

**Agenda Item Details**

Meeting	Aug 15, 2022 - Regular School Board Meeting
Category	3. Administrative Reports
Subject	3.2 Human Resources Report
Type	Information, Reports

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 will be training staff in Nonviolent Crisis Intervention which is structured for Human Service professionals who experience and directly intervene in crisis situations. The training will be 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 in-service training as well as for new hires during the onboarding process.

Other

Administering Employee Contracts 2022-2023

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.

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.