

SWALLOW SCHOOL – ANNUAL MEETING

NOTICE FOR ANNUAL DISTRICT MEETING

(Section 120.08(1))

Notice is hereby given to qualified electors of the Swallow School District, that the annual meeting of said district for the transaction of business will be held in the Swallow School Multi-Purpose Room, located at W299 N5614 County Road E, Hartland, Waukesha County, Wisconsin, on the 21st day of September, 2011, at 8:00 p.m. o'clock.

**Rebecca Morrison, Clerk
Swallow School District**

NOTICE OF BUDGET HEARING

(Section 65.90(4))

Notice is hereby given to the qualified electors of the Swallow School District that the budget hearing will be held at the Swallow School Multipurpose Room at W299 N5614 Highway E, Hartland, Wisconsin, on the 21st day of September, 2011, at 7:30 p.m. o'clock. A summary of the budget is printed below. Detailed copies of the budget are available for inspection in the District's office at W299 N5614 County Road E, Hartland, Wisconsin. Dated this 8th day of September, 2011.

**Rebecca Morrison, Clerk
Swallow School District**

VOTER ELIGIBILITY

- ◆ **United States Citizen**
- ◆ **Age 18 or older on election day**
- ◆ **Resident of the Swallow School District for ten (10) days before the September 21, 2011, meeting**

SWALLOW SCHOOL - ANNUAL MEETING REPORT

2011-12 BUDGET

**Swallow School District
Wednesday, September 21, 2011**

AGENDA

BUDGET HEARING – 7:30 P.M.

- I. Review of Expenditures
 - Actual 2010-11
 - Proposed 2011-12
- II. Review of Revenues
 - Actual 2010- 2011
 - Proposed 2011-12
- III. Discussion

ANNUAL MEETING – 8:00 P.M.

- I. Call to Order – Karen Trimble, Board President
- II. Election of Chairperson
- III. Approval of 2010 Annual Meeting Minutes
- IV. Old Business
 - Highlights of 2010-11 school year

Completion of unfinished business

- V. New Business
 - A. School Board Salaries
 - Approval of an annual salary for school board members is required
- VI. Adoption of 2011-12 Tax Levy

The Board of Education recommends that a tax for the operation and maintenance of the school General Fund (Fund 10) in the amount of \$4,506,485, Debt Retirement (Fund 39) the amount of \$498,844, Capital Expansion (Fund 41) in the amount of \$100,000, and Community Service (Fund 80) in the amount of \$7,132 for a total of \$5,112,461 to be levied upon the taxable property of the school district for the 2011-12 school year.

- VII. Any other business, which may legally come before the electorate at this time.
- VIII. Adjournment

SWALLOW SCHOOL – ANNUAL MEETING REPORT

DEFINITION OF TERMS – SCHOOL FUNDS

Fund 10 - General Fund: Used to account for all financial transactions relating to the district's current operations except for those required to be accounted for in other funds.

Fund 21- Special Revenue Trust Fund: Used to account for trust funds that can be used for district operations. The source of such funds is gifts and donations from private parties.

Fund 27 - Special Education Fund: Used to account for special education and related services funded wholly or in part with state or federal special education aid.

Fund 39 - Referendum Approved Debt Service Fund: Used for recording transactions related to repayment debt issues. Debt tax levies must be recorded in these funds.

Fund 41 - Capital Expansion Fund: Used for projects financed with the tax levy. State statute restricts the use of this fund for buildings and sites. These expenditures are for acquiring and remodeling buildings and sites and maintenance or repairs that extend or enhance the service life of buildings and building components, sites and site components.

