

SWALLOW SCHOOL DISTRICT
W299 N5614 Highway E
Hartland, Wisconsin 53029

POLICY COMMITTEE MEETING October 8, 2013 7:00 a.m.

Present: Karen Trimble, Rebecca Morrison, Kyle Moore, and Melissa Thompson

The Policy Meeting convened at 7:01 a.m.

DISCUSSION

A. The following policies were reviewed at the October Policy Committee meeting.

1. Policy 420—School Admissions: Many other school districts require families to submit a child's birth certificate at initial enrollment into the district. Discussion was had as to whether we should adopt this practice at Swallow. Administration will consult with our attorney to discuss this concept further.
2. Policy 430—Attendance: Discussion was had related to the need to update this policy to comply with current statute and to help community members understand that attendance data is used for the district's state performance report. Changes will be drafted and discussed again at the next Policy Committee meeting.
3. Policy 821.1—District Questionnaires and Surveys: Recommendations were made to update this policy to reflect best practice. An updated draft will be presented for review at the next Policy Committee meeting.
4. Policy 821.2—Directory Data: Because of changing ways in which student information flows with technology in the 21st century, legal counsel will be asked to review this policy to ensure that the district is in compliance with all relevant statutes and that the policy meets practical needs.
5. Policy 821.3—District Newsletters. This policy is being reviewed and revised to reflect updated strategy and plans so that community members and other interested persons know where to find information, when to expect it, and in what format.

B. Proposal for New Policies

1. Policy 333-Parent Rights and District Programs/Activities: Due to changes in recent legislation, the district needs to adopt a Board Policy to address Parent Rights related to District Programs/Activities. A sample was reviewed and will be revised for the next Policy Committee meeting.

2. Due to a recent uptick in requests for research to be conducted at Swallow by outside interests, Board Policy 821.1—District Questionnaires and Surveys was reviewed along with a potential new policy that would better define for such researchers conditions and expectations for conducting research in the school district. The new policy would become Policy 893—Relations with Educational Researchers. A draft of this new policy for Swallow will be presented at the next Policy Committee meeting.

C. Other Business

1. Open Enrollment Policy and Procedures: Discussion was had to review Board Policies 423--Open Enrollment, 423R—Open Enrollment Procedures, and 343.2—Class Size following this year's open enrollment window and lottery process. It was agreed that Board Policies 423 and 423R do not need revision at this time. Discussion about having a range instead of a number for the optimal class size and the increase from 1st to 2nd grade in this range will lead to further conversation with the DPI about use of the range for open seat determination for open enrollment purposes.
2. Distribution of Materials Policy Concept: There has been a dramatic increase in the requests being made by community groups and private organizations to distribute information and literature to Swallow students and staff. It was agreed that guidelines for this should be drafted and reviewed at a future meeting to ensure clarity as to how administrative decisions are being made about the distribution of materials to students and staff.

ADJOURNMENT

The Policy Committee meeting was adjourned at 8:06 a.m.

Respectfully submitted,

Melissa Thompson
Superintendent

Approved: _____

_____, President

_____, Clerk