



HR Committee Agenda

September 22, 2022 at 2:00pm

Join Zoom Meeting

<https://blueskyschool-org.zoom.us/j/93109723761?pwd=R1FJN1dOT1Y1V3hCbks5Zk1DOFdMUT09>

Meeting ID: 931 0972 3761

Passcode: 912214

Attendance: Gaia Buttweiler, Danielle Fackler, Heidi Housh, Heather Novak, Amy Larsen, Carla Anderson-Diekmann, Dave Bjorkland, Jodi Helder, Julie Johnson, and Leslie Egner

Agenda:

1) Steps and Lanes:

- a) Currently not a step 0
 - i) [Adjusted Scale](#)
- b) Pay Scale chart is set to be evaluated every 3 years
 - i) Next evaluation will be Fall 2023
 - (1) Adding additional education lanes
 - (2) Changing from semester credits to quarter credits
 - (3) Compensation comparison to adjust salaries
- c) Additional Comments:
 - i) Steps and lanes pay scale was confusing for staff this school year. Staff thought they would move up a step and then receive an additional 2% pay increase.
 - ii) For the cap step of 23+ years

- (1) How do we keep track of steps when there are staff beyond the capped salary step?
- (2) How many staff are beyond 23+ years of experience?
- (3) \$750 stipend seems too low of an increase for the staff who are beyond 23 years
- (4) Think about eliminating the cap step and just including a 2% increase these staff

2) Health Insurance Update

- a) Met with USI Insurance Service Rep last Friday
- b) Census and PEIP Claims Report has been submitted
- c) Waiting on follow up for possible options

3) Staffing Updates

- a) SIS Erin Reusing starting Monday, October 3rd
- b) EA Allison (Aly) Sickmann starting orientation Monday, September 26th (10-15 hrs/week)
- c) EA Interviews on September 21 and 22
 - i) The interview on the 22nd went well and are going to make an offer.

4) Substitute Update

- a) Karen Kraco and Emma Boyum are back subbing!
- b) 4 Active TOC Subs
- c) Provided with 12 additional interested subs
 - i) Starting off with 5 (hopefully) to complete training next week
- d) Additional Comments:
 - i) What is the purpose of subs? - to keep consistent contact with students and keep up with grading. Also, to prevent a huge workload for staff when they return to work.
 - ii) It has caused more work for some teachers with MP classes when it comes to grading. It takes an hour to create the lesson plan and then the sub doesn't complete much grading.
 - (1) If subs don't have subject knowledge of certain classes it might not be beneficial. It might just cause confusion for sub or cause more work for the teacher.

- iii) Teachers should have more of a say if they need sub coverage or not
- iv) This will be brought up at the Lead Meeting to discuss when an absence should justify finding outside sub coverage. Right now we are following the procedure if a teacher is out for more than one consecutive day we should seek an outside sub to cover.

5) Employee Handbook Update

- a) Longevity Pay - will look at different options to recognize these staff
- b) Will send out an electronic acknowledgement form after the board meeting.

6) Employee Recognition/Appreciation ideas

- a) Quarterly Updates on what Teams are up to
 - i) Highlight 2-3 teams a quarter?
 - ii) How to pick teams?
 - iii) Send out a Google Form to the teams to fill out?
 - (1) This will be brought up at the Lead Meeting to see which teams have accomplishments/department things to share with the rest of the BlueSky staff for the first quarter.
- b) Monthly Employee Spotlight
 - i) Add picture and include personal information
 - ii) Include a veteran and new staff person each month
 - iii) Will include this in the Weekly Updates

7) Changing up Personal Day PTO Balance for 23-24 School Year

- a) Accrual Process? What could this look like?
- b) Can carry over unused time, up to 5 days
- c) Additional Comments
 - i) Just starting conversation for this
 - ii) Reason for possible change - to eliminate a build up of personal days in the spring and a ton of staff being out all at once. Also, to give 180-190 staff an opportunity to take more than a couple of days of personal time throughout the year.
 - iii) Currently there is an option for staff who have been at BlueSky for 5 consecutive years to convert 3 sick days into personal days every other year. This would be eliminated if we changed the

Personal Day Time Off process. This might look bad if we eliminate this when it has only been implemented for a couple of years.

- iv) Consider paying staff out who do not use their personal days.

7) Committee Meeting Times

- a) Next Meeting will be on Tuesday, October 18th at 1pm
- b) Okay with the third Thursday of the month? If so here are the future meetings:

November 17

December 15

January 19

February 16

March 16

April 20

May 18