

**Palmyra-Eagle Area School District
Human Resources Committee Meeting
Jean Reith, Chairperson
Tuesday, January 19, 2021, 6:15 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 6:15 PM

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

III. **Agenda**

- a. **District Org. Chart** - Todd and Al handed out their district Org. charts they each had created. Todd took input and will create a final District Org Chart to share. Todd will start discussing roles with individuals and flesh out a formal District Org with job duties.
- b. **Benefits** - We discussed the need to begin reviewing benefit administration companies for next year's benefits. Need to review the marketplace. Assigned Al to do a thorough review and investigation for Healthcare administration and Healthcare providers. Al will need to report back to the committee next month. Need to try to lower overall cost and increase care. Al will do a survey at some point to get feedback from employees of what they want to see.
- c. **Salary Reviews** - Todd is hoping to increase salaries to the staff. Al was instructed to run some numbers on increases to bring up wages from last year's cuts. Tara mentioned the need to review those that have contracts that will need notice of renewal or nonrenewal. Jean asked what are the current BG/DS that are being conducted on new hires. Al said we have a process in place for new hires. It was also discussed that in the summer we need to review our Employee Handbook.

IV. **Adjourn**

Jean Reith, Chairperson: _____

Tara LeRoy, Member: _____

Doris Parsons, Member: _____

Other Board Members Present: _____