

## *GRCDC Operations (Management/HR) Subcommittee*

### **Responsibilities:**

- Provide management (board) administration.
  - Develop policies, guidelines and handbook for school management to use in their management of the school. (Included in this would be but not limited to policies on Harassment, Nepotism, Guidelines for Volunteerism, etc)
  - Review employee contracts and assist in aligning job descriptions with contracts.
- Meet with school leadership (Sarah, Rachel, John) as needed.
- Be visible to school staff and teachers.
- Be “on call” to respond to requests for support on HR issues, conflict management, etc.
- Be available to “hear” issues from staff and teachers that they felt were not heard appropriately by leadership and integrate issues into policy and process.
- Offer board acknowledgement and recognition for excellent service.

### **Deliverables:**

- Report to the board monthly.
- Employee contracts.
- Help maintain the on-line written policies and handbook

### **Connections:**

- GRCDC Leadership
- BHS (Professional HR group that manages insurance policies for school now)
- GRPS Administration

### **Goals for this year (or whatever time frame is appropriate):**

- Solicit 3-4 individuals to be a part of the workgroup. (Ryan Root, BHS, Jordan Hoyer, JHLaw, Carol Lautenbach, Godfrey Lee School Superintendent, and more)
- Create an employee handbook
- Update all employee contracts
- Develop and roll out recognition program