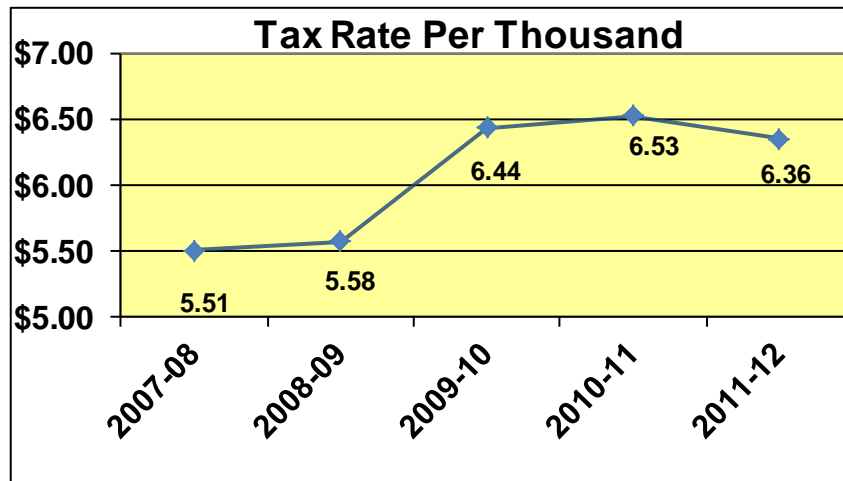
Fund 50 – Food Service Fund: Used to record all revenues and expenditures related to pupil food service activities.

Fund 80 – Community Service Fund: Used to account for activities such as adult education and community recreation programs.

SWALLOW SCHOOL – ANNUAL MEETING REPORT

TAX LEVY CALCULATION

2010-11 Local Tax Levy (Fund 10) General	4,742,566
2010-11 Local Tax Levy (Fund 39) Debt Service	502,068
Total Taxes 2010-11	5,244,634
 Proposed	
2011-12 Local Tax Levy (Fund 10) General	4,506,485
2011-12 Local Tax Levy (Fund 39) Debt Service	498,844
2011-12 Local Tax Levy (Fund 41) Capital Expansion	100,000
2011-12 Local Tax Levy (Fund 80) Community Service	7,132
Total Taxes 2011-12	5,112,461
 2010-12 Total Tax Levy-Actual	 5,244,634
2011-12 Total Tax Levy-Estimated	5,112,461
 Estimated Decrease	 132,173
 2010-11 Equalized Tax Rate /\$1000	 6.53
2011-12 Estimated Tax Rate /\$1000	6.36
2010-11 Estimated Dollar Decrease/\$1000	.17
Tax Levy Rate Estimated Decrease	2.52 %
 2010-11 Equalized Value (Actual)	 803,637,819
2011-12 Equalized Value (Estimated)	803,637,819
Estimated Increase	0%
 State & Federal Aid	
2010-11 (Unaudited)	1,890,869
2011-12 (Estimated)	1,355,595
Projected Decrease	-535,274



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GENERAL FUND BALANCE SHEET/REVENUE/EXPENDITURE DEFINITIONS

Fund Balance: assets minus liabilities

Revenues:

Local Sources: taxes, interest, student fees

Payment for Services: open enrollment in

State Sources: transportation, library, general aid, computer aid, special ed. aid

Federal Sources: Title I, Title II, Title IV, Title V, REAP grant, special ed. aid

Other: miscellaneous and adjustments

Expenditures:

Instruction: wages, benefits, instructional supplies and materials, workbooks, texts, substitute teachers

Pupil Support: counseling, curriculum development

Instructional Staff Services: library, aides, health room

General Administration: Board of Education, administration, secretarial, dues, fees, legal, audit

Business Administration: fiscal, transportation, operations, equipment, heat, electricity, custodial, systems maintenance, remodeling

Central Services: postage, printing, telephone, technology, copiers, business machines, purchased services

Insurance: liability, property, unemployment, workers' compensation

Debt Service: interest on short-term note

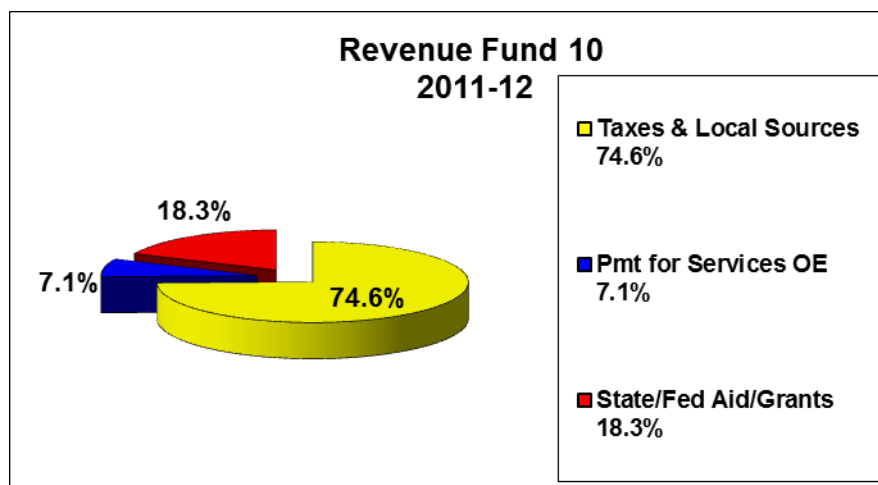
Other Support Services: OPEB early retirement benefits

