday, August 7, 2020 at 7am
4. Monthly Meeting: Wednesday, August 26, 2020 at 5pm
5. Annual Meeting & Budget Hearing: Wednesday, August 26, 2020 at 6pm
6. Staff Welcome Back Event: Monday, August 31, 2020 at 7:30am

CLOSED SESSION

The board moved to convene into closed session at 8:03 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 was held specifically to conduct the Superintendent's evaluation per Board policy and discuss staff management planning. (Stahl – YES, Polentini – YES, Moede – YES, Clark – YES, – Zimmerman - YES)

RECONVENE INTO OPEN SESSION

At 10:25 p.m. the Board of Education reconvened into open session. (Stahl- YES; Polentini: YES; Moede- YES; Clark – YES; Zimmerman- YES)

ADJOURNMENT

At 10:26 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