

## Englebert, Shari

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**From:** Weissenburger, Fred  
**Sent:** Monday, November 21, 2011 4:17 PM  
**To:** HAC  
**Cc:** Englebert, Shari  
**Subject:** FIRST MEETING

**Handbook Advisory Committee  
First Meeting  
November 28, 2011 Central Office  
6:30-8:00 PM**

Good Afternoon.....Thank you for agreeing to serve on the Handbook Advisory Committee! This is a very important committee with a big challenge ahead of us. All of our meetings will be held at the Central Office (usually in the Gym area) from 6:30-8:00 PM. We plan to start and end on time in recognition of everyone's busy schedule and time commitment. As a reminder, the schedule of dates for the entire slate of meetings is listed below:

- November 28<sup>th</sup>
- December 12<sup>th</sup>
- January 16<sup>th</sup>, 2012
- January 30<sup>th</sup>
- February 13<sup>th</sup>
- February 27<sup>th</sup>
- March 12<sup>th</sup>

At the first meeting we will spend a significant portion of the meeting becoming familiar with one another and establishing ground rules for future discussions. My hope is that the time spent at the beginning of the process will allow us to function as a more effective group. A brief, specific agenda for the meeting on November 28<sup>th</sup> is listed below:

- Welcome and Introductions (Michelle Golden)
- Purpose of the Committee (Fred Weissenburger)
- Group Norms Activity (Heather Grant)
- Employee Handbook Framework (Michelle Golden)
- Next Meeting/Homework (Fred Weissenburger)

I look forward to seeing all of you on the 28<sup>th</sup>, and best wishes for a safe and fulfilling Thanksgiving Holiday!

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