

**Department of Community Education
Improvement Plan
2012-2013**

District Key Result: Efficient and Effective Operations

Department Goal: By August 30, 2013 Community Education will implement a new registration system to better serve our customer and increase overall productivity.

Supporting Data (evidence of need): Current system does not offer the level of services needed to run efficiently or effectively.

Measures:	Targets:
1. A registration program is chosen.	1. The new registration program is up and running by August 2013.

Strategies	Person(s) Responsible	Timeline
1. Research available registration programs.	Kim Carlson & Coordinators	July-August. 2012
2. Attend presentation for select programs.	Kim Carlson, Clerical & Coordinators	August 2012
3. Gather information from surrounding CE programs.	Kim Carlson	Aug- Nov. 2012
3. Visit registration program and MCEA conference.	Kim Carlson & Coordinators	October 2012
4. Create a task force to implement the program.	Kim Carlson & Coordinators, Reg. Company	Nov.-Dec.2012
5. Meet with task force to develop implantation plan.	Kim Carlson & Coordinators, reg. company	Dec.- Jan. 2013
6. Implement the registration program.	Kim Carlson, Clerical & Coordinators	July – Aug. 2013

To be completed in June:

Accomplished: Yes No In Progress

Actual Results:

Future Steps:

*Independent School District 877
Buffalo-Hanover-Montrose Schools*