



Sara Goldsmith Schwartz is the Founder and President of Schwartz Hannum PC, a law firm based in Andover, MA. Sara graduated from Concord Academy, and is a *cum laude* graduate of both Yale College and Harvard Law School. She began her legal career at the law firm of Ropes & Gray in Boston, after completing a federal court clerkship with The Honorable William Young in Boston.

Sara founded the Firm in 1995. The Firm has 13 lawyers, of whom 4 are dedicated to the Firm's education practice. The education practice is the largest in New England, representing more than 85 educational institutions in Massachusetts, New England and throughout the United States. Schwartz Hannum's Schools and Education Practice provides comprehensive guidance to the full spectrum of school and education clients.

Sara is a frequent speaker at seminars for attorneys, human resources professionals, and independent school administrators.

Recent accolades include a description of Sara as "*a great strategist who comes up with practical and elegant solutions – simply an extraordinarily effective attorney,*" and "*a formidable advocate*" who "*always does her homework,*" in order to sharpen her "*cutting-edge knowledge of the law.*"



Will Hannum is a Managing Partner of Schwartz Hannum PC. He received his law degree from the University of Virginia, where he received the Earl K. Shawe Labor Relations Award. He received his undergraduate degree in economics and English, magna cum laude, from Amherst College and his master's degree in English from Rutgers University, where he was awarded a Marion Johnson Fellowship for Academic Excellence. Prior to joining the Firm, Will was an associate in the Labor and Employment Law Section in the New York office of Morgan, Lewis & Bockius LLP.

Will represents employers in the full spectrum of labor and employment law matters, including employment litigation, labor relations and collective bargaining and employment counseling. He has represented unionized and non-unionized employers (including for profit and non-profit organizations) throughout the United States in a variety of industries, including communications, construction, education, entertainment, financial services, health care, insurance, retail, staffing and transportation.

Will advises the Firm's school and education clients on the full range of education law issues, including reports of sexual abuse, as well as student and employee matters, risk management, compliance, and documentation ranging from employment contracts to handbooks to bullying prevention and intervention plans.

Schwartz Hannum's Schools and Education Practice provides comprehensive guidance to the full spectrum of school and education clients, including many nationally renowned independent schools, colleges and universities in New England and throughout the United States. More than 85 colleges, universities and independent schools across the country rely on Schwartz Hannum to provide the clarity, foresight and guidance necessary to make smart choices. The Firm offers its clients an unusual combination of skilled, personable attorneys and a commitment to achieving each client's goals. We are readily available to discuss and address the myriad issues that arise each day for school administrators, such as: student and employee disciplinary matters, promotions, tenure, internal grievances and investigations, allegations of abuse, risk management, regulatory compliance, layoffs and employee terminations. We routinely prepare a wide range of documents for our school and education clients, including: faculty and staff offer letters, employment contracts, enrollment agreements, admissions documents and housing agreements, data security compliance programs, acceptable use of technology agreements, school bylaws, student/parent handbooks, faculty/employee handbooks and bullying prevention and intervention plans.

The attorneys in the Schools and Education Practice assist educational leaders in meeting their legal obligations to both employees and students under state and federal laws. Our attorneys understand the unique dynamics of the school environment - how each decision, from hiring and admission to termination and expulsion, affects relationships with students, parents, faculty, staff, alumnae, the community and governing boards. We translate that understanding into solutions that help schools mitigate risk and avoid potential conflicts. When disputes arise, we provide the administration with a full range of representation in litigation before state and federal government agencies, courts, and arbitration panels.

On January 15, 2014, Sara Schwartz and Will Hannum will present a seminar for VAIS on the following topic: **Hiring Tips and Traps, Faculty Employment Agreements, Performance Management, and Discipline and Discharge: A Deep Dive For Academic Administrators.**

Every day, academic administrators confront challenging situations around faculty hiring, evaluation, discipline and termination. This interactive workshop will provide academic administrators with the legal foundation, as well as tips, traps and best practices, for responding to and resolving the legal issues encountered in the employment context.

Topics will include:

- Hiring Tips and Traps
 - Essential Components Of A Job Description
 - The Employment Application Form: Dos, Must Dos and Don'ts

- Interviewing And Selecting Candidates: What You Can And Cannot Ask
 - Carefully Conveying The Offer And A Rejection
- Faculty Employment Agreements
 - At-Will Employment Or Contract?
 - Compensation, Responsibilities And Other Key Terms
 - Termination “For Cause” And “Not For Cause”
- Performance Management
 - Methods And Tools To Establish And Document Goals
 - Choosing An Effective Performance Evaluation Methodology
 - Providing Constructive Feedback
- Discipline And Discharge
 - Discipline Processes
 - Record Keeping And Documentation
 - The Discharge Process

This lively program will use real-world examples from the Firm’s experience and research. In addition, Sara and Will use interactive tools, interwoven into the presentations, such as scripted questions and “hypotheticals” for discussion purposes, to offer attendees an opportunity to participate in the presentation and to maximize their learning experience.

Who Should Attend?

Head of School, Associate Head of School, Chief Financial Officer, Chief Operating Officer, Business Manager, Director of Human Resources, Director of Admissions, Dean of Faculty, Head of Upper School, Head of Lower School, Dean of Students, Dean of Admissions and Other Independent School Administrators.

Please see the Firm’s Website, at www.shpclaw.com, for more information regarding the Firm, its attorneys and the scope of the Firm’s practice.