

**Palmyra-Eagle Area School District
Human Resources Committee Meeting Minutes
Jean Reith, Chairperson
Wednesday, June 15, 2022, 4:30 PM
Community Center 123 Burr Oak Street, Palmyra**

All meetings are subject to Wisconsin Statutes - Open Meeting Laws (19.81-19.98)

- I. **Call to Order:** The meeting was called to order by Committee Chair, Jean Reith, at 4:40 pm.
- II. **Roll Call – quorum (2) of this committee required to proceed -**
 - A. Attendees: Jean Reith, Doris Parsons, Tara LeRoy
 - B. Others - District Administrator - Dr. Todd Gray, Board Secretary - Traci Plotz, Accounting/HR Manager - Michelle Thomas
- III. **Agenda**
 - A. **Approve May Minutes:** The minutes were reviewed and approved
 - B. **Benefits Update:** Michelle Thomas reported that open enrollment has closed and we are moving into a new benefit year on July 1st.
 - C. **Discussion regarding proposed pay increases for non-teaching staff:** Dr. Gray and Michelle Thomas clarified which staffing groups have already received pay increases this year and which ones haven't. After much discussion the committee requested that all wages be looked at and moved into a comparable wage in the 2022-2023 school year.
 - D. **Discussion regarding Frontline Central Electronic Employee Records Management System:** Michelle Thomas reported that each year we have on average 18-19 Full-time resignations. Part-time resignations on average are per year. Summertime is a condensed timeline. On average it takes 20-25 to create a hiring packet and an hour to set them up in the system once the packet is returned. Then there is a trickle down effect to other department heads. The Frontline system is an all inclusive system that allows for better tracking of all steps of the process, including the other departments parts. Another advantage is that the employee can manage all of their employment documents from their personal devices, versus having to call to get ask about the information. It also creates less paper, and saves everything electronically. The IT department is impressed with the ease of use of the application. The cost is \$4,200 implementation and \$7,200 annually. It is recommended for employee retention, as it makes the district look progressive.
 - E. **Discussion regarding Districtwide Employee Organization Chart:** Dr. Gray has it started as sticky notes. Dr. Gray will work with Traci Plotz to put the chart into electronic format for the Board.
 - F. **Discussion regarding Employee Performance Improvement Plan - Process Improvement:** Dr. Gray will work with Kari Timm on setting up the proper steps to take on Employee Performance Improvement. Plans need to be tailored for each situation.
 - G. **Discussion regarding Montessori School/Lease of Palmyra Elementary School:** Dr. Gray reported that a Montessori school would need about 3-4 classrooms.
 - H. **Discussion regarding Grants and Fundraising workflow:** Dr. Gray is looking at grants and the best way to centralize the process.
- IV. **Adjourn:** The meeting was adjourned at 5:40pm.

Respectfully Submitted,
Traci Plotz
District Administrative Assistant