

**SWALLOW SCHOOL DISTRICT  
W299 N5614 Highway E  
Hartland, Wisconsin 53029**

**POLICY COMMITTEE MEETING                      March 15, 2012                      7:00 a.m.**

Present: Karen Trimble, Rebecca Morrison and Melissa Thompson

The Policy Meeting convened at 7:15a.m.

**DISCUSSION**

**Review & Revise Current Policies**

1. Open Enrollment, Policy 422 - Reviewed and discussed as there are several changes that need to be made as a result of the recently passed Act 114. Suggested changes will be brought forth to the Board to consider. Additionally, the Administrative Rule which was called for by the previous policy but had not been developed was presented. This Administrative Rule is in full compliance with new state practices and extant Board policy related to Open Enrollment.
2. School Admissions, Policy 420 – Due to state-level changes to school admissions criteria, this policy must be revised. The proposed revisions were reviewed and will be presented to the full Board for consideration.

**Removal of Exiting Policies**

1. Electronic Paging Devices, Policy 452- Due to changes in our Technology Acceptable Use Policy and Guidelines, this policy is now in conflict with other policies and practices. It was agreed that it should be brought to the full Board for consideration of removal.
2. Job Descriptions: Principal, Policy 201.2R- There was discussion related to whether job descriptions should be Board policies or simply on file in the Business Office. Discussion was had and consensus reached that with the exception of the Superintendent's Job Description which is tied to Board Policy from an evaluation standpoint, other job descriptions would be available to employees for review in the Business Office and also presented to them at the time of hire or alteration moving forward.

**ADJOURNMENT**

The Policy Committee meeting was adjourned at 7:40 a..m.

Respectfully submitted,

Melissa Thompson  
Superintendent

Approved: \_\_\_\_\_

\_\_\_\_\_, President

\_\_\_\_\_, Clerk