

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

**EMPLOYEE RELATIONS MEETING                      October 15, 2012                      6:30 p.m.**

Present: Karen Trimble, John Fuhs, Bob Antholine, Melissa Thompson, Kristine Perugini, Michele Whaley, Marge Mosey, Doug Destache, Lori Alvarez, and Joan Fritzler.

The Employee Relations Committee convened at 6:32 p.m.

**DISCUSSION**

- A. Employee Handbook Ongoing Review and Updating Process: The committee discussed what a feasible review and updating process would be for the Employee Handbook. The group agreed that a review in early Spring would be the best timing to allow for updates to be known to staff prior to the end of the school year annually.
  
- B. 2013-2014 Calendar Discussion: The committee reviewed and discussed various proposals for the placement of Spring Break and/or the traditional end of October Fall Break. Feedback and dialogue will continue with the Arrowhead Area Superintendent's group about these proposals.
  
- C. Salary Structure moving forward for Teachers and Support Staff: A short discussion was had to clarify the difference between negotiating base wage under Act 10 and what the committee's role and ownership is related to reviewing the salary structures in place for teachers and support staff moving forward. The committee will begin with this topic at the next meeting.
  
- D. Evaluation Process and Related Forms: This was tabled until the next meeting due to time constraints.
  
- E. Other Business: The administration clarified the purpose of the committee and the committee determined shared commitments to accomplish this work.

**ADJOURNMENT**

The Employee Relations Committee meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Melissa Thompson  
Superintendent

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

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

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