



### Agenda | Thursday, April 25

8:45 – 9:00

Introductions and Welcome

TASBO Staff

9:00 – 10:00

#### Understanding and Implementing HR Policies

*Legal and local policies are the foundation for all HR functions and decisions. Explore board adopted provisions relevant to HR. Take part in a fast-paced and interactive session to learn how to ensure your practices and employment actions align with policy.*

**Jennifer Barton**

*HR & Compensation  
Consultant  
TASB HR Services*

**Lauren Wurman**

*HR & Compensation  
Consultant  
TASB HR Services*

### Break

10:10 – 11:10

#### Understanding Educator Contract Administration

*Receive an overview of educator contract management. Chapter 21 contracts extend specific rights to employees and requires administrators to make sound decision-making. Learn how you can support your administrators with contract management and understand the types of Chapter 21, provisions associated with each contract, timing for issuing contracts, the relationship between a contract and an employee's pay, and best practices.*

**Jennifer Barton**

*HR & Compensation  
Consultant  
TASB HR Services*

**Lauren Wurman**

*HR & Compensation  
Consultant  
TASB HR Services*

### Break

11:20 – 12:20

#### Effective Workplace Investigations in the School District Setting

*Examine best practices to utilize and pitfalls to avoid when conducting investigations into employee misconduct and/or violations of district or company policy.*

**Joseph L. Parks**

*Attorney/Consultant*

