

SWALLOW SCHOOL DISTRICT
W299 N5614 Highway E
Hartland, Wisconsin 53029

POLICY COMMITTEE MEETING **October 26, 2011** **6:30 p.m.**

Present: Karen Trimble, Rebecca Morrison, and Melissa Thompson

The Policy Committee Meeting convened at 6:30 p.m.

Discussion Items

Review Current Policies

1. Electronic Paging Devices, Policy 452: Discussion and review took place in relation to this policy because it seems out of date given current technologies and our desire to have students use devices for educational purposes that contradict this policy. Mrs. Thompson will check to see if we still need this policy or whether we can simply modify the Technology Access and Use Policy to meet any statutory requirements as well as current practices and desired policy with respect to technology. An update on this will be shared at the November Board meeting.
2. Technology Access and Use, Policy 380: Because of the new Technology Acceptable Use Guidelines and sign off in place, updates will be made to this policy and taken to the board for a first reading in November.

Development of New Policies

1. Accounts Receivable Collections Policy: Discussion and review of present policies in other districts as a first step. The auditors have suggested that we need such a policy in place so we are working toward compliance. A first draft will be brought to the November Board meeting.
2. Administrative Rule to accompany Honor Roll, Policy 354: Per this policy, an administrative rule needs to be developed which designates the GPA requisite to be considered for Honor Roll or High Honor Roll. A first draft will be brought to the November Board meeting.

Update on Employee Handbook Process

Mrs. Thompson shared that she has now met with the Board, support staff, and teachers to complete the feedback and prioritization groundwork to begin the creation of our handbook. She will travel to Madison tomorrow to meet with Bob Butler, WASB attorney, to gain legal advice based on questions and feedback from these three meetings.

ADJOURNMENT

The Policy Committee adjourned at 8:00 p.m.

Respectfully submitted,

Melissa Thompson
Superintendent

Approved: _____

_____, President

_____, Clerk