Inter-Fund Operating Transfer: transfers for special education

Instructional Service Payments: AHS classes, band consortium, summer school, curriculum development, tuition (open enrollment out)

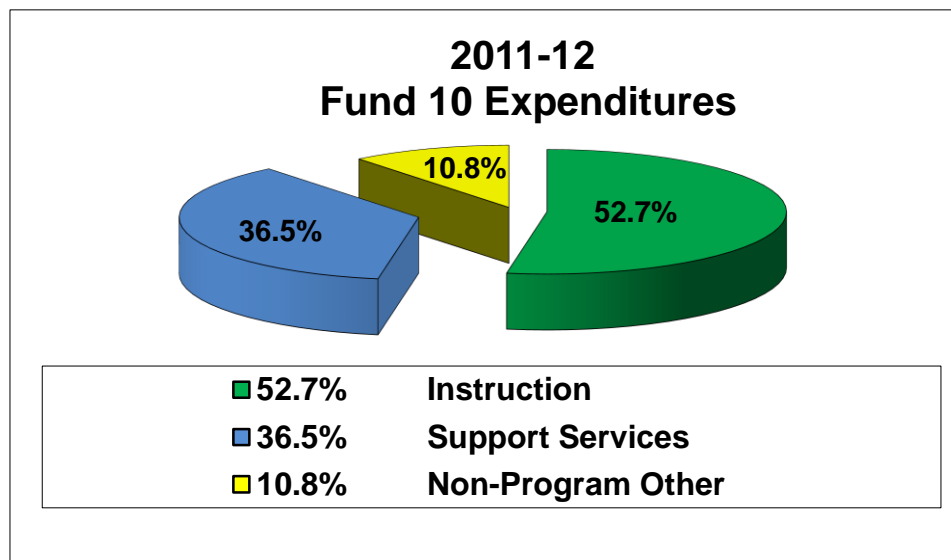
SWALLOW SCHOOL – ANNUAL MEETING REPORT

GENERAL FUND (FUND 10)	Audited 2009-10	Unaudited 2010-11	Budget 2011-12
Beginning Fund Balance (Account 930 000)	2,183,537	2,725,513	3,332,063
Ending Fund Balance, Committed	440,000	750,000	750,000
Ending Fund Balance, Unassigned	2,285,513	2,582,063	2,566,790
TOTAL ENDING FUND BALANCE (ACCT. 930 000)	2,725,513	3,332,063	3,316,790
REVENUES & OTHER FINANCING SOURCES			
<i>Local Sources</i>			
210 Taxes	4,606,802	4,742,566	4,506,485
240 Payments for Services	1,556	0	0
260 Non-Capital Sales	8340	7,232	7,000
270 School Activity Income	143,220	91,788	92,000
280 Interest on Investments	7,154	5,640	5,600
290 Other Revenue, Local Sources	30,695	30,328	30,500
Subtotal Local Sources	4,797,768	4,877,554	4,641,585
340 Payments for Services	90,972	300,851	444,672
Subtotal Other School Districts within Wisconsin	90,972	300,851	444,672
<i>State Sources</i>			
610 State Aid -- Categorical	20,670	23,091	20,000
620 State Aid -- General	988,702	1,313,194	1,116,215
690 Other Revenue	46	4	4
Subtotal State Sources	1,009,418	1,336,289	1,136,219
<i>Federal Sources</i>			
710 Transit of Aids	55,268	0	0
730 DPI Special Project Grants	7,619	6,784	0
750 IASA Grants	14,543	0	0
790 Other Federal Revenue	52,116	289,439	0
Subtotal Federal Sources	129,546	296,223	0
<i>Other Revenues</i>			
960 Adjustments	2,913	0	0
990 Miscellaneous	9,095	3,791	500
Subtotal Other Revenues	12,008	3,791	500
TOTAL REVENUES & OTHER FINANCING SOURCES	6,039,712	6,814,708	6,222,976



