

**Palmyra-Eagle Area School District
Human Resources Committee Meeting
Jean Reith, Chairperson
Wednesday, December 15, 2021, 4:00 PM
P-E MS/HS - IMC 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** - called to order at 4:12 PM
- II. **Roll Call – quorum (2) of this committee required to proceed - Jean Reith, Doris Parsons, and Tara LeRoy. Also in attendance - Sue Fischer.**
- III. **Agenda**

- 1. Approve November's minutes. - Approved
- 2. Update Salary Structure - The budget has taken into account the salaries that should be brought up soon. There will likely be a committee this summer to move forward with establishing the structure. Discussion about teacher observations, involvement and retirement. The HR Manager will continue to comb through the handbook to update it.
- 3. Update Substitute Teachers pay/fill rate - Has been increased.
- 4. Discussion on Club Advisor, hiring, pay and responsibility descriptions - Wanting to look into making sure the advisor positions are available to staff first, and make pay equal across the board. Providing guidelines for coaches and advisors to abide by. Plan to ask the AD to review and monitor all clubs that may not be being monitored right now.

IV. Adjourn - Adjourned at 5:00 PM

Jean Reith, Chairperson: _____

Tara LeRoy, Member: _____

Doris Parsons, Member: _____

Other Board Members Present: _____