



HR Committee Agenda

January 15, 2024 at 3:00pm

Join Zoom Meeting

<https://blueskyschool-org.zoom.us/j/99817216925?pwd=S21FajFIT1liQTN5TG4yb0F6TGRKdz09>

Meeting ID: 998 1721 6925

Passcode: 861962

Attendance: Amy Larsen, Danielle Sanders, Dawn Mensing, Billie Johnson, Emily Torvik, Jim Stocco, Heather Novak, Amy Chicoine, Chrstine Graupman, Cathy Parker, Sarah Miner, Jodi Helder, Gabra Lokken, Julie Johnson, John Mizuer, Heidi Housh, Mandy Kasowicz, Carla Anderson-Diekmann, Scott Brown, Dave Bjorklund, Darren Sonenstahl, Gaia Buttweiler, and Leslie Egnor

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) Steps and Lanes Pay Scale
 - a) Last week Scott Brown and his team helped to gather budget data from a variety of schools to see the percentage of funds that are going towards employees' salaries/benefits in 2023.
 - i) Here are the [results](#).
 - ii) Scott's team also provided a comparison spreadsheet that highlights revenue and expenses by ADM for a variety of schools. You can access the information [here](#).
 - b) [Proposed scale](#) for base salary increase and step increase for new steps and lanes pay scale. steps and lanes chart
 - c) Finalize Education Lane increments for steps and lanes chart
 - i) There will be 7 lanes: BA, BA+15, BA+30, MA, MA+15, MA+30, MA+45

- ii) Send out Education Lane Survey to staff to help determine where staff will fall on the new pay scale
 - (1) 76 have responded out of 90 staff as of 01/31/24
 - iii) Include same salary/wage increases for non-licensed staff
- 2) Discussion on adding holiday pay for 181 and 191 hourly staff
 - a) 5-6 days during the school year most likely
 - i) Labor Day, Thanksgiving Day, Christmas Day, New Years Day, President's Day (or MLK Day), and Memorial Day
 - b) Committee recommends adding holiday pay information for 181 and 191 day staff when edits to the Employee Handbook are made during the summer.
- 3) Two Long Term Sub Position Openings Update
 - a) Business LT start date February 15, 2024, ending March 22, 2024
 - b) Phyed/Health LT start date April 1, 2024, ending June 3, 2024
- 4) Action Items before next HR Committee Meeting
 - a) Committee will review Employee Handbook and make suggestions for edits
 - i) Specifically looking at sections 3.2, 3.6, 4.1, and 5.6
 - ii) Leslie will send out an Educational Lane Survey to staff
 - (1) Leslie will put together data of where staff will be on the new scale to help determine what the budget will look like with the new proposed scale.
 - iii) Incentive Drawing Committee will meet to draw names for the 23-24 First Semester drawing

**Upcoming Meeting Times:
Monday, February 12th at 3pm**