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GENERAL FUND (FUND 10)	Audited 2009-10	Unaudited 2010-11	Budget 2011-12
EXPENDITURES & OTHER FINANCING USES			
<i>Instruction</i>			
110 000 Undifferentiated Curriculum (K-5)	1,758,123	1,915,784	1,781,600
120 000 Regular Curriculum (6-8)	1,270,573	1,253,608	1,130,470
140 000 Physical Curriculum	172,536	209,590	249,000
160 000 Co-Curricular Activities	32,731	32,989	33,000
170 000 Other Special Needs	93,618	98,473	93,500
Subtotal Instruction	3,327,581	3,510,444	3,287,570
<i>Support</i>			
210 000 Pupil Services	70,134	67,369	66,836
220 000 Instructional Staff Services	273,515	282,245	409,350
230 000 General Administration	410,807	432,333	449,300
250 000 Business Administration	628,760	818,883	745,060
260 000 Central Services	227,863	453,372	458,143
270 000 Insurance & Judgments	33,559	40,463	61,120
280 000 Debt Services	21,428	13,016	35,000
290 000 Other Support Services	28,631	22,232	53,200
Subtotal Support	1,694,697	2,129,913	2,278,009
<i>Non-Program Transactions</i>			
410 000 Inter-Fund Transfers	338,926	397,331	553,420
430 000 Instructional Service Payments	124,732	168,732	119,250
490 000 Other Non-Program Transactions	11,799	1,738	0
Subtotal Non-Program Transactions	475,457	567,801	672,670
TOTAL EXPENDITURES & OTHER FINANCING USES	5,497,736	6,208,158	6,238,249



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OTHER FUNDS AND SUMMARY

SPECIAL PROJECT FUNDS (FUNDS 21, 27)	Audited 2009-10	Unaudited 2010-11	Budget 2011-12
900 000 Beginning Fund Balance	2,200	30,486	28,289
900 000 Ending Fund Balance	30,486	28,289	23,289
TOTAL REVENUES & OTHER FINANCING SOURCES	647,437	651,243	773,161
TOTAL EXPENDITURES & OTHER FINANCING USES	619,151	653,440	778,161

DEBT SERVICE FUND (FUND 39)	Audited 2009-10	Unaudited 2010-11	Budget 2011-12
900 000 Beginning Fund Balance	156,476	149,889	142,846
900 000 ENDING FUND BALANCES	149,889	142,846	135,514
TOTAL REVENUES & OTHER FINANCING SOURCES	510,314	502,218	498,994
281 000 Long-Term Capital Debt	516,901	509,261	506,326
TOTAL EXPENDITURES & OTHER FINANCING USES	516,901	509,261	506,326

CAPITAL PROJECTS FUND (FUNDS 41)	Audited 2009-10	Unaudited 2010-11	Budget 2011-12
900 000 Beginning Fund Balance	32,003	124,287	124,623
900 000 Ending Fund Balance	124,287	124,623	225,023
TOTAL REVENUES & OTHER FINANCING SOURCES	92,284	336	100,400
200 000 Support Services	0	0	0
TOTAL EXPENDITURES & OTHER FINANCING USES			

FOOD SERVICE FUND (FUND 50)	Audited 2009-10	Unaudited 2010-11	Budget 2011-12
900 000 Beginning Fund Balance	10,941	9,673	0
900 000 ENDING FUND BALANCE	9,673	0	0
TOTAL REVENUES & OTHER FINANCING SOURCES	137,406	152,778	162,000
TOTAL EXPENDITURES & OTHER FINANCING USES	138,674	162,451	162,000

COMMUNITY SERVICE FUND (FUND 80)	Audited 2009-10	Unaudited 2010-11	Budget 2011-12
900 000 Beginning Fund Balance	465	16,868	4,868
900 000 ENDING FUND BALANCE	16,868	4,868	0
TOTAL REVENUES & OTHER FINANCING SOURCES	27,200	0	7,132
TOTAL EXPENDITURES & OTHER FINANCING USES	10,797	12,000	12,000

MINUTES OF ANNUAL MEETING, SEPTEMBER 15, 2010

Present: Karen Trimble, John Fuhs, Stephanie Wartman and Rebecca Morrison. Superintendent Jeffrey Klaisner and 4 other voting members of the school district were also present.

