

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

EMPLOYEE RELATIONS/PERSONNEL COMMITTEE MEETING June 1, 2012 7:00 a.m.

Present: Karen Trimble, John Fuhs and Melissa Thompson

The Employee Relations/Personnel Committee Meeting convened at 7:02 a.m.

INFORMATIONAL ITEMS

Mrs. Thompson discussed the Staff Meeting to be held on June 4th and the Staff Recognition Luncheon scheduled for June 8th.

DISCUSSION

Mrs. Thompson informed the committee of a teacher that resigned. The posting of the open position and timeline for hire were discussed.

The progress of the Master Schedule was discussed.

Mrs. Thompson shared the preliminary support staff needs for 2012-2013.

Plans for the dissemination of the Employee Handbook and Employment Addendums were discussed.

ADJOURNMENT

The committee meeting adjourned at 7:44 a.m.

Respectfully submitted,

Melissa Thompson
Superintendent

Approved: _____

_____, President

_____, Clerk