



Colorado Charter Schools Annual Conference

February 25-27, 2026
Denver Marriott Tech Center



"If you want to go fast, go alone.
If you want to go far, go together."
— African proverb



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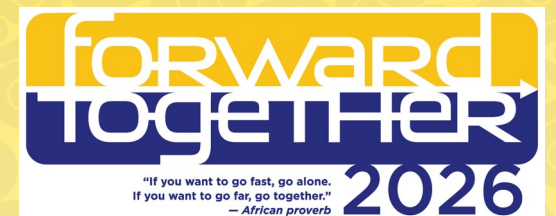
(66) HR on a Shoestring- Tools for the One-Person Talent Shop

**Dr. Sara Taylor, CEO & Founder
Perfect Match Schools**

**Humboldt
February 27, 2026 | 1:30-2:30PM
Human Resources & Staffing**



**Colorado League of
Charter Schools**



“
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We make it our priority to **advocate** for high-quality public charter schools across Colorado.



Be a part of the action.



HR on a Shoestring: Tools for the One- Person Talent Shop

February 27, 2026





Dr. Sara Taylor

Sara Taylor is a seasoned education leader with expertise in professional learning, talent acquisition, and data-driven decision-making. She is passionate about creating inclusive systems that promote equity, belonging, and success for all students and educators. With advanced degrees in business administration, education, and non-profit management, and a deep commitment to educational excellence, Sara empowers schools and organizations to thrive through innovative strategies and compassionate leadership.

Why this session?

HR often lives with **ONE** person.

This person is usually juggling a number of roles

The stakes are high even when resources are low.





HR is not
paperwork.
It's how trust
is built and
maintained.



HR is Trust Infrastructure

- Inconsistent systems create stress
- Missed deadlines erode credibility
- Clear systems protect people and culture