Guests: Joan Fritzler and Kristin Magnuson

CALL TO ORDER

After a review of the district expenditures during the 2009-2010 school year and the proposed 2010-2011 school budget, Karen Trimble, School Board President, who served as the temporary chairperson during the election of the permanent chairperson, called the meeting to order at 8:00 p.m.

ELECTION OF A MEETING CHAIRPERSON

Bob Rosch moved to nominate Karen Trimble as the Chairperson of the Annual Meeting. Rebecca Morrison seconded. Stephanie Wartman moved to close nominations and Bob Rosch seconded. Motion was carried unanimously by a voice vote.

APPROVAL OF ANNUAL MEETING MINUTES

Stephanie Wartman moved to approve the minutes of the September 16, 2009 Annual Meeting as presented. Rebecca Morrison seconded and the motion was carried unanimously by a voice vote.

OLD BUSINESS

Mr. Klaisner commented on the successful start of another school year. Mrs. Fritzler was complimented for her good job managing finances. In addition, the Annual Meeting report was reviewed.

NEW BUSINESS

Bob Rosch moved to raise school board member salaries from \$1,500 per year to \$1,800 per year. Jeff Klaisner seconded and the motion was carried unanimously by a voice vote.

Bob Rosch moved to approve a tax for the operation and maintenance of the school (Fund 10) in the amount of \$5,011,746, debt retirement (Fund 30) in the amount of \$502,068, for a total of \$5,513,814 to be levied upon the taxable property of the school district for the 2010-2011 school year. Rebecca Morrison seconded and the motion was carried unanimously by a voice vote.

OTHER BUSINESS

John Fuhs moved to allow the School District to sell equipment that is no longer needed for education. Bob Rosch seconded and the motion was carried unanimously by a voice vote.

ADJOURNMENT

Rebecca Morris moved to adjourn the Annual Meeting. Bob Rosch seconded and the motion was carried unanimously on a voice vote. The meeting ended at 8:15 p.m.

Respectfully submitted,
Jeffrey Klaisner, Superintendent

SWALLOW SCHOOL CALENDAR 2011-12

August 30/31	Staff Inservice/Staff Development
September 1	First Day – Early Release Day, 1:00 p.m.
September 5	NO SCHOOL (Labor Day)
October 7	Early Release Day, 12:00 dismissal
October 13	Early Release Day, 11:30 a.m. dismissal Parent/Teacher Conferences 12:30 – 8:00 p.m.
October 14	No School for 7 th & 8 th Graders 7 th /8 th Grade Parent Teacher Conferences, 8:00-3:30 p.m. K-6 Early Release Day, 11:30 a.m. K-6 Parent Teacher Conferences, 12:30-3:30 p.m.
October 27/28	NO SCHOOL (Teachers' Convention)
November 7	Early Release Day, 12:00 dismissal
November 24/25	NO SCHOOL (Thanksgiving Break)
December 1	Early Release Day, 12:00 dismissal
December 23 - January 2	NO SCHOOL (Winter Break)
January 23	NO SCHOOL (Teacher Workday)
February 1	Early Release Day, 12:00 dismissal
February 20	NO SCHOOL (Mid-Winter Break)
March 1	Parent-Teacher Conferences, 3:30-8:00 p.m.
March 2	Early Release Day, 11:30 a.m. dismissal Parent Teacher Conferences, 12:30-3:30 p.m.
March 6	Early Release Day, 12:00 dismissal
March 30	Early Release Day, 12:00 dismissal
April 6-15	NO SCHOOL (Spring Break)
April 23	Early Release Day, 12:00 dismissal
May 28	NO SCHOOL (Memorial Day)
June 8	Last Day of School, 12:00 dismissal

SWALLOW SCHOOL – ANNUAL MEETING REPORT

REQUIRED NOTICES

State and Federal Laws require school districts to annually publish certain notices including the following:

