

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

**POLICY COMMITTEE MEETING**

**October 6, 2014**

**7:00 a.m.**

Present: Rebecca Morrison and Melissa Thompson

Excused: Karen Trimble

The Policy Meeting convened at 7:00 a.m.

**DISCUSSION**

- A. Review Current Policies:** Committee members reviewed the 100s series and recommended that the full board review policies 110—Educational Philosophy and 111-District Goals. The 200s series was also reviewed and as job descriptions for other positions are created and reviewed, so will be the ones for the Principal and Superintendent. Additionally, due to changes to state statute the district’s Open Enrollment policy is under review. Finally, suggested changes to 453.1—Nursing and Emergency Services and 751—Student Transportation will be brought to the full board for consideration.
- B. Update on Job Descriptions in Development:** It was discussed that job descriptions for the following positions are in the process of being created: Reading Specialist, Coordinator of Instruction and Activities, Coordinator of Instruction and Student Services, and Effectiveness Coaches. Drafts for Board review should be brought to the November Board meeting. Additionally, the job description for the Director of Business Services will also be reviewed at that time in preparation for the posting of this position due to retirement.
- C. Potential New Policies:** The addition of the following as new policies, based on changes to state statute, were discussed and will be reviewed with district legal counsel: Use of An Epinephrine Auto-Injector on School Premises or At A School-Sponsored Activity and an Allergy Management Policy.

**ADJOURNMENT**

The Policy Committee meeting was adjourned at 7:35 a.m.

Respectfully submitted,

Melissa Thompson  
Superintendent

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

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

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