



DATE: October 16, 2024

TO: Board of Education

FROM: Mrs. Kerstin Kramer, Superintendent Chief Learning Officer

SUBJECT: Review Proposed Revisions to Exhibits (1) 4112.9/4212.9/4312.9 - Employee Notification

PRESENTED BY: Mike Shepherd, Executive Director of Human Resources

ACTION REQUESTED

Review the proposed revisions and provide direction to bring back to the next regular Board Meeting for approval.

BACKGROUND INFORMATION

Exhibit updated to clarify that the exhibit is a non-exhaustive list of notices which the law explicitly requires be provided to employees. Additionally, exhibit updated to incorporate notifications related to requesting volunteers to be trained to administer albuterol and anti-seizure medication.

Policy reviewed in conjunction with the accompanying exhibit.

RESOURCES REQUIRED: N/A

PREPARED BY: Tichelle Criswell, Administrative Assistant, for Mike Shepherd, Executive Director of Human Resources

Attachments:

- Exhibits (1) 4112.9/4212.9/4312.9 - Employee Notification – Compared
- BP 4112.9/4212.9/4312.9 - Employee Notification - Included for Reference