1. **Student Records** – Parents/guardians have the right to inspect and review their child’s education records. This may be done on days the school office is open between 8:00 am and 4:00 pm. Amendments to the student’s education records may be requested from the Administrator at the time of inspection.
2. **Directory Data** – District Policy 371* - The Education Foundation/District publishes a directory that includes student and parent/guardian names, addresses, and telephone numbers. If a parent/guardian does not want this information to be published, please inform the District by September 15, 2011.
3. **Religious Accommodation** – The District provides, upon written request by a parent/guardian, reasonable accommodation of a student’s sincerely held religious beliefs with regard to examinations and other academic requirements. The request is to be made to the Administrator at least five (5) school days prior to the requested accommodation.
4. **Electronic Paging** – District Policy 452* prohibits a pupil from using an electronic paging or two-way communication device while on the school premises during regular school hours unless the Administrator determines that the device is used for medical, school, educational, vocational, or legitimate use.
5. **Student Attendance** – District Policy 430* details student attendance requirements. State law requires a parent/guardian having control over a student ages 6-18 to require that the student attend school regularly during the full period and hours that school is in session. If a student is to be absent for legitimate reasons, e.g. illness (medical verification may be required), family emergency or crisis, etc. the school is to be notified. If the reason is legitimate and the school is notified of the absence, the absence will be excused and makeup work accepted without penalty. If absences or tardiness becomes a problem, the parents will be contacted. If the pattern of absences continues after the contact, a referral to the appropriate agencies will be initiated.
6. **Searches and Seizures** – District Policy 444* includes detailed circumstances under which a search of lockers may be initiated. Essentially this policy delineates that the lockers belong to the school and that students have no property interest in any locker.
7. **Student Transportation** – Student transport to and from school (busing) is provided by Dousman Transport Co., Inc. and governed by District Policy 910* and the Arrowhead District Transportation Cooperative (ADTC). A complete copy of the ADTC Student Transportation Policy* can be obtained from the school office.

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REQUIRED NOTICES

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7. **Student Privacy** – As required by the United States Department of Education, the following District Policies reference student privacy issues: Student Exemption Guidelines - 321*, Student Records – 370*, Directory Data – 371*, Searches and Seizures – 444*, Relations with Law Authorities – 445*, and District Questionnaires and Surveys – 801*.

9. **Human Growth and Development** – Students receive instruction in Human Growth and Development in fifth and eighth grades. A notice of instruction, curriculum outline, and parent meeting to preview instructional materials is mailed to all parents of students in those grades prior to the start of instruction. Related District Policies include Student Exemption Guidelines - 321*, Teaching Controversial Issues - 324*, Selection of Instructional Materials - 322*, and Reconsideration of Instructional Materials - 323*.

10. **Title I Programs** – As required by the *No Child Left Behind Act* and as a condition for receiving federal Title I program funds, Swallow School is required to make available information regarding the professional qualifications of its teaching staff. Parents may request the following information from the school office: teacher licensing, teacher education degrees and certifications, qualifications of paraprofessionals.

11. **Communication with the Public** – District Policy 800 – The Board of Education is committed to ongoing, open, two-way communication with District residents. By law, the Board must conduct its business in open and public meetings except for legally excluded matters. In addition, the Board will provide for open discussion of all business before them prior to taking action on the issue.

12. **Student Bullying** – District Policy 481 - The Swallow School District Board of Education supports an educational environment that is free of bullying. It is the policy of the District that its students, employees, or volunteers will not be allowed to engage in any form of bullying or intimidation toward other students, employees, or volunteers.

In addition to providing an opportunity for input at each board meeting, the district will prepare and distribute printed materials that describe what is happening and what is upcoming in the District.

* For copies of complete District Policies, go the www.swallowschool.org.

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PUBLIC NOTIFICATION OF NONDISCRIMINATION POLICY

The Swallow School District does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in employment.

RECORD ENROLLMENT EXPECTED

The district continues to experience increases in enrollment. The rise in resident enrollment has resulted in a reduction in open enrollment students. The grade level enrollments on the first day of school were:

K =48
1 = 63
2 = 61
3 = 66
4 = 74
5 = 69
6 = 70
7 = 74
8 = 77

TOTAL: 602