

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

**EMPLOYEE RELATIONS COMMITTEE MEETING      January 25, 2016      3:30 p.m.**

Present: Susie Polentini, Kyle Moore, Kate Garman, Charisse Kroner, Sue Peterson, Marge Mosey, Jeremy Struss and Melissa Thompson

Excused: John Fuhs

The Employee Relations Meeting convened at 3:34pm.

**DISCUSSION**

- A. **Committee Communication and Feedback Loop:** Committee members discussed strategies being used to ensure all school staff are hearing about this committee's work and have the chance to provide feedback for decision making.
- B. **Our Focus on People:** Committee members discussed the concept of redesigning the professional compensation model as a step towards establishing a flexible staffing model and what the process to explore this could look like. Committee members will review process suggestions and plan out a timeline for this work at the next committee meeting and begin to share rationale for this work with staff members.
- C. **Employee Handbook Review and Revision Process:** The process used to review and revise the handbook was discussed and committee members were asked to solicit feedback from all staff before the next committee meeting for consideration.
- D. **Determination of Key Messages and Next Steps for Committee:** This will be completed by committee members electronically and shared with staff.
- E. **Next Committee Meeting Date:** The committee will meet on February 24 at 3:30pm.

**ADJOURNMENT**

The Employee Relations Committee meeting was adjourned at 4:55pm.

Respectfully submitted,

Melissa Thompson  
Superintendent

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

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

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