

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

**POLICY COMMITTEE MEETING**

**February 24, 2015**

**7:00 a.m.**

Present: Rebecca Morrison and Melissa Thompson

Excused: Karen Trimble

The Policy Meeting convened at 7:08 a.m.

**DISCUSSION**

- A. Review Current Policies:** Committee members reviewed the 300 and 400 series policies. Administration and Coordinators of Instruction are continuing to finalize review of these policies and will finalize proposed updates with legal counsel in the next month before bringing them forward at a future School Board meeting for consideration.
  
- B. Update on Job Descriptions in Development:** Members reviewed and discussed the job descriptions for the Reading Specialist, Coordinator of Instruction and Activities, Coordinator of Instruction and Student Services, and Effectiveness Coaches. These job descriptions will be brought forward at a future School Board meeting for consideration.
  
- C. Potential New Policies:** New policies were proposed and discussed including Use of Epinephrine Auto-Injector on School Premises or At A School-Sponsored Activity and an Allergy Management Policy. Drafts of both policies will be brought forward at a future School Board meeting for consideration.

**ADJOURNMENT**

The Policy Committee meeting was adjourned at 7:42 a.m.

Respectfully submitted,

Melissa Thompson  
Superintendent

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

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

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