

**Palmyra-Eagle Area School District  
Human Resources Committee Meeting  
Jean Reith, Chairperson  
Thursday, March 10, 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 to order at 4:37 PM**
- II. **Roll Call – quorum (2) of this committee required to proceed - Jean Reith, Tara LeRoy, and Doris Parsons. Also in attendance Sue Fischer, Kari Timm, Shelly Thomas and Dr. Gray.**
- III. **Agenda**
  1. Approve February Minutes -
  2. Review of DO structure/Hours - HR Manager discussed M-F 7:30-3:30 pm during the school year and M-T 7:30-3:30 pm. Friday - would be a flex day, working from home. Discussion over necessary days in the office during school breaks or if they need to be in the office. Discussion over the return of a District Administrative Assistant. Will work directly for the superintendent, be board secretary and accounts payable.
  3. Salary Structure Proposal - the Superintendent provided information about the salary structure based on the budget for the next school year. Discussed the comparison being similar to schools of a similar size. Discussion over micro-credentialing and other ways to update salaries as well. Will move to the board for approval hopefully in April.
  4. Benefit updates - HR is still working through it, hoping to have more information next week.
  5. Board policy on hiring club advisors - HR is still working through that as well. Discussion over whether or not the board needs to be directly involved in hiring club advisors. Superintendent clarified that current employees taking on jobs in the school do not to be approved, but an outside person, yes.

**IV. Adjourn - called at 5:39 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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