

**Palmyra-Eagle Area School District
Human Resources Committee Meeting Minutes
Jean Reith, Chairperson
Thursday, January 12, 2023, 5:30 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 5:35 pm.
- II. **Roll Call** – quorum (2) of this committee required to proceed
 - A. **Attended:** Tara LeRoy, Doris Parsons and Jean Reith
 - B. **Others Present:** Kristiana Williams, District Executive Assistant - Traci Plotz, Interim District Administrator - Dr. Todd Gray, and HR/Accounting Manager - Michelle Thomas; Associate Principal - Joel Tortomasi, Eagle Elementary Principal - Katie Robertson
- III. **Review and Approve Agenda:** The agenda was reviewed and approved.
- IV. **Agenda**
 - A. **Approve December 2022 Meeting Minutes:** The minutes from the December 6, 2022 meeting were reviewed and approved.
 - B. **Discussion Regarding HRA/HSA/Flex Spending Options:** Michelle Thomas gave an update regarding the differences between and HRA and HSA plan. She reported that the HRA allows participants to use those funds to pay for insurance premiums prior to 65 years of age, the HSA does not allow for that. Michelle suggests that we survey the staff to find out what they find beneficial and how they plan to use the funds, before we determine how to proceed with our offerings. The HRA, as we currently have it set up, can only be used for expenses related to the health insurance deductible. However, it can be opened up to be used for vision and dental expenses as well. An HSA would allow for the staff to contribute on top of the amount that the district puts in, but will not be there as an option to use towards health insurance premiums in early retirement. With the HRA staff members cannot individually contribute, but the plan does build year over year, if they do not use the amount that the district puts in. The HRA also opens up to additional uses once leaving employment.
 - C. **Discussion Regarding the Hiring Needs for Montessori School/Day Care for the 2023-2024 School Year.:** Dr. Todd Gray reported that there needs to be a teacher and an assistant in each classroom. Positions needed would depend on the the enrollment interest. We are currently looking at an option to start the first year with a 4K and 5K and then expand upon that each year. We are looking at adding a daycare with that as well. Question came up as to whether we could offer 3K at cost base. A 3K class could be part of a daycare option. Approximate costs of staffing per classroom would be \$125,000. Plus there would need to be a part-time administrator for the building, which in time would increase to full-time as classrooms are added. The earliest we can get a grant for funding is August 2023 from the Federal government. Federal grants are hard to get, as there is a lot of competition for them. A state grant would not be available until Fall 2024 at the earliest. We are hoping to have survey questions early next week, to send out to the community to gage the interest and possible age groups. Due to enrollment beginning in February, the committee suggested sending the survey out soon and to add a link to information to explain what a montessori school is and how it works.
- V. **Schedule Next Meeting:** February 7, 2023 at 4:30pm
- VI. **Adjourn:** The meeting was adjourned at 6:12 pm.

**Respectfully Submitted,
Traci Plotz
District Executive Assistant**