



## HR Committee Agenda

Thursday, December 11, 2025 at 3pm

Join Zoom Meeting

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

Meeting ID: 945 3928 7046

Passcode: 698984

Attendance: April Scharnberg, John Mizuer, Dawn Mensing, Christine Graupman, Danielle Fackler, Molly Kinnamon, Cathy Parker, Darren Sonenstahl, Julie Johnson, Heidi Housh, Gabra Lokken, 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) **Review 25-26 Handbook Revisions**

a) MN Paid Family Leave Section 4.4 (pg 25)

- This is a brand new section in the handbook
- MN Paid Leave is effective starting January 1, 2026.
- Verbiage change for eligibility section - instead of saying staff need to “live” in Minnesota change to “reside” in order to qualify - Leslie will update the handbook
- There were questions about how staff will receive information about how staff will receive the details on the wage percentage they will receive while on leave.
  - Leslie added to the handbook that staff can calculate their percentage in the MN PFML Pamphlet located in the HR - Staff Google Drive. Staff will also receive confirmation about the wage percentage once the claim has been submitted and reviewed by the state or insurance agency.
- There were questions about how the employee will be paying for their portion of benefits. Does the state or insurance agency deduct a payment from the wage replacement funds or is this something that the employer needs to make payroll deductions for.
  - Leslie received confirmation that in the state law it does not require the state or insurance agency to make the deductions. So this is something that the employer would need to work out with the employee. Either by

deducting payments from any supplemental pay that is being given (from time off that is being used alongside the paid leave) or the employee can write a check to BlueSky.

- There were concerns summer period affecting the eligibility requirement and staff being able to part-take in the benefit when they are off during the summer months.
  - This really shouldn't be an issue since the program evaluates the earnings of the employee in a year's time (12 months preceding the request) , not whether the employee worked every week of the year. So if the employee earns enough during the school year they can still qualify even with unpaid summers, as long as the wage threshold and reporting rules are met.
- There is verbiage in the handbook that if an employee qualifies for both MN Paid Leave and FMLA that this leave needs to be taken concurrently.

b) FMLA Section 4.5 (pg 26)

- There is not any new information for this section of the handbook, but Leslie did condense the section and included language of where staff could find the full FMLA policy on the BlueSky website.
- There were questions about the statement "where there are fewer than 50 employees within a 75-mile radius, BlueSky may not be required to grant leave."
  - This is included in the handbook because it is included in the BlueSky FMLA policy. This is written into the federal FMLA statute and regulations.

c) Retirement Plans Section 4.10 (pg 35)

- Leslie confirmed that the employer contributions need to be made to the traditional 403(b) account, but that staff can choose to make their contributions to the ROTH retirement plan
- Leslie will review current staff 403(b) contributions to make sure that the employer match is being contributed to the 403(b) traditional account and not the employee's ROTH account. Will reach out to affected staff.
- Leslie will coordinate a virtual training with Nationwide and will have the financial advisors attend the in-person staff meeting in March so staff can meet with them.

d) Attendance for On-Site Staff Meetings/Trainings Section 5.6.1 (Pg 40)

- Added a section to the attendance for on-site staff meetings to include verbiage about driving in inclement weather and expectations from staff.
  - Clarified that staff must make a phone call to their administrative supervisor if they are not able to attend the meeting.
  - Added verbiage that administration will communicate decisions about on-site meetings being canceled or still proceeding as scheduled via email as soon as possible.

e) Additional Edits

- Leslie will clean up the table of contents before the Board Meeting.

Upcoming Meeting Dates/Times

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