

**Palmyra-Eagle Area School District  
Human Resources Committee Meeting  
Jean Reith, Chairperson  
Tuesday, February 23, 2021, 4:00 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** - Jean Reith called the meeting at 4:05 PM
- II. **Roll Call – quorum (2) of this committee required to proceed**
  - Tara LeRoy, Doris Parsons, Jean ReithOthers in attendance Todd Gray, Al Balmaseda
- III. **Agenda**
  - a. Review of contract non-renewals when and by whom?  
Todd reported that there aren't any additional admin contracts to consider for non-renewal. Principals are reviewing teachers and doing evaluations that didn't share with anyone that they have identified at this time. Please add in dates that the board will be made aware of non-renewals- Teachers get contracts in March/April.
  - b. Benefits- task was assigned to Al to begin shopping Benefits/Brokers. Need an update.  
Task was assigned to Al to begin shopping Benefits/Brokers. – Al said he has started working through some options with a couple of brokers for next year. Al is considering consortiums that we could join to bring down our overall costs. He hopes he will be able to bring info he will continue to collect in March and April to the board for review in April/May. Give to employees in May/June. New Benefits start in July.
  - c. Salary Review- task was assigned to Al to report back on financials related to salaries.  
Al gave a sheet of cost estimates for Salary increases. Al and Todd recommend a two-step plan. Suggest increase that would be paid retroactively to teachers that accepted the pay cut at the start of this year for Sept to March 20/21 School Year. Then in summer can review finances and could foresee if finances continue to be as predicted then could give an increase in July.
  - d. District Organization Chart- Todd was working on updating.  
Todd is continuing to review and build a new Org Chart. Considering a new AD so Joel can move to Asst Principal role in support of Elementary, Mid and High Schools. AD does not have to be an Admin role and can function as such along with teaching roles. Suggested additional Extra Curricular Admin work could be included in Current Admin duties. Todd will continue to review positions and assign duties to increase coverage and improvement in our athletic and extracurricular activities.
  - e. BG/DS what is currently being done?  
Al reported we are doing full bg checks on all new hires prior to seeking board approval. Tara suggested we consider doing DS on coaches or teachers that transport or drive school vehicles. Al was to look into that.

- f. Form a Committee to set a recruiting strategy to recruit top talent.  
Todd is working on building relationships at UW Whitewater and other UW schools to promote hiring from Career Offices. Doris brought up the Master program at UW Madison that requires some to work in Wisconsin for 3 years. Kari is aware of the master program and Todd will continue to make sure we are establishing relationships to improve our recruitment.
- g. Discussion of Sick leave in Employee Handbook  
Todd and Al said that currently teachers that are requested to be off are getting paid but those that are choosing to be off are using banked sick leave pay or are working from home.

**IV. Adjourn** - meeting adjourned at 5:05 PM

**Jean Reith, Chairperson:** \_\_\_\_\_

**Tara LeRoy, Member:** \_\_\_\_\_

**Doris Parsons, Member:** \_\_\_\_\_

**Other Board Members Present:** \_\_\_\_\_