



The NW Center for Educational Options (NWCEO),  
the United Schools Insurance Program of Oregon (USIPO)  
and the Fournier Group are pleased to provide the  
**“Risk Management for Charter Schools Training Series.”**



**FREE to NWCEO Members (two people per member organization). \$ 75 for non-NWCEO members**

**Nov 20<sup>TH</sup> 8:30 AM—12:00 PM: Bullying, Sexual Harassment and Sexual Misconduct ([Register](#))**

This workshop is designed for administrators, board members and other staff. Key content includes:

- The definition of bullying, which separates this behavior from teasing, student harassment and resolving peer conflict
- Reporting, documentation and investigation procedures of alleged bullying incidents
- Strategies for minimizing bullying in schools
- Understanding of sexual harassment and sexual misconduct between adults, between adults and students and between students
- Information about the impact sexual harassment and misconduct has on the workplace, remedies and how to handle these issues
- How to put everyone on notice that sexual harassment and misconduct cannot be tolerated in your school

**January 29<sup>th</sup> 8:30 AM—12:00 PM: Personnel Issues ([Register](#))**

This workshop is designed for administrators and board members. Key content includes:

- Prevention of personnel issues
- Core management principles that minimize personnel problems
- How to develop a hiring plan, from creating the job description through screening and picking the right candidate. Proven practices and the legal requirements of “hiring right”
- Hiring process framework, including sample documents, along with proper search and job listing techniques to find the best possible candidate
- How to avoid the costly litigation process brought about by hiring the wrong individual or going about the process incorrectly.
- Role of the supervisor when corrective action becomes necessary
- Steps of progressive discipline, including the role of each of the following: job descriptions, evaluations, policies/procedures, contract language, thorough and unbiased investigations, documentation, employee rights, due process, just cause and past practice
- How to keep staff motivated

**March 5<sup>th</sup> 8:30 AM—12:00 PM: Emergency Preparedness and Crisis Management ([Register](#))**

This workshop is designed for administrators and board members. Key content includes:

- How to deal with the public and press
- Appropriate policies and procedures to have in place for a wide variety of emergencies.

**May 7<sup>th</sup> 8:30 AM—12:00 PM: Playground Liability and Safety / Supervising Students During Unstructured Times ([Register](#))**

This workshop is designed for administrators and staff who supervise students during recess and other unstructured times. Key content includes:

- Specifics about playground equipment
- Appropriate supervision of playground areas
- What to do if an injury or accident occurs
- Supervising students during unstructured times such as recesses, field trips, etc.