

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

**EMPLOYEE RELATIONS MEETING**                      **November 12, 2012**                      **4:00 p.m.**

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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 4:04 p.m.

**DISCUSSION**

- A. Evaluation Process and Related Forms: Teacher forms from the state pilot we are participating in and adapted ones from other local districts that use the Danielson model were reviewed. There was consensus that both sets of forms provide the same process and feedback to inform the formal evaluation process and end result. Because we have some teachers participating in the state pilot this year and others using the forms Bob Antholine and Melissa Thompson adapted, teachers will be asked for feedback who have been evaluated in December to inform further committee work in this area.

Support staff evaluation forms were also reviewed and Bob Antholine and Marge Mosey will meet with other support staff members to gather feedback for our next meeting.

- B. Salary Structure moving forward for Teachers and Support Staff: Due to time constraints, committee members agreed to bring ideas to the next meeting regarding what certifications, degrees, or other criteria should define our salary structure for both teachers and support staff moving forward.

- C. Other Business:

1. 2013-2014 Calendar Discussion: Over the last month since the prior meeting other area districts have begun to set their 2013-14 school calendars. There is not consistency across these districts for the timing of Spring Break as some are off the week inclusive of Good Friday and others are off beginning with Good Friday through the following week. The Arrowhead Area School Superintendents will convene again on Monday the 19th to finalize our area draft for each local School Board's consideration.

The next meeting will be Monday, December 10 at 4pm.

**ADJOURNMENT**

The Employee Relations Committee meeting was adjourned at 5:48 p.m.

Respectfully submitted,

Melissa Thompson  
Superintendent

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

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

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