



## HR Committee Agenda

January 19, 2023 at 2:30pm

Join Zoom Meeting

<https://blueskyschool-org.zoom.us/j/91080466809?pwd=MTlwV1ZFd1hmazNzMkdGSnJsbGs3QT09>

Meeting ID: 910 8046 6809

Passcode: 351460

Attendance: Jodi Helder, David Bjorklund, Gaia Buttweiler, Amy Larsen, John Mizuer, Julie Johnson, Molly Kinnamon, Danielle Fackler, Heather Novak, Carla Anderson-Diekmann, Dawn Mensing and Heidi Housh

### **Agenda:**

#### 1) Staffing Updates

##### a) Special Education Teacher

- i) Conducted interviews last week and beginning of this week
  - (1) In the process of extending an official offer. If this person accepts we are hoping to have a start date of February 6th.

##### b) Two EAs hired this week

- i) Garrett Lucas and Elise Lahmann-Sharbonda started on Monday, January 16, 2023
  - (1) 6 current EAs on staff!

##### c) ASL Teacher

- i) Absorbed student caseload internally for the remainder of the 22-23 school year.
- ii) Hoping to hire another ASL Teacher for next school year

- d) Testing Coordinator
  - i) Finalizing the job description and hoping to post that as soon as possible
    - (1) Readjusting office roles
  - ii) Outsourcing Due Process responsibilities with Libby Strettner (SOS)
  - iii) Melissa's last day is next Friday, January 27, 2023

## 2) Incentive Program

- a) Incentive Committee Volunteers?
  - i) John Mizuer
  - ii) Danielle Fackler
- b) Last day to submit names on Tuesday, January 24, 2023
  - i) Looking to draw names on Wednesday, January 25 and announce drawing winners on Friday, Feb 3, 2023
  - ii) Send final email reminder to staff
    - (1) Only 31 responses so far

## 3) HR - Staff Google Drive

- a) [Link](#) to the shared drive
  - i) Suggestions for additions:
    - (1) Time Off information
    - (2) General Overview of what the SMART system is and what you can access there. Add to the site as well.
    - (3) Break out each benefit into their separate folder in addition to having the benefits packet

## 4) W2 Season

- a) W2s will be available next week and will send additional information of how to access those via email

## 5) Next Meeting Agenda Items

- a) Discussion of PTO
  - i) Looking to change-up PTO balances
  - ii) If the committee can think on potential PTO balance options to offer for the 2023-2024 school year and bring those to the next meeting (February 16th) That would be great
    - (1) Consider paying out unused time off

## Upcoming Meeting Times:

February 16

March 16

April 20

May 18