MEET YOUR HUMAN RESOURCES TEAM

We're here to support you every step of the way!



Shelley Keck

Executive Director of Human Resources

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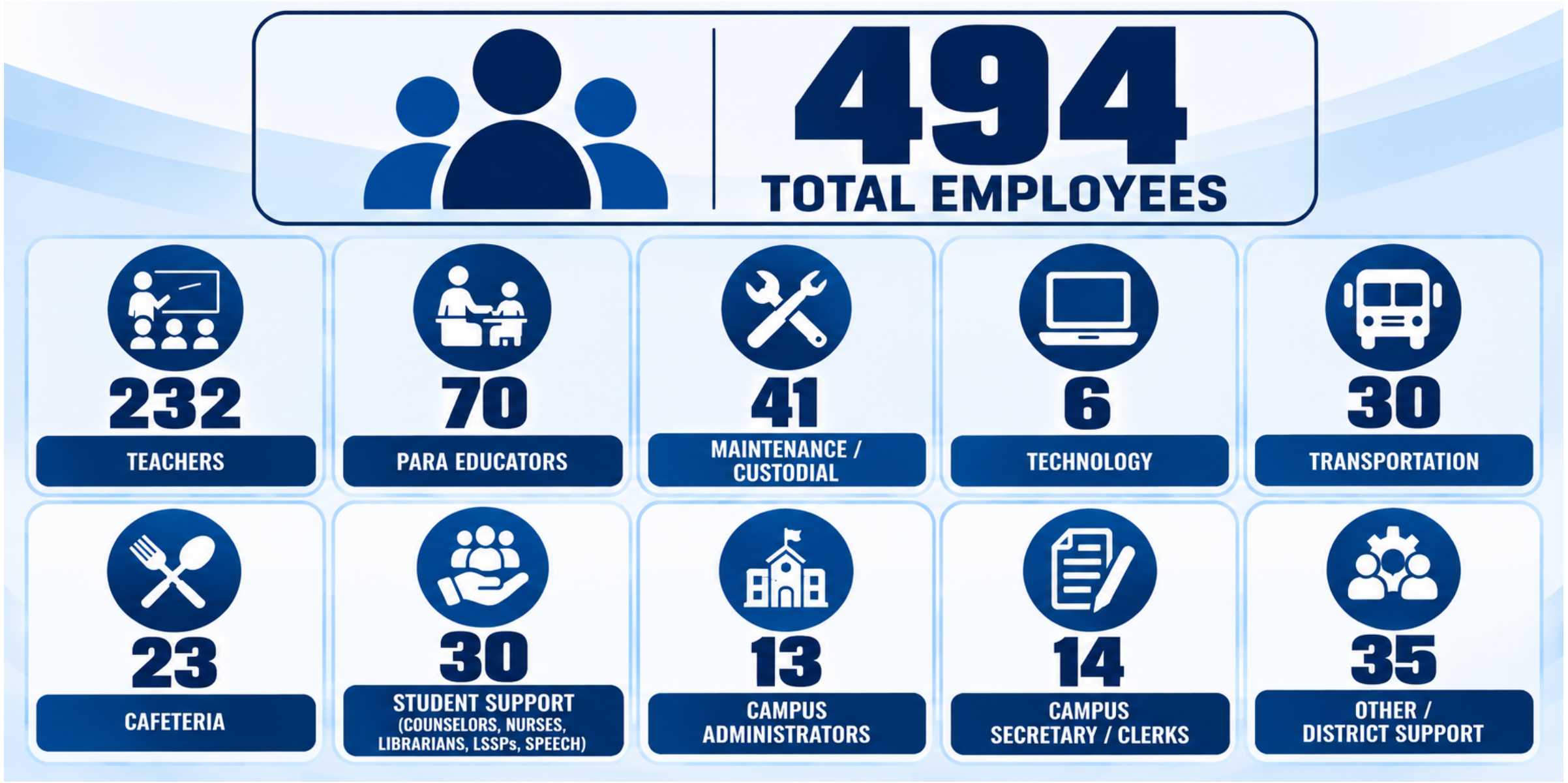


Elena McFadin

Human Resources Assistant

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People make the difference.


494
TOTAL EMPLOYEES
232
TEACHERS
70
PARA EDUCATORS
41
MAINTENANCE / CUSTODIAL
6
TECHNOLOGY
30
TRANSPORTATION
23
CAFETERIA
30
STUDENT SUPPORT
(COUNSELORS, NURSES, LIBRARIANS, LSSPs, SPEECH)
13
CAMPUS ADMINISTRATORS
14
CAMPUS SECRETARY / CLERKS
35
OTHER / DISTRICT SUPPORT

A SNAPSHOT OF Human Resources

LA VERNIA ISD

PEOPLE • SUPPORT • OPPORTUNITIES • STRONGER TOGETHER



WE RECRUIT

Attract and hire talented individuals who are passionate about making a difference in our schools and community.



WE ONBOARD

Create a welcoming and supportive start for long-term success.



WE ENSURE PROPER TRAININGS

Coordinate and track required trainings to keep our staff informed, safe, and prepared.



WE VERIFY CERTIFICATIONS

Ensure all required licenses and credentials are current and compliant.



WE HANDLE EMPLOYEE/EMPLOYER SUPPORT

Provide guidance, answer questions, and support our team every step of the way.



WE RECRUIT SUBSTITUTES

Identify and hire qualified substitute staff to keep our schools and departments running smoothly.



WE MANAGE STAFFING

Plan, place, and maintain the right people in the right roles to meet our schools' needs.



WE COLLABORATE WITH PAYROLL/BENEFITS

Work closely to ensure accurate and timely pay for our employees and support health, wellness, and financial benefits.



WE MANAGE WORKERS' COMP CLAIMS

Support employees through the workers' compensation process and help ensure a safe and healthy workplace.



WE PARTNER WITH COMMUNICATION

Work together to tell our story, share our successes, and highlight the amazing people who make La Vernia ISD great.



WE ADVERTISE

Share job opportunities and showcase what makes La Vernia ISD a great place to work.



WE REFLECT ON SURVEYS & ACKNOWLEDGE STAFF

Listen to feedback, review results, use insights to grow and improve, and celebrate achievements and recognize the everyday impact of our team.

Annual HR Planning Cycle

A YEAR-ROUND APPROACH TO BUILDING A STRONGER TEAM

JULY / AUGUST

WELCOME NEW STAFF

- Finalize hiring and onboarding processes
- Welcome new staff to the team
- Complete onboarding and orientation
- Deliver back to school trainings for all staff
- Support new staff integration and ongoing training needs

SEPTEMBER / OCTOBER

COORDINATE WITH PAYROLL / BENEFITS

- Work with payroll and benefits for calibrating recordings
- Ensure accurate and timely data entry and reporting
- Review and reconcile staff changes, salaries, and benefits

NOVEMBER

WORK CALENDAR CONVERSATIONS

- Review and discuss the upcoming year's work calendar
- Identify key dates, holidays, and scheduling needs
- Gather input from leaders and teams

DECEMBER / JANUARY

BEGIN STAFFING MEETINGS FOR NEXT YEAR

- Assess current staffing levels
- Identify future needs and potential gaps
- Discuss department needs and organizational goals
- Begin workforce planning for the next year

FEBRUARY / MARCH

CONTRACT RECOMMENDATIONS

- Review staffing recommendations
- Develop contract recommendations for the next year
- Consider role changes, new positions, and renewals
- Align with budget and organizational priorities

APRIL / MAY

COMPENSATION PLANS

- Review market data and pay structures
- Develop compensation recommendations
- Ensure alignment with budget and equity goals
- Prepare for implementation in the next fiscal year

JUNE

EMPLOYEE HANDBOOK

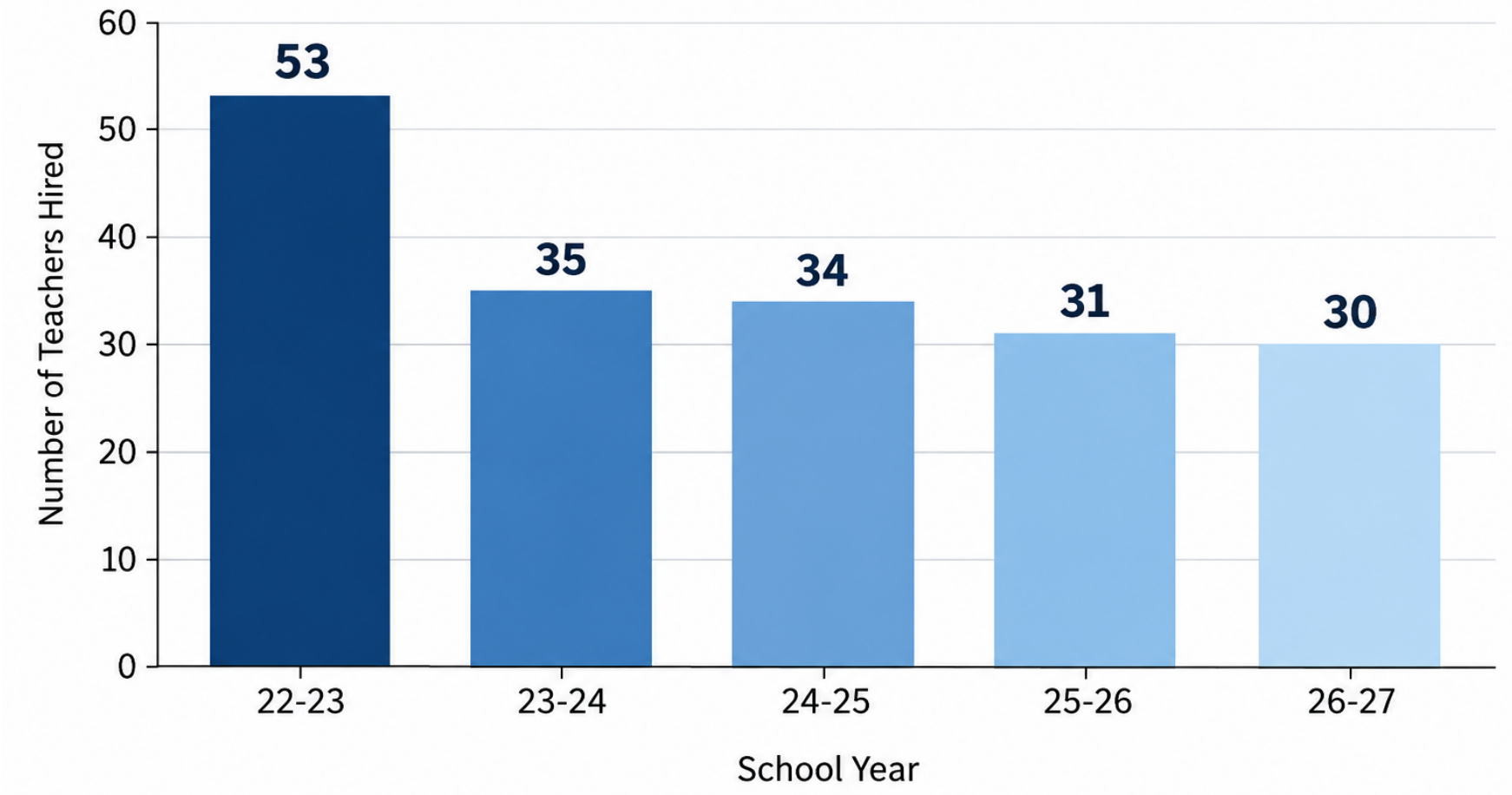
- Review and update existing policies
- Ensure compliance with current laws and best practices
- Incorporate organizational changes
- Communicate updates to staff

PLAN FOR TRAININGS FOR NEXT YEAR

PLAN FOR TRAININGS FOR NEXT YEAR

- Assess training needs based on organizational goals and feedback
- Identify required and recommended trainings
- Develop a training calendar for the next year

Teachers Hired by School Year



GOAL

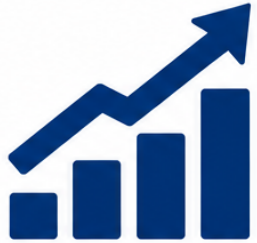
100% of LVISD employees will complete all required compliance training and acknowledge district policy and procedure updates within designated timelines resulting in increased employee compliance and awareness of organizational expectations as measured by training records, policy acknowledgment documentation, and employee feedback.



Complete all required compliance training



Acknowledge district policy and procedure updates



Increase employee compliance and awareness of organizational expectations

Progress is measured by training records, policy acknowledgment documentation, and employee feedback.

GOAL

Improve employee retention and engagement through consistent communication, meaningful feedback, and employee recognition opportunities; resulting in increased employee satisfaction and retention as measured by employee engagement survey results, retention data, and participation in recognition activities.





CONSISTENT COMMUNICATION
Keep employees informed and engaged.

MEANINGFUL FEEDBACK
Provide opportunities for input and growth.

EMPLOYEE RECOGNITION
Celebrate accomplishments and contributions.

INCREASED EMPLOYEE SATISFACTION AND RETENTION

HOW WE MEASURE SUCCESS

- Employee engagement survey results
- Retention data
- Exit interviews
- Participation in recognition activities
  - Road Show Days
  - Employee Excellence Awards Ceremony
  - Service Awards at each campus

New Initiatives to Support LVISD





Reflections & NEXT STEPS



As we move forward, our focus will remain on strengthening employee retention, ensuring competitive compensation, and preparing for upcoming legislative changes.

GATHER TURNOVER DATA BY DEPARTMENTS

Collect and review turnover data by department to identify trends, challenges, and opportunities for improved retention.

CONTINUE EXAMINING COMPENSATION PLANS

Continue examining district compensation structures to support competitive pay, employee recruitment, and retention.

BE READY FOR A SUMMER OF LEGISLATIVE UPDATES

Stay informed and ready to respond to legislative developments throughout the summer, assessing potential impacts on district operations, staffing, and compensation.