



HR Committee Agenda

Thursday, November 20, 2025 at 2pm

Join Zoom Meeting

<https://blueskyschool-org.zoom.us/j/94539287046?pwd=bf7uRbH7un7xtwTRi8rJoCQAwxDAgo.1>

Meeting ID: 945 3928 7046

Passcode: 698984

Attendance: Danielle Fackler, Danielle Sanders, John Mizuer, Cathy Parker, April Scharnberg, Julie Johnson, Darren Sonenstahl, Mandy Kasowicz, Amy Larsen, 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) **403(b) Match increase to 2%**

- a) Will go into effect on January 1, 2026
- b) Review Employee Handbook Verbiage:

4.9 Retirement Savings Plans - 403(b) and Roth

BlueSky employees the opportunity to save for retirement through a Nationwide traditional 403(b) plan, and/or a Roth plan.

4.9.1 Employee Contributions

Employees may elect to contribute a portion of their pay to either the traditional 403(b), Roth, or a combination of both, subject to IRS annual limits.

- **Traditional 403(b)** contributions are made on a pre-tax basis and reduce current taxable income.
- **Roth 403(b)** contributions are made on an after-tax basis, and qualified withdrawals during retirement may be tax-free.

Employees may change their contribution elections at any time, subject to processing deadlines.

4.9.2 Eligibility

All employees who are eligible to participate in the 403(b) or Roth retirement plans, but only full-time staff are eligible for the employer match.

4.9.3 Employer Match

BlueSky will match up to 2% of eligible employee's compensation. In order for eligible employees to receive the match they must be actively contributing to the Nationwide retirement plan. The match will go towards a 403(b) traditional account. The employer match is dependent on BlueSky's financial position. The 2% employer match could discontinue at any time should financial circumstances require it. Any changes made to the employer match will be communicated to staff.

- There were questions from the committee about if the employer match had to go to the traditional 403(b) account or if it could be contributed to the ROTH account.
 - Leslie received confirmation that in fact the employer match does have to go to the 403(b) traditional account, but the employee can choose to make their contributions towards the ROTH account.
- Leslie will notify staff at the in-person staff meeting on December 5th and in the weekly updates.
- Leslie will be planning a virtual training with Nationwide to go over enrolling into a Nationwide account if employees are not already contributing and to give a general overview of the retirement accounts available to BlueSky staff.
- Leslie will also organize for their to be financial advisors at the March on-site staff meeting so staff can meet with them about their retirement accounts and where they should be investing their money.
- The 2% match will be reviewed at the end of the 2026 year and based on the financial conditions of BlueSky the 2% match may continue into the 2027

2) 2026 Benefit Enrollment Feedback

- The single-person HSA premiums increased for those outside the Twin Cities metro area, the family premiums decreased
- The Health Partners list of clinics under the Achieve plan are more limited versus what was available under the BlueCross BlueShield High Value plan (which was the similar level plan to the Achieve plan with Health Partners)

3) Department Recognition Weeks Feedback

4) Moving December Meeting Time to Thursday, December 11th at 3pm

Upcoming Meeting Dates/Times

Thursday, December 11th at 3pm
Thursday, January 15th at 2pm
Thursday, February 19th at 2pm
Thursday, March 19th at 2pm
Thursday, April 16th at 2pm
Thursday, May 21st at 2pm