

**Palmyra-Eagle Area School District
Human Resources Committee Meeting Minutes
Jean Reith, Chairperson
Wednesday, May 11, 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 4:37 pm.
- II. **Roll Call – quorum (2) of this committee required to proceed -**
 - A. Attendees - Jean Reith, Doris Parsons
 - B. Absent - Tara LeRoy
 - C. Others Present - Mitzi Roscizewski, District Administrator - Dr. Todd Gray, Board Secretary - Traci Plotz, Accounting/HR Manager - Michelle Thomas
- III. **Agenda**
 - A. Approve March Minutes - The minutes were reviewed and approved.
 - B. Administrators Salaries - Dr. Gray reported that a 2.6% increase is being proposed based on comparables, with a bump on one administrator who is behind the comparables. Stipends are currently being given to administrators who are doing additional jobs above their current administrator roles.
 - C. Review need for facilities usage specialist - The committee asked that the usage of all 3 buildings be looked at, to help determine how to best utilize the space for the needs and program ideas for the district.
 - D. Review the need for a special assistant to market and find an occupant for PES - It was reported that this would come about after the facility usage assessment.
 - E. Benefits Update - Michelle Thomas reported that health insurance open enrollment is currently taking place. The new benefit year starts on July 1st. This year sees a 2% increase in benefit costs for next year.
 - F. Hiring needs. Need a robust Music program including drama - The Committee would like to see a drama program again at the school. They have tasked the district in trying to find an advisor that can help make that happen.
 - G. Co-curricular for winter coaches - A request was made to the committee to take a look at increasing the pay for the winter sports coaches due to the length of winter sports season.
 - H. Discuss possible paid position for after school weight room - It was also requested that a Weight Room Supervisor stipend be added to the co-curricular list for the summer and between sports seasons. The district is looking at possibilities, to allow the weight room to be used by the public as well as the students, however, a weight room supervisor will be needed to make that happen.
 - I. Discussion regarding Frontline Central Electronic Employee Records Management System - Michelle Thomas reported that we would like to look at becoming paperless for the hiring and onboarding process. The cost of implementation of the Frontline Central Electronic Employee Records Management System is \$4,000, with an annual fee of \$7,500. The committee asked her to create a cost benefit analysis, to help them make an informed decision.
- IV. **Adjourn:** The meeting adjourned at 5:52 pm.

Respectfully Submitted,
Traci Plotz
District Administrative Assistant