

**Palmyra-Eagle Area School District  
Human Resources Committee Meeting Minutes  
Jean Reith, Chairperson  
Tuesday, October 19, 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 - called to order at 4:10 PM.**
- II. **Roll Call – quorum (2) of this committee required to proceed - Jean Reith, Doris Parsons and Tara LeRoy present. Also in attendance is Todd Gray and Shelly Thomas.**
- III. **Agenda**
  1. Approve July's minutes - Approved.
  2. Update on Salary Structure - District Administrator spoke about needing to find out the qualifications on how teachers can improve academics. Would like to make a scattergram. We need to make sure that any increase in salaries can be covered by our budgets. Would also include years of service, graduate credits, etc. Shelly adds that we should consider new employees who are taking advanced master courses who are limited by the handbook requirements. We also need to develop what we find to be a reasonable minimum salary, and higher ones. Should be able to be completed shortly after figuring out their years of service, education levels, leadership roles, educator effectiveness, etc. Need to also look into union status. Should be able to figure this out by the end of November, have it reviewed by this committee next meeting after. We will also look at restructuring the Sub Pay, and the Business office will send the board their recommendation for the Board of Education meeting on November 9th, 2021.
  3. Review of Employee Handbook - It was last updated in 2016/17. It was not a complete change, that specific changes were made. Need to revise/remove pensions. Do still offer sick time payout to employees who have been here for more than 10 years, and have more than 80 hours left. District Administrator and Business Manager would be in charge of revising, but Shelly would also like to be included. The board should be approving the revisions, and they should be evaluated once a year.
  4. Update on structure of BO- BO reception desk has to have coverage - District Administrator is working with Accounting Specialist on handling the walkins, he does believe it would be nice to have someone working there on clerical needs of the District office. Also suggested a high school co-op to

assist with the front desk. Will discuss Accounting Specialist's job duties again with her.

**IV. Adjourn - called at 5:15 PM**

**Jean Reith, Chairperson:**

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**Tara LeRoy, Member:**

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**Doris Parsons, Member:**

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**Other Board Members Present:**

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