

Palmyra-Eagle Area School District
Human Resources Committee Meeting Minutes
Jean Reith, Chairperson
Tuesday, April 11, 2023, 5:30 PM
Community Center 123 Burr Oak Street, Palmyra

- 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:** Mitzi Roscizewski, Zachary Rutkowski, 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, MS/HS Principal - Kari Timm

- III. **Review and Approve Agenda:** The agenda was reviewed and approved.

- IV. **Agenda**
 - A. **Approve January 2023 Meeting Minutes:** The minutes from the January 12, 2023 meeting were reviewed and approved.
 - B. **Discussion Regarding the Hiring Needs for Montessori School/Day Care for the 2023-2024 School Year.:** Todd Gray reported we are looking at 2 options. The first option is the district employing our own staff, The second option would be to contract with an existing Montessori school to run and staff the school. At this time we are looking at 3-4 classrooms and we are currently looking at a floorplan for the school within the Palmyra Elementary building. It was reported that we have enough furniture in our current building to furnish the school. Next year we would be able to apply for the implementation grant to help fund it. Open House will be in late April and looking at an agreement to be finalized in early May.
 - C. **Discussion Regarding Staff Absences After all Leave has Been Exhausted.:** Katie Robertson reported that currently the handbook states that it is at administrative discretion as to if a staff member can take additional leave, unpaid, after exhausting paid leave. The administrators are looking for more guidance from the HR committee to create more structure and add language to the handbook. The Committee asked Administrators to work with Shelly Thomas and Todd Gray on creating a solution.
 - D. **Discussion and Review of Current Retirement Benefits.:** Jean Reith reported that next years budget is unsure at the moment and we have had several unexpected costs. So, in this budget year we are not looking at making any changes in the current retirement benefits, as listed in the handbook. The district is currently financially stable and we would like to stay financially stable. The committee would like to get more information to make sure that a decision is not made that could hurt the district either short term or long term.
 - E. **Discussion and Update on Insurance Benefits for the 2023-2024 School Year.:** Michelle Thomas reported The initial quote for health insurance is a 12% increase. We asked that it go out to bid and 3 companies came back saying they would not bid as we are high risk, with huge usage. We are going back to Quartz

to see if there is anything that can be done to lower the increase. All supplemental insurance came back with no increase in premiums.

- F. **Discussion and Review of Exit Interview Process / Policies.:** Michelle Thomas reported she created a first draft of a google form exit interview and asked the committee to review and give suggestions. Administrators asked to review it as well.
- G. **Discussion Regarding the Hiring of Additional Special Education Paraprofessional Staff.:** Kay Leigh Sockrider reported there has been an increase in need of Special Education Paraprofessional in order to meet IEP requirement.
- H. **Discussion Regarding the Addition of a School Resource Officer Position:** It was reported that there is a struggle between the counties and villages to get help with attendance and truancy issues, notices, and mental health issues that are disruptive to the building. Administration is looking at an average of 4-5 hours per day in both buildings. They are looking at the financial side of it with Brad. Both the Palmyra and Eagle municipalities are in agreement that the need is there.

V. **Schedule Next Meeting:** May 9, 2023 at 5:30 pm - MS/HS Community Center

VI. **Adjourn:** The meeting was adjourned at 6:18 pm.

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