

**Palmyra-Eagle Area School District
Human Resources Committee Meeting
Jean Reith, Chairperson
Tuesday, November 1, 2022, 6:30 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 6:30pm.
- II. **Roll Call** – quorum (2) of this committee required to proceed
 - A. Attended: Jean Reith, Doris Parsons and Tara LeRoy
 - B. Others Present: Kristiana Williams, Interim Superintendent - Dr. Todd Gray, District Executive Assistant - Traci Plotz
- III. **Review and Approve Agenda:** The agenda was reviewed and approved.
- IV. **Agenda**
 - A. **Approve July 2022 Meeting Minutes:** The minutes from the July 20, 2022 meeting were reviewed and approved.
 - B. **Discussion Regarding District-wide Employee Organization Chart:** The updated Organizational Chart was presented. A few suggestions and corrections were made. Once those items are cleaned up it will be presented to the committee again for approval. It was suggested that the chart be added to the staff handbook once completed.
 - C. **Update on Frontline Central Onboarding Software:** A written update was submitted to the committee by Michelle Thomas. Michelle meets biweekly with Frontline for training and to set up the system. She is currently working on the implementation of the forms within the software.
 - D. **Discussion Regarding Administrative Compensation Considerations:** Dr. Gray reported that he is waiting to see what the state legislature plans to do with the surplus funds, and the upcoming budget. CPI is currently at 8%, however we are not sure we can give that kind of increase with the budget we currently have.
 - E. **Review of Salaries for the 2022-2023 School Year:** See update in item D.
 - F. **Discussion Regarding Expanding the Use of HRA Funds from Health Insurance Deductible only Expenses to all Eligible 213d Expenses:** A written updated/request was submitted by Michelle Thomas. Todd will look into transitioning to an HSA versus an HRA.
 - G. **Discussion Regarding the Possible Reinstatement of Flex Spending Account option for Health Insurance Eligible Employees:** A written updated/request was submitted by Michelle Thomas, covered in F.
 - H. **Discussion Regarding Wrap Around Care Pay Increase for Individual Scheduled to Work from 2:45 pm - 5:30 pm Each School Day:** Discussion took place regarding how the wrap around care staff is paid. Todd will work with Shelly to determine the best way to work through the pay structure, to make sure everyone is paid fairly.
 - I. **Review and Discussion of PEASD Staff Handbook Part V - Co-Curricular Staff:** Part V of the Staff Handbook was reviewed. A few additions were made by Todd to make sure we are giving current staff the first opportunity for any co-curricular positions. It is still a work in progress. A question came up regarding the verbiage that restricts School Board member from serving as paid or volunteer coaches or co-curricular advisors. Todd will check into the reasoning for that verbiage.
- V. **Schedule Next Meeting:** December 6, 2022 at 6:30 pm
- VI. **Adjourn:** The meeting was adjourned at 7:21 pm.

Respectfully submitted,
Traci Plotz
District Executive Assistant