Lakeland Joint School District #272

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LJSD Vision: A community committed to academic excellence ... dedicated to student success.

Board Report

Olivia Jones
Human Resources Director

November 18, 2026

As I step into my new role as HR Director, one of my priorities will be reviewing our current systems and processes and identifying areas where we can improve. I have just begun digging into things, but I am looking forward to the improvements we can make moving forward. My goal is to create processes that are more streamlined, consistent, and easier for employees and administrators to navigate.

One area I have already addressed is our direct deposit change procedure. I have updated the process to require additional documentation from employees, providing an extra layer of protection and helping safeguard employees against potential fraudulent changes to their accounts.

One of my first major priorities is developing a more streamlined and consistent process for FMLA and other employee leave situations. I have reached out to neighboring districts to learn what has been working well for them, researched requirements, and am looking into professional development opportunities related to FMLA and ADA. I want to make sure we have clear procedures in place and are handling these situations consistently while providing employees with the support and information they need.

As I continue learning more about our current processes and identifying opportunities for improvement, I welcome feedback and suggestions. If there is anything specific you would like to see included in the HR report please let me know.