



Department of Human Resources
IMPROVEMENT PLANS
2013-14

HUMAN RESOURCES

1. Conduct a pay equity study for the school district
 - Last study conducted in 1999
 - Job descriptions

HUMAN RESOURCES AND FINANCE & OPERATIONS

2. Increase cross training in the business office and human resources office
 - FAQ's
 - Backups for positions
3. Implement additional paperless procedures for the district office
 - Insurance enrollment
4. Increase VEBA health insurance plan participation
5. Implement requirements of the ACA (Affordable Care Act)

HUMAN RESOURCES AND TEACHING & LEARNING

6. To successfully implement an effective teacher evaluation system by 2014-15 that is in compliance with Minnesota statute.
 - Teacher evaluation – 2014-15

HUMAN RESOURCES AND SUPERINTENDENT

7. Provide an alternative compensation system for teacher union and school board consideration and implementation. To successfully implement a quality compensation program (Q-Comp) by 2014-15 that is in compliance with Minnesota statute.
 - Q Comp (Teacher Evaluation)

MISCELLANEOUS

8. OTUGGD



**Department of Human Resources
IMPROVEMENT PLAN
2013-14**

Department Goal: Conduct a pay equity study for the school district

District Key Result: Efficient and Effective Operations

Supporting Data (evidence of need): A comprehensive pay equity study was last conducted in the school district in 1999. Job descriptions are outdated, need updating and must be re-evaluated for pay equity purposes. In addition, job descriptions must include physical requirements required, such as lifting, to determine if employees can perform the essential functions of the job with or without reasonable accommodations at the time of hire.

Measures:	Targets:
1. Job descriptions revised	1. Completed by 12/15/2014
2. Pay Equity 5-year submissions	2. In compliance with pay equity tests

Strategies	Person(s) Responsible	Timeline
1. Contact firms to develop a process	Martell	Fall 2013
2. Complete an RFP	Martell/Kawlewski	Winter 2014
3. Inservice managers on process	Martell	Winter 2014
4. Inform unions/employees of process	Martell	Winter 2014
5. Rewrite job descriptions	Martell/Managers	February-June 2014

To be completed in June:

Accomplished: Yes No In Progress

Actual Results:

Future Steps:



**Department of Human Resources & Finance & Operations
IMPROVEMENT PLAN
2013-14**

Department Goal: Increase cross training in the business office and human resources office

District Key Result: Effective and Efficient Operations

Supporting Data (evidence of need): Employee absences create holes in our service at times due to the fact that we are specialized in the duties that are performed by each individual. We have some extensive backup plans in place but still find ourselves vulnerable to service issues at times. Our hope is to have more information sharing across the departments with key individuals so that the service interruptions due to employee absences or departures are minimized and eventually eliminated.

Measures:	Targets:
1. To be determined: Possibilities include customer satisfaction survey, tracking of number of calls that exceed 1 day to get resolution due to employee absence, ability to meet deadlines, employees are able to be on vacation without a loss in service.	1. Each employee will identify 3-5 key functions and a backup person will be determined for each function. Each backup employee has received adequate training in order to be able to adequately perform the duties of that function.

Strategies	Person(s) Responsible	Timeline
1. Identify areas of vulnerability and the most frequent problem areas that occur. Determine backup plans for those areas.	Gary Kawlewski, Miranda Kramer, Moreen Martell	Throughout the school year
2. Train multiple individuals to perform the duties that are most frequently problematic.	Gary Kawlewski, Miranda Kramer, Moreen Martell	Throughout the school year
3. Set up multiple short education sessions for staff to provide information and education on those specific areas.	Gary Kawlewski, Miranda Kramer, Moreen Martell	Throughout the school year
4. Develop FAQ's allowing business office and HR staff to respond to common questions.	Gary Kawlewski, Miranda Kramer, Moreen Martell	Throughout the school year

To be completed in June:

Accomplished: Yes No In Progress

Actual Results:

Future Steps:



**Department of Human Resources & Finance & Operations
IMPROVEMENT PLAN
2013-14**

Department Goal: Implement additional paperless procedures for the district office

District Key Result: Effective and Efficient Operations

Supporting Data (evidence of need): Technology continues to present options for the district to eliminate the use of paper in areas that can be done electronically thereby reducing waste and potential errors.

Measures:	Targets:
1. Online insurance enrollment	1. By 9/1/2014
2. Online flexible benefit enrollment	2. By 1/1/2014

Strategies	Person(s) Responsible	Timeline
1. Review the necessary requirements for implementation of the processes	Miranda Kramer, Gary Kawlewski, Moreen Martell	By 11/1/2013
2. Implementation of the processes	Miranda Kramer, Gary Kawlewski, Moreen Martell, Tami Johnson	By 12/1/2013

To be completed in June:

Accomplished: Yes No In Progress

Actual Results:

Future Steps:



**Department of Human Resources & Finance & Operations
IMPROVEMENT PLAN
2013-14**

Department Goal: Increase VEBA health insurance plan participation

District Key Result: Effective and Efficient Operations

Supporting Data (evidence of need