

**Palmyra-Eagle Area School District
Human Resources Committee Meeting Minutes
Jean Reith, Chairperson
Wednesday, July 20, 2022, 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 Jean Reith, Committee Chair, at 5:34pm.**
- II. **Roll Call** – quorum (2) of this committee required to proceed
 - A. Attended: Jean Reith, Doris Parsons
 - B. Absent: Tara LeRoy
 - C. Others Present: Kristiana Williams, Michelle Thomas - HR Manager, Dr. Todd Gray - District Administrator, Traci Plotz - Board Secretary
- III. **Review and Approve Agenda**
- IV. **Agenda**
 - A. **Approve June Minutes:** The June 15, 2022 Minutes were reviewed and approved.
 - B. **Discussion regarding Districtwide Employee Orgnaization Chart:** Dr. Gray reported that the organization chart has been started. He wants to get a better feel for the different tasks that the administrators do. Even though there will be an organizational chart, in a small district, there are times that people report to someone other than their direct supervisor for certain projects. Grants will require multiple people to help with the workflow depending on the requirements of the grants. He is looking to detterdefine the roles in the District Office as well.
 - C. **Discussion Regarding District On-Boarding and Off-Boarding Procedures.**
 1. Onboarding - New Teacher in-service training happens each year, Michelle Thomas goes over benefits, payroll, and HR basics. The staff will also get an overview regarding the process for field trips, purchasing, and general procedures. Mentors will be assigned by Jodi Didenko C&I Corredicator, at that time and the first mentor meeting takes place
 2. Offboarding - It was reported that years ago exit interviews happened with the district administrator, and they had an option to request one with the board. The Committee requested that this be reinstated.
 - D. **Discussion Regarding the Hiring Process and Parameters of Who Participates on Interview Teams.:** It was reported that the administrators typically include other teachers as part of the interview team. The committee recommended that we try to think outside of the box in our search for candidates and use additional outside resources to broaden our pool of candidates for open positions.
 - E. **Discussion of Co-Curricular Advisor and Program Criteria and Compensation for Elementary and MS/HS:** Katie Robertson, Kari Timm and Michelle Thomas met and discussed the co-curricular advisors, along with the program criteria and compensation. The have added criteria of how many students need to be in each activity in order to justify the paid positions. The committee agreed that the pay structure could go to the board for approval.
 - F. **Discussion of Co-Curricular Coaches Compensation as Proposed by AD Wilde:** It was reported that Kevin Wilde, Athletic Director evaluated every sport, length of season, number of games, number of practices, etc, and determined approximately how many hours the coaches put in. Then determined what the hourly rate would be for each coach under the current pay structure. He noticed that in some sports, the coaches were underpaid. So, he proposed a new pay scheduled to compensatae equally among all sports, and adding an advisor for the weight room, to increase supervision of that space during the community session availability. The committee agreed that the pay structure could go to the board for approval.
- V. **Schedule Next Meeting:** August 17th at 6:00 pm
- VI. **Adjourn:** The meeting was adjourned at 6:37pm

**Respectfully submitted,
Traci Plotz
District Administrative Assistant**