

**Palmyra-Eagle Area School District  
Human Resources Committee Meeting  
Jean Reith, Chairperson  
Wednesday, January 12, 2022, 4:30 PM  
P-E MS/HS - IMC 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 at 4:31 PM**

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

**III. Agenda**

1. Approve Dec. minutes. - approved
2. Update Salary Structure - Discussed the previous salary structure for staff and coaches and extra-curriculars. Discussed offering more of a job description, and reevaluating pay and making sure to offer it to current staff first. Also discussed advising expectations of the programs and expectations of the staff in charge. Looking to have a staff member at each building that keeps information about each extracurricular activity and who is running it. Possibly have the AD look through the coaching handbook for updates. HR will discuss with the Superintendent, the classifying information for teacher pay increases.
3. Update on District Handbook - Discussion about updating the handbook. Many subjects need to be updated , disciplinary information, sick leave, retirement, etc. HR will go through the handbook and review it and have it ready to be redone before next school year.

**IV. Adjourn - called at 5:36 PM**

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

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

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

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

