

**Palmyra-Eagle Area School District
Human Resources Committee Meeting
Jean Reith, Chairperson
Thursday, July 15, 2021, 4:30 PM
P-E MS/HS - Community Center- 123 Burr Oak Street, Palmyra**

All meetings are subject to Wisconsin Statutes - Open Meeting Laws (19.81-19.98)

"In compliance with Open Meeting Law, it is hereby posted that the following committees of the School Board of the Palmyra-Eagle Area School District will meet on the following dates and times. It is possible that a quorum may exist at one or more of the Board Committee meetings, as a Board member who is not an official member of a committee may attend. No Board action will be taken at any of the Committee Meetings."

Please be advised that this meeting is being held in public and individuals choosing to attend and participate will be expected to practice "social distancing" consistent with the Emergency Orders issued by the State of Wisconsin in light of the current COVID-19 pandemic.

I. Call to Order

II. Roll Call – quorum (2) of this committee required to proceed

III. Agenda

1. Update on Guidance Counselor Hiring - Doris part of interview panel as the board representative
2. What is the Hiring Interview Process?- What can and is being done when selecting candidates and in interviews?
3. Update on status of Employee Handbook - Katie has input for changes. Is Johanna assigned to review and present updates?
4. Review last Benefit Enrollment and what may occur in the future?
5. Review current job responsibilities of the Business Office. Need an update on who the Board Secretary responsibilities are assigned to. Board Secretary needs to be at all committee meetings and board meetings.

IV. Adjourn

Jean Reith, Chairperson: _____

Tara LeRoy, Member: _____

Doris Parsons, Member: _____

Other Board Members Present: _____