

**Palmyra-Eagle Area School District
Human Resources Committee Meeting
Jean Reith, Chairperson
Wednesday, November 17, 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 - called to order at 4:39 PM

II. Roll Call – quorum (2) of this committee required to proceed - Jean Reith, Tara LeRoy and Doris Parsons present. Also in attendance was Shelly Thomas, HR Manager.

III. Agenda

1. Approve October's minutes - approved.
2. Update on Salary Structure - HR Manager discussed current salary structure, how it works and where staff is currently.
3. Update Substitute Teachers pay/fill rate - HR Manager further discussed how our rates have not changed in many years, and other school districts pay more competitively. A suggestion will come from the superintendent at the next board meeting, to be considered by the board.
4. Update on Business Office structure and training - Accounting Specialist has been moved to the front desk, and the position has had some restructuring. Training is going well.

IV. Adjourn - called at 5:28 PM

Jean Reith, Chairperson: _____

Tara LeRoy, Member: _____

Doris Parsons, Member: _____

Other Board Members Present: _____