HR Committee Agenda

Thursday, March 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: Dawn Mensing, Danielle Fackler, Jodi Helder, Gabra Lokken, Heidi Housh, Julie Johnson, Molly Kinnamon, Darren Sonenstahl, John Mizuer, Heidi Housh, Amy Larsen, Mandy Kasowicz, Scott Brown, and Leslie Egner

Agenda:

1) **Discretionary PTO Plan Options**
    a) Goal for moving to a more discretionary plan is to streamline PTO policies which will reduce administrative work and it will improve flexibility for staff

    b) Explored different implementation scenarios, such as partial payouts and gradual transitions, such as freezing time off balances.

    c) Based off the conversation at the last HR Committee Scott, Amy, and Leslie came up with the below PTO plan options:
        i) <u>Accrual Rates Option 1</u>
            181 Staff - 80 hrs a year or 8 hrs a month (10 months)
            191 Staff - 84 hrs a year or 8.4 hrs a month (10 months)
            201 Staff - 89 hrs a year or 8.9 hrs a month (10 months)
            220 Staff - 97 hrs a year or 8.08 hrs a month (12 months)
            240 Staff - 106 hrs a year or 8.83 hrs a month (12 months)
            260 Staff - 115 hrs a year or 9.58 hrs a month (12 months)

ii) <u>Accrual Rates Option 2</u>
181 Staff - 84 hrs a year or 8 hrs a month (10 months)
191 Staff - 88 hrs a year or 8.4 hrs a month (10 months)
201 Staff - 93 hours a year or 9.3 hrs a month (10 months)
220 Staff - 102 hrs a year or 8.5 hrs a month (12 months)
240 Staff - 110 hrs a year or 9.17 hrs a month(12 months)
260 Staff - 120 hrs a year or 10 hrs a month (12 months)

iii) <u>TIme Off Cap Limits</u>
181 Staff - 200 hrs
191 Staff - 205 hrs
201 Staff - 210 hrs
220 Staff - 220 hrs
240 Staff - 230 hrs
260 Staff - 240 hrs

iv) Payouts - there would be one payout when transitioning over to this new plan. It would be a percentage of the days in an employee's time off balance that will not be carried over into the new plan (essentially a percentage of the days the employee will "lose" in the transition).
(1) Look at 50%, 75%, or 100% payout options
(2) Payout costs ranging from $216,000 to $433,000

v) Questions or Concerns from Committee:
(1) Should bereavement time be an additional time off option, separate from the general PTO time off bucket?
(a) To simplify the time off plan process all time off options were going to be included in the one time off bucket.
(2) Black Out Days - are they still providing value?
(a) The idea of switching to the one bucket time off plan is to provide more flexibility for staff to take off when needed. Do the blackout days still provide a purpose or should we decrease the amount of days we currently have in place?
(b) The blackout days have been helpful to ensure that staff complete all required duties of their job (such as grading) before they are out.
(3) Concerns that the accrual rate being too low
(a) Employees who face multiple unexpected events might face some problems with taking time off and not having a balance to pull from.
(i) Scott provided data that showed in FY 2025 only 9 staff used more than 80 hours of sick leave
(b) MN Paid Leave is available to employees right away when they are hired (as long as they live in Minnesota)
(i) Employees just need to have a qualifying event

(ii) They also need to have earned enough wages in the last year of when they submit their leave request (at least $3,700)

(4) Would we consider having the option for employees to donate time to colleagues?

(a) There are concerns about equity and favoritism

(i) To avoid this we could have staff donate to a general pool managed by HR and then staff would need to put in a request to access this additional time off.

(b) Everyone is paid at a different rate

vi) Committee Recommendations

(1) Accrual Rate Option 2

(2) Payout 100%

vii) Next Steps

(1) Leslie is going to present the new PTO plan option to staff during the professional development meeting on 4/17/26.

(2) HR Committee members will go to their departments to get feedback and bring that back to the next committee meeting

(3) Leslie, Amy, and Scott will present the different payout options at the next Finance Committee meeting.

(4) Determine the best timeline to roll out the new PTO plan. Is this something we could realistically roll out for the 26-27 school year?

2) Employee Handbook Draft 26-27

a) Section 2.9 Performance Reviews

Supervisors should observe performance and communicate with each employee about his/her work on an ongoing basis as well as through an annual performance appraisal process. Among the factors evaluated are the quality and quantity of the work, work habits, interpersonal skills, and adaptability to job conditions.

Each employee will also receive periodic written evaluations of his/her performance. Supervisors typically conduct an annual written performance appraisal for each employee every year.

Upcoming Meeting Dates/Times
Thursday, April 16th at 2pm
Thursday, May 21st at 2pm