

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

**EMPLOYEE RELATIONS MEETING                      January 27, 2015                      6:00 p.m.**

Present: Karen Trimble, John Fuhs, Joan Fritzler, Kyle Moore, Charisse Kroner, Marge Mosey  
Kate Garman, and Melissa Thompson

Excused: John Quast and Michele Whaley

The Employee Relations Committee Meeting convened at 6:02 p.m.

**DISCUSSION**

A. Culture, Morale, and Celebrations: Committee members shared celebrations and areas of concern related to morale. Overall morale is in a good place as the staff works hard together to adjust to different ways of doing things to better meet student needs.

B. Staffing for 2015-16: The committee reviewed the district's *Key Process: Personalizing Student Learning and Services: Master Schedule Creation* document and discussed how enrollment, budgetary considerations, and staffing all play a role in this important process. This will be revised based on feedback and presented to the full staff in February. Additionally, the *Consideration for Future Assignments* sheet was reviewed and will be sent out to all staff in the coming days.

C. Employee Handbook & Contract Provisions Review: Committee members began the review process for the Employee Handbook and addendums, which is to be completed prior to the issuance of teacher contracts and letters of appointment for support staff in the spring. Topics discussed included statutory changes to policies which must be updated, the need to finalize guidelines for both teacher and support staff evaluation processes now that the implementation of Educator Effectiveness is here, the inclusion of spouses in the health insurance wellness program participation wording, and language around liquidated damages for teachers asking to resign from their contracts. Final wording for proposed changes to any parts of the handbook will be reviewed by the committee in early March.

D. Professional Growth and Evaluation

1. Staff Development Offerings: Committee members discussed that the professional development for support staff has hit the mark and been very well received. This is similarly true for teachers, however due to the amount of changes this year; there is a significant amount of learning going on for everyone. Administration reiterated the focus for professional development for the remainder of the year is around the implementation and continued evolution of Target Based Grading. Feedback will continue to be gathered from the Professional Development committee to ensure that needs are being addressed via professional development offerings.

2. Implementation of Evaluation System for Teaching Staff: Overall the implementation of this system is going well. The Educator Effectiveness Coaches have been working with administration to plan for staff development and support throughout this full implementation year. Melissa Thompson and Charisse Kroner are working to finalize guideline documents for the staff to continue to bring clarity and understanding to the process.

E. Determination of April Meeting Date: It was discussed that the committee will instead need to meet in early March. A date will be selected for this in the near future.

**ADJOURNMENT**

The meeting was adjourned at 7:54 p.m.

Respectfully submitted,

Melissa Thompson  
Superintendent

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

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

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