The Reality of the One- Person HR Shop



Limited Budget



Limited Backup



High Emotional Load



Limited Time



What Actually Makes HR Sustainable



**Fewer
Surprises**



**Clear
Expectations**



**Consistent
Follow
Through**



**Shared
Responsibility**

Minimum Viable HR



Simple



Repeatable

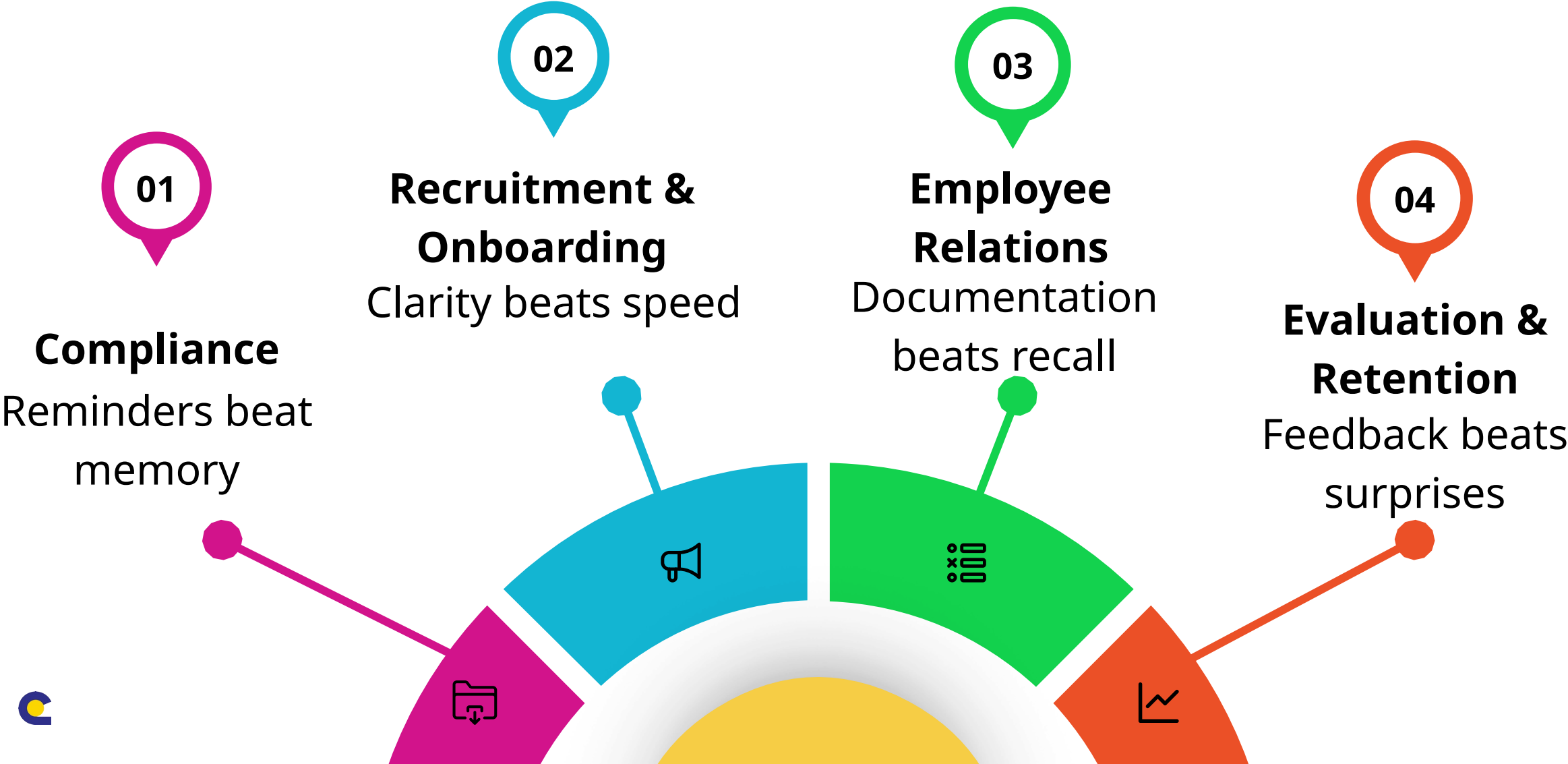


Documented



Survivable

What does "Good Enough" look like?



Compliance

01

Compliance

Reminders beat
memory

What goes wrong when this is missing

- Deadlines are missed because they live in someone's head
- Policies exist but are outdated or unknown
- Leaders unintentionally violate labor or education law
- Trust erodes when decisions feel inconsistent or reactive



Compliance

01

Compliance

Reminders beat
memory

What “good enough” looks like in a small organization

- A shared calendar with automated deadline reminders
- A short compliance checklist reviewed monthly/quarterly
- A small, current set of core policies that staff can find
- Clear ownership, person knows what must be done & when



Tools to Streamline Compliance

01

Compliance

Reminders beat
memory

- Plain language summaries
- Generate compliance checklists / calendars
- Stress-test compliance scenarios before acting



Recruitment & Onboarding

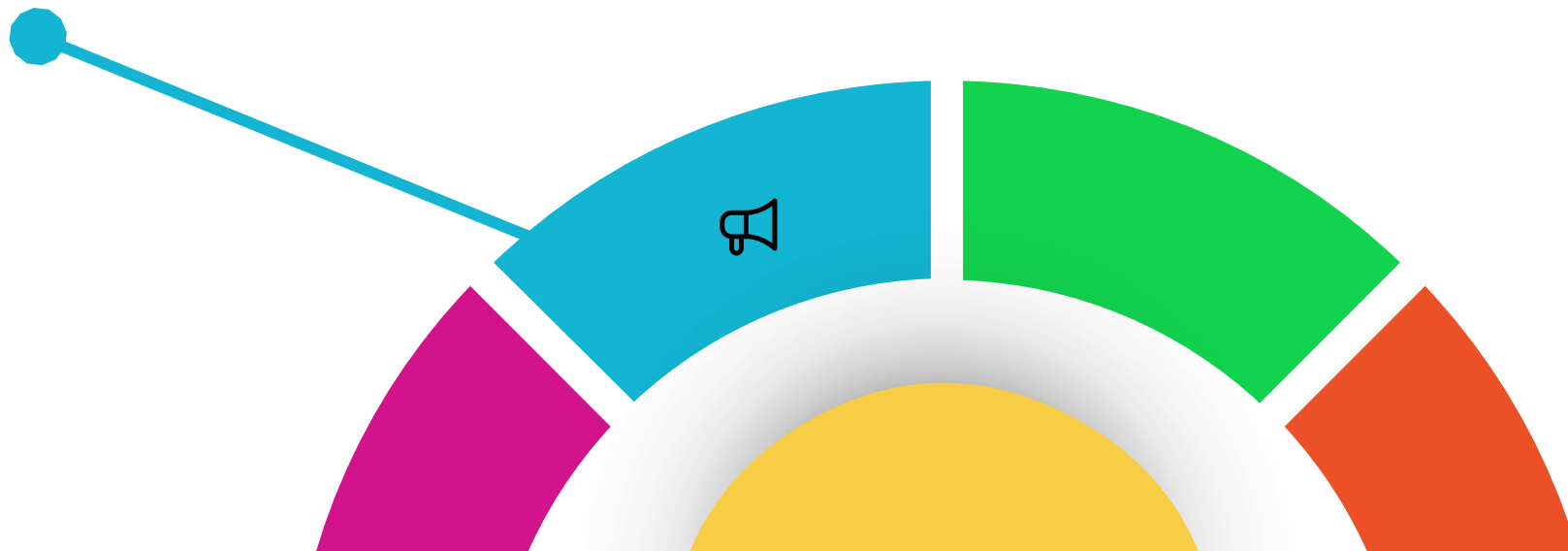
02

What goes wrong when this is missing

- Roles are unclear or oversold in hiring
- Hiring decisions are rushed during emergencies
- New hires feel lost in the first 30–60 days
- Early turnover increases, especially mid-year

**Recruitment &
Onboarding**

Clarity beats speed.



Recruitment & Onboarding

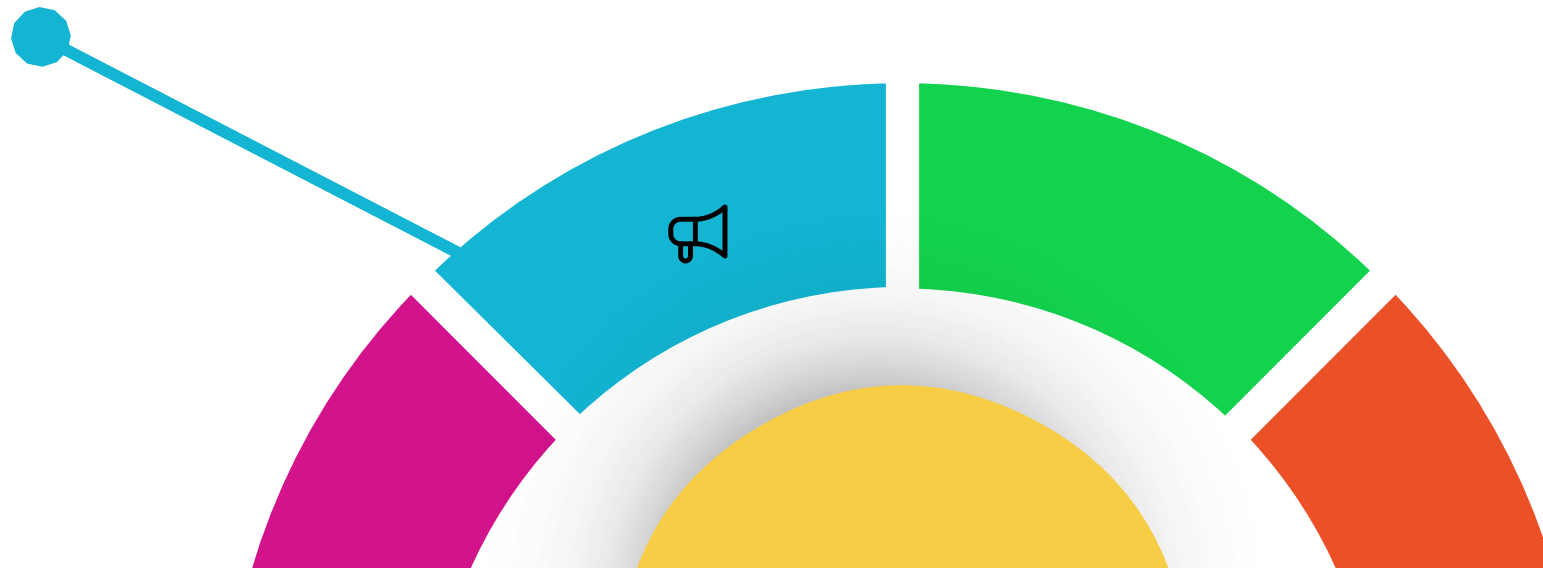
02

Recruitment & Onboarding

Clarity beats speed

What “good enough” looks like in a small organization

- Clear, honest job descriptions that reflect reality
- A consistent interview process, even if it's simple
- An onboarding checklist that covers the first week and first month
- One point person for new hire questions



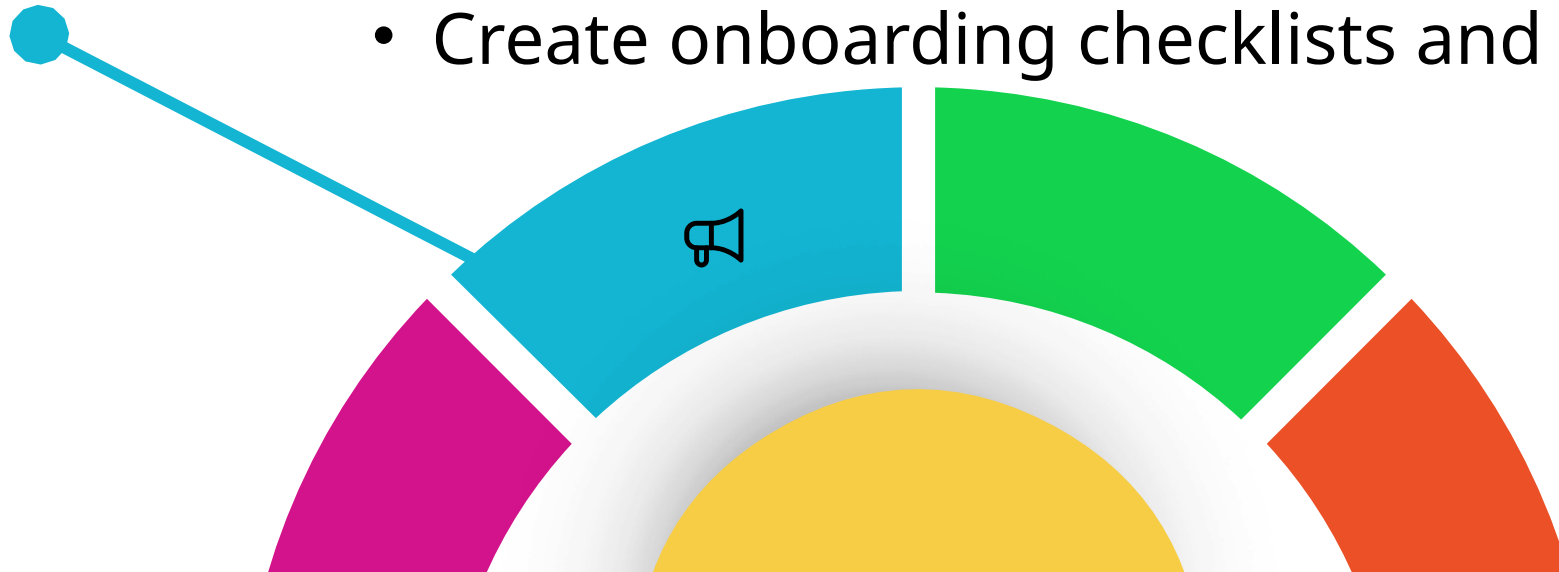
Tools to Streamline Compliance

02

Recruitment & Onboarding

Clarity beats speed

- Draft honest, role-accurate job descriptions
- Generate structured interview questions aligned to values and competencies
- Create onboarding checklists and 30-day plans



Employee Relations

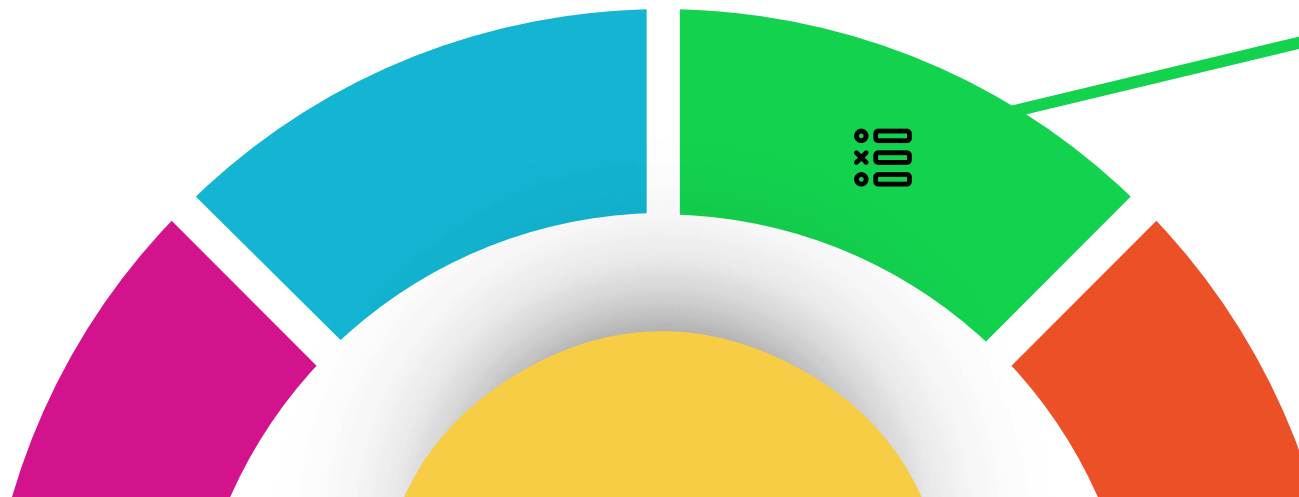
What goes wrong when this is missing

- Issues linger because no one wants conflict
- Conversations happen but aren't documented
- Leaders rely on memory instead of records
- Problems escalate into crises or legal risk

03

Employee Relations

Documentation
beats recall



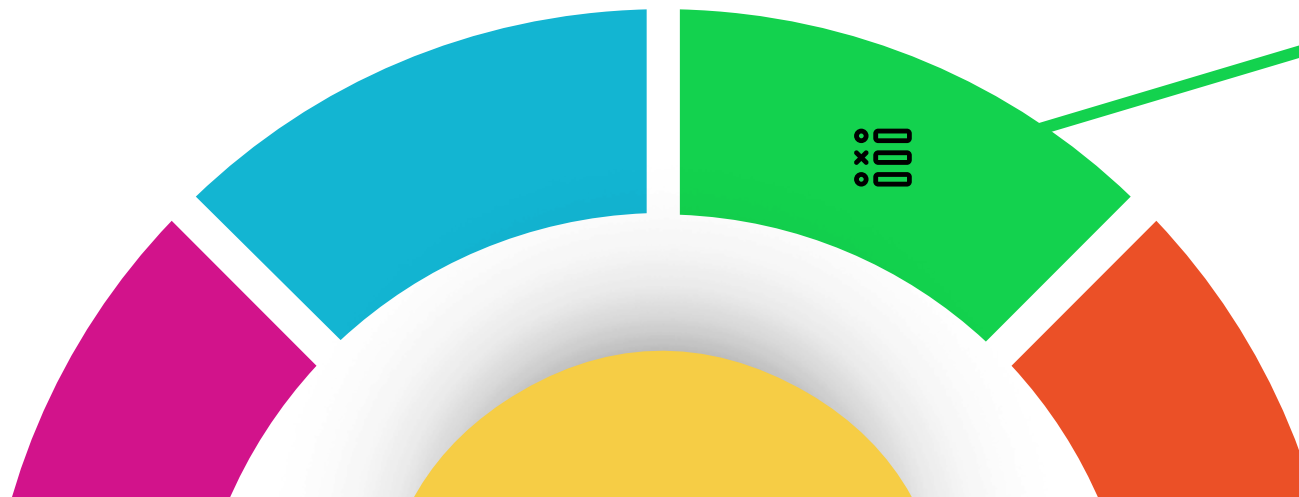
Employee Relations

What “good enough” looks like in a small organization

- Clear expectations communicated early and often
- Notes from conversations stored in a secure place
- Follow-up dates scheduled immediately after hard conversations
- A simple escalation path when issues don't resolve

03

**Employee
Relations**
Documentation
beats recall

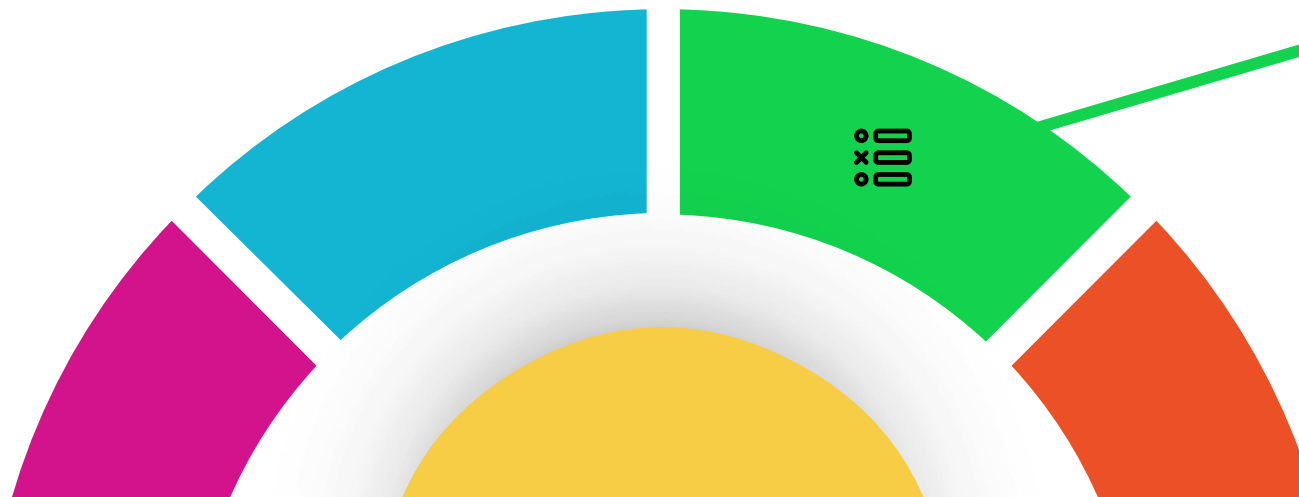


Tools to Streamline Employee Relations

- Draft professional, neutral documentation of difficult conversations
- Translate emotional or reactive language into objective HR notes
- Plan conversation structures before meetings

03

**Employee
Relations**
Documentation
beats recall



Evaluation & Retention

What goes wrong when this is missing

- Feedback only happens when something goes wrong
- Staff are surprised by evaluations or decisions
- High performers feel unseen
- Leaders lose people they wanted to keep

04

Evaluation & Retention

Feedback beats surprises



Evaluation & Retention

What goes wrong when this is missing

- Regular check-ins focused on growth, not just compliance
- Clear criteria for success that staff understand
- Simple recognition practices that reinforce values
- Stay conversations before people start looking elsewhere

04

Evaluation & Retention

Feedback beats surprises



Tools to Streamline Employee Relations

- Draft performance feedback tied to clear expectations
- Design stay interview questions and reflection tools
- Summarize trends across feedback or surveys

04

Evaluation & Retention

Feedback beats surprises



Using AI Responsibly

AI IS GREAT FOR:

- Drafting
- Organizing
- Summarizing
- Scenario Planning

AI IS NOT FOR:

- Final Decisions
- Replacing Judgment
- Skipping Documentation

Mid-Year Resignation

A strong teacher resigns in October with two weeks' notice. There is no current job description, and the last hire was handled informally.

The Missing Policy

During a staff dress code concern, you realize your staff handbook does not clearly address the situation being raised, and different leaders are giving different answers.

Documentation Gap

A staff member has been late repeatedly. Multiple conversations have happened, but nothing has been written down, and the behavior continues.

Evaluation Surprise

An employee is shocked by their evaluation and says, "This is the first time I'm hearing any of this."

Scenario Practice

In your group, decide:

What must happen immediately?

Which Core Four area is involved?

What tools or AI might help?

What must be documented?

Your *leaderscript* Toolkit



compliance

recruitment
&
onboarding

employee
relations

evaluation &
retention



<https://www.tinyurl.com/clcs2026>



Thank you!

sara@leaderscript.org
303-909-5089



“
**Your
feedback
helps us all
move forward
together**



**Colorado League of
Charter Schools**

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