

**Palmyra-Eagle Area School District
Human Resources Committee Meeting Minutes
Jean Reith, Chairperson
Tuesday, December 6, 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 6:38 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, HS/MS Principal - Kari Timm, EES Principal - Katie Robertson and Special Education/Pupil Services Director - KayLeigh Sockrider
- III. **Review and Approve Agenda:** The agenda was reviewed and approved.
- IV. **Agenda**
 - A. **Approve November 2022 Meeting Minutes:** The minutes from the November 1, 2022 meeting were reviewed and approved.
 - B. **Discussion Regarding District-wide Employee Organization Chart:** The updated District-wide Employee Organization Chart was shared with the committee. It was agreed that all looked good. The next steps are to include in the Handbook and to begin looking at updating Job Descriptions.
 - C. **Review of Teacher and Staff Compensation for the 2022-2023 School Year:** Dr. Gray reported that after reviewing the number we are recommending a 3% increase to the teacher schedule, aides increase \$1 per hour to stay competitive, all custodial and clerical staff would be a 3% increase, IT Assistant position is being recommended for an increase to be competitive within the field. Some increases would include some added job duties. Total cost of adjustments would be around \$130,000. The increase would be retroactive to the beginning of the school year.
 - D. **Discussion Regarding HRA/HSA/Flex Spending Options:** Michelle Thomas reported that there is nothing new to report, as she is still trying to connect with our HRA vendor representative. Dr. Gray would like to see an HSA as that will allow staff to put money into the account as well, and is transferable. Will come back next month.
 - E. **Review and Discussion of PEASD Staff Handbook Part V - Co-Curricular Staff:** Dr. Gray reported that he is still working on pulling that information together. He would like to see all co-curricular jobs offered to the staff first before looking outside the organization for them. Will come back next month.
 - F. **Discussion Regarding the Hiring Needs for Montessori School/Day Care for the 2023-2024 School Year:** Dr. Gray reported that the number of staff needed for the Montessori School will come down to how many kids we have enrolled. Training may also be needed for those staff members.
 - G. **Discussion Regarding the Proposal of a New Position - Certified Nurse Assistant:** KayLeigh Sockrider reported that she would like to look into hiring a

CNA to fill an open Special Education Paraprofessional position that is open in a classroom that has several medical monitoring needs. The cost would be slightly higher than what we are currently paying a Special Education paraprofessional, as the average rate for a CNA is \$18.50/hour. The Committee make a recommendation to the full board to approve a posting for a CNA position.

V. **Schedule Next Meeting:** January 3, 2023 at 6:30 pm

VI. **Adjourn:** The meeting was adjourned at 7:27 pm

Respectfully Submitted,

**Traci Plotz
District Executive Assistant**