

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

**EMPLOYEE RELATIONS MEETING                      October 22, 2014                      6:00 p.m.**

Present: Karen Trimble, John Fuhs, John Quast, Joan Fritzler, Kyle Moore, and Melissa Thompson

Staff members: Charisse Kroner, Michele Whaley, Marge Mosey and Kate Garman.

The Employee Relations Committee Meeting convened at 6:04 p.m.

**DISCUSSION**

**A. Welcome, Committee Purpose, & Shared Commitments:** The group discussed the committee's purpose and main areas of focus for the year, and created shared commitments for the good of the group.

**B. Start to the Year: Culture, Morale, and Celebrations:** Committee members shared their viewpoints and those from other staff members about the start of the year and how things are going. Staff overall report feeling very positive about the year and very supported in the implementation of many different ways of doing things this year.

**C. 2015-2016 Calendar Discussion and Beyond:** The committee reviewed Arrowhead's approved 2015-16 calendar and determined a proposed professional calendar for Swallow for 2015-16 for full board consideration.

**D. Process for Changes to Employee Handbook:** The committee reviewed the process and usual timeline used for changes and updates to the Employee Handbook.

**E. Compensation and Benefits**

1. Wellness Programming: The committee reviewed the health insurance coop's Wellness Discount Schedule and the manner in which staff have been engaged in the process of understanding the district's wellness objectives.

2. Professional Staff Compensation Design Process So Far & Next Steps: An overview of the work completed over the prior three school years in this area was discussed and it was decided that this is important work to advance. Melissa Thompson will be in touch with current committee members to ensure their interest in remaining on the committee, then the committee will convene in November for an organizational meeting.

**F. Professional Growth and Evaluation**

1. Staff Development Offerings: The committee discussed how professional development needs are being met and made suggestions for next steps. These will be considered by Principal Moore and the staff development committee and used for future planning.

2. Implementation of Evaluation System for Teaching Staff: Teaching staff shared the nuances of getting the DPI model for Educator Effectiveness off the ground, including some challenges with TeachScape which are believed to be resolved. Overall, all training and the first steps of the process have been completed and are going reasonably well.

G. **Determination of January Meeting Date**: The next committee meeting will be Tuesday, January 27 at 6pm in the library.

**ADJOURNMENT**

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

Respectfully submitted,

Melissa Thompson  
Superintendent

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

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

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