

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

**EMPLOYEE RELATIONS MEETING                      December 10, 2012                      4:00 p.m.**

Present: 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. Salary Structure moving forward for Teachers and Support Staff: Discussion was had related to areas of consideration for Supplemental Pay moving forward for both the Support Staff and Teachers. Feedback from both groups will be brought back for the January meeting.
- B. Evaluation Process and Related Forms: Feedback from the Support Staff was shared by Bob Antholine and Marge Mosey which included appreciation for consistent forms and the chance to meet with a supervisor to discuss feedback. Teacher feedback will be discussed in January.
- C. Proposed Updates to Employee Handbook: The Handbook and two addendums were reviewed and issues of concern to all staff were brought forward to the committee. Per prior discussion, a list is being kept by administration of such concerns and areas that need to change due to statutory changes or other regulations (i.e. change in Flex Spending withholdings, etc.) and will be used later in the Spring when a full slate of changes for the next school year are brought forward.
- D. Other Business:
  - 1. 2013-2014 Calendar Discussion: The Arrowhead Area Superintendents approved a calendar for the 13-14 school year. The next step is to have each school's Board formally approve the calendar with any customization for each school community. Staff feedback is being sought based on the calendar and will be discussed at the January meeting so that formal Board action can be taken to approve the calendar in January.
  - 2. Setting of Next Meeting: The next meeting will be Monday, January 7 at 4pm.

**ADJOURNMENT**

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

Respectfully submitted,

Melissa Thompson  
Superintendent

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

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

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