

Board Information Memo

SUBJECT: Approval of 2026–2027 Employee Handbook

Category (Contract Approval, Policy, Personnel, General Approval. etc.): **Policy**

Date: April 14, 2026

Reason for Board Consideration (Fiscal Policy, State Requirement, etc.): Organizational policy update; legal compliance

Decision Type (Action Item, Information Only, etc.): Action Item

Background (Brief Summary of Background Information):

The 2026–2027 Employee Handbook has been developed to reflect current organizational practices, operational needs, and applicable federal and California employment law requirements. The Handbook serves as a general reference guide for employees and outlines the School’s employment policies, expectations, and procedures.

Rationale (Why is this important and why is this coming to the Board):

Board approval is required as the Handbook establishes the School’s official employment policies and governance framework. Approval ensures the School maintains compliant, consistent, and clearly communicated employment practices aligned with legal and operational expectations.

Evidence of Due Diligence:

Administration has worked closely with legal counsel throughout the development of the Handbook to ensure alignment with applicable laws and regulatory requirements. Legal counsel will continue to review the document and may recommend additional material revisions prior to final implementation. Any such revisions will be incorporated to ensure ongoing compliance and risk mitigation.

Fiscal Impact:

N/A

Potential Conflicts of Interest: N/A

Recommendation/Board Action (if applicable): Approval

Prepared/Recommended/Approved By: Zana Kidd