



## HR Committee Agenda

March 16, 2023 at 2:30pm

Join Zoom Meeting

<https://blueskyschool-org.zoom.us/j/91080466809?pwd=MTIwV1ZFd1hmazNzMkdGSnJsbGs3QT09>

Meeting ID: 910 8046 6809

Passcode: 351460

Attendance: David Bjorklund, Heather Novak, John Mizuer, Gaia Buttweiler, Julie Johnson, Carla Anderson-Diekmann, Molly Kinnamon, Heidi Housh, Mandy Kaskowicz, Amy Larsen, Dawn Mensing, Leslie Egner

### **Agenda:**

#### 1) Staffing Updates

- a) Admin Assistant - Level 1
  - i) Still hiring - one interview scheduled next week on Monday
  - ii) Emma Boyum training in this week to help with attendance
- b) Lead EA to be posted internally

#### 2) [BlueSky Expense Reimbursement Policy](#)

- a) Lodging Reimbursement
  - i) Why is there a minimum mileage difference between in-person staff meetings and testing proctors? On-site meetings you are reimbursed if travel is greater than 100 roundtrip miles and testing proctors are reimbursed if mileage is greater than 200 miles roundtrip.

- 1) The reason why the mileage has been less for on-site meetings was to promote staff to stay in town and be able to bond/spend time with co-workers. spending time together.
  - ii) Suggested that the lodging reimbursement should be the same for both staff meetings and testing proctors.
    - 1) Lodging Reimbursement will be changed to 120 miles for both (60 miles one way and 60 miles back).
- b) There have been questions from staff who have to drive 3-5+ hours one way for a one day staff meeting and why they do not receive mileage reimbursement.
  - 1) It is the staff's choice to live far from the office
  - 2) It is part of the job description to attend on-site meetings
  - 3) The expectation for attending on-site meeting is always outlined in the hiring process
- c) Amy Larsen will add an exemption clause to the policy
  - i) There will be expectations to the policy
- 3) Time Off
  - a) 43 staff currently with 400 hours or more of PTO in their banks
  - b) If we merged all PTO to one bucket could this be done gradually?
    - i) Will need to figure out if this is possible financially
    - ii) MSBA may have time off conversion calculators that can be used as a resource
    - iii) SMART time off balances need to updated/fixed
- 4) Longevity Ideas
  - a) Survey students and parents again this year?
  - b) Creating a Service Recognition Awards and Retirement Policy?
  - c) "Holiday/Travel/Time Off Voucher" - something potential for the future?
  - d) For Retirees maybe make a video of staff wishing them well ("good luck")
    - i) Staff can create a 30 second clip to add to the video
- 5) Additional Thoughts
  - a) Heather Novak put together a Cost of Living Acknowledgment proposal
    - i) Amy Larsen's finance presentation was really helpful and informative at the staff meeting on March 3rd.

- ii) Since the fund balance is so high maybe we can do a [Cost of Living Acknowledgement](#) stipend for staff.
  - (1) Each staff could get a one time payment to help with inflation
  - (2) Proposal: each employee receives \$5,000 (85 employees X \$5,000 = \$425,000) would move BlueSky from a 57% fund balance to 51%.
  - (3) If this is something that is implemented could this cost of living acknowledgement pay be something that occurs whenever the fund balance exceeds 50%?
  - (4) If this would be implemented should years of service be considered when determining cost of living acknowledgement pay?

**Upcoming Meeting Times:**

April 20

May 18