



HR Committee Agenda

March 11, 2024 at 3:00pm

Join Zoom Meeting

<https://blueskyschool-org.zoom.us/j/96993912968?pwd=N3NpT1ExU09TeGtKZGhRQ3A4QmhYUT09>

Meeting ID: 969 9391 2968

Passcode: 798722

Attendance: Darren Sonenstahl, Dave Bjorklund, Danielle Fackler, Dawn Mensing, Amy Larsen, John Mizuer, Danielle Sanders, Sarah Miner, Gabra Lokken, Heather Novak, Mandy Kasowicz, Jim Stocco, Jodi Helder, Emily Torvik, Heidi Housh, Julie Johnson, and Leslie Egner

Committee Charge: Creating practices to recruit highly qualified staff and retain staff. Review and update the staff handbook to reflect best practices within BlueSky regarding employment issues.

Agenda:

- 1) Review of Employee Handbook
 - a) [Link](#) to copy of handbook
 - b) Sections to discuss:
 - i) **Section 3.2 Employee Classification** pg 14
 - (1) Committee decided employee classifications made sense as is.
 - ii) **Section 3.6 Compensation** pg 16
 - (1) This section will be edited once an updated steps and lanes pay scale has officially been approved
 - iii) **Section 4.1 Paid Time Off** pg 18
 - (1) Clean up section
 - (2) Add another table that outlines the different holiday packages for staff
 - (3) Include one section of sick and volunteer time information at the top and then have a breakdown of vacation/personal day packages for different employee types.

- (a) Bold and make heading for employee types more noticeable
- (4) Committee recommends to give holiday pay for 181-191 day staff starting the FY25 school year
 - (a) Holiday pay will include Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, and Memorial Day (5 days in total)
- iv) **Section 5.6 Attendance** pg 45
 - (1) Review of the hours required by staff to work during the school business hours. Right now the handbook says:
 - "Monday-Friday: Employees should be available for correspondence for a minimum of 4 hours between the hours of 8:30 am – 4:30 pm and should respond accordingly."
 - (a) This verbiage insinuates that staff only needs to work a consistent schedule of 4 hours each day Monday - Friday during the school business hours. Is this too lenient? Do we want to edit so that all staff are on the same page for expectations.
 - (b) Comments: Staff like the flexibility that working at BlueSky gives, it is a major benefit. However, some staff will take this statement very literally.
 - (c) Recommendation from committee was to remove this verbiage in the handbook and add it to job expectation documents.
- v) Any other sections to review?
 - (1) There were not any other sections the committee wanted to review at this time

Upcoming Meeting Times:
Monday, April 8th at 3pm