

Palmyra Eagle HR Committee Meeting Notes  
**Human Resources Committee Meeting**  
**Thursday, July 15, 2021, 4:30 PM**

1. Update on Guidance Counselor Hiring - Doris's part of interview panel as the board representative. This did not occur. Offer was made. No clear policy on Board participation on Interviews. Todd said we can set in board policy when we want board members to participate in key position interviews or to be part of the hiring process. Will pass to C&P to set a policy to stating which positions are considered key and board will have input.
2. What is the Hiring Interview Process? - What can and is being done when selecting candidates and in interviews? Todd said we are using WECAN system but would like to explore using Hireview. Can ask candidates to submit a video to a couple of questions. Principals call references
3. Update on status of Employee Handbook - Katie has input for changes. Is Johanna assigned to review and present updates? Todd will oversee and review what changes need to be made.
4. Review last Benefit Enrollment and what may occur in the future? Todd went through what happened in finance meeting. Will assign to the Business Office to review and get prepared for a better system next year.
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. Todd shared his plans for adding to the Business Office to be able to cover Accounting Issues, Esser Grants, HR Issues and the board secretarial issues. Todd has a plan and will be speaking to folks to hire and present it to the full board for approval.