HR Committee Agenda

Thursday, February 19, 2026 at 2pm

Join Zoom Meeting
https://blueskyschool-org.zoom.us/j/94539287046?pwd=bf7uRbH7un7xtwTRi8rJoCQAwxdAgo.1

Meeting ID: 945 3928 7046
Passcode: 698984

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.

Attendance: Darren Sonenstahl, Amy Larsen, Dawn Mensing, John Mizeur, Danielle Fackler, Gabra Lokken, Danielle Sanders, April Scharnberg, Mandy Kasowicz, Molly Kinnamon, Heidi Housh., Julie Johnson, Scott Brown, Cathy Parker, Christine Graupman, and Leslie Egner

Agenda:

1) Current Time Off Plans VS Discretionary PTO Plan
    a) Main reasons for considering this change were to simplify the system, provide more flexibility for staff, and accommodate changes in paid family medical leave.
    b) Possible Discretionary PTO Options Discussed:
        i) Capp PTO plan to 240 hours (6 weeks) and partial payouts for those who reach the capped amount and then lose accrued hours
            (1) A capped amount of 200 hours also seems reasonable since most staff get summers off.
            (2) Would have to look at either different accrual rates or different capped hour limits based on how many days the employee works throughout the year
                (a) For instance a 260 day staff who either accrue hours at a higher rate or have a higher capped hour limit than a 181 - 185 day employee.

(b) The hours accrued will be prorated based on the employee's total amount of days in their work agreement.

ii) Capped hours for the Discretionary Time Off Plan could also be determined by the employee's tenure

(1) For example: 0-3 years capped hours 120, 5-7 years capped hours 160 hours, 8-10 years 200 hours.

c) Pay Out Now vs Pay Out Later

i) If BlueSky transitions to a more discretionary PTO plan the cap for maxed amount of time off hours will be adjusted. Staff will receive a payment percentage for any hours lost with the adjusted cap.

(1) Potential for partial payouts for staff who reach the capped amount of hours and then lose that accrued time.

ii) If BlueSky keeps the current Time Off Plan when staff leave they will be paid out a percentage of their remaining time off balance, as long as they have worked at BlueSky for 4 consecutive years. If we move to a discretionary plan this pay out benefit will no longer be available.

iii) The general consensus from the committee is that paying out excess hours now might be more beneficial than waiting until retirement.

d) **Future Action Items:**

- 2-3 different scenarios/options will be drafted for transitioning to a discretionary PTO plan will be brought to the HR Committee for feedback
  - including proposed caps, accrual rates, payout structures, and transition details for current balances.

2) Recognition for Staff Birthdays

a) An employee reached out to Leslie asking about recognizing staff on their birthdays

b) The committee collectively decided against pursuing this as a formal policy

<u>Upcoming Meeting Dates/Times</u>
Thursday, March 19th at 2pm
Thursday, April 16th at 2pm
Thursday, May 21st at 2pm