



Sharon Williams, Ed.D.
Superintendent of Schools

To: RIMSD 41 Board of Education
From: Sharon Williams, Ed.D.
Cabinet Champion: Dr. Dominique Moore, Assistant Superintendent of HR
Date: August 11, 2026
Re: Employee Handbook

The Employee Handbook has been reviewed and updated to improve consistency, clarity, and efficiency across the District. The most significant revision is the integration of information previously contained in the separate Head Start Employee Handbook into the District's Employee Handbook.

This update was made to ensure that all employees receive consistent information regarding District expectations, policies, and procedures while maintaining compliance with applicable Head Start Program Performance Standards. Incorporating Head Start-specific information into a single handbook streamlines our documentation, reduces duplication, and provides employees with one comprehensive resource for employment-related information.

The revised handbook reflects current District policies, applicable federal and state requirements, and operational practices. Head Start-specific provisions remain clearly identified where program requirements differ from those applicable to all District employees.

Moving to a single, comprehensive Employee Handbook supports the District's commitment to consistency, transparency, and effective communication with all staff while simplifying future updates and administration.

It is recommended that the board approve the adoption of the revised employee handbook for the 2026-2027 school year.