



Agenda Item Details

Meeting	Jul 25, 2022 - Regular School Board Meeting
Category	3. Administrative Reports
Subject	3.2 Human Resources Report
Type	Information, Reports

School District of Bayfield Human Resources Report

Submitted by Joshua Potvin

July 11, 2022

Current open positions

1. Athletic Director (part time)
2. Head Girls' Basketball Coach
3. Head Baseball Coach
4. Head Softball Coach
5. Food Service Assistant
6. Maintenance/Custodial
7. Special Education Paraprofessional
8. Alternative Education teacher, grades 6-8
9. Substitute Teacher

Creation/Vision of a School Board approved Hiring Policy Handbook for all staff

As the Human Resources Manager, I will be working with the leadership team to develop consistent hiring policies and procedures for filling open positions and/or vacancies. The purpose of the Hiring Policy Handbook will be to inform the Board, Administration, and key committee members of the School District of Bayfield's expectations and policies, provide legal information, provide legal protection to the District, and serve as a reference guide on important terms and conditions of the pre-employment hiring process, and to clarify questions regarding the District's hiring practices and procedures.

CPI Training

I completed the Nonviolent Crisis Intervention instructor training which is structured for human service professionals who experience and directly intervene in crisis situations. The training is focused on de-escalation techniques, risk assessment, and both nonrestrictive and restrictive interventions. In an effort to streamline training practices for new and existing employees, I will be offering annual Inservice training as well as for new hires during the onboarding process.

Other

Administering Employee Contracts 2022-2023

Coronavirus Paid Sick Leave Tracking

FMLA documentation

Posting open positions

Working with the leadership team and Hiring Committees in regard to the onboarding process.

Working on innovative ways to engage our staff and increase overall employee satisfaction.

Working with staff members to resolve conflicts/grievances.
Evaluating current district handbooks.

Respectfully,

Joshua Potvin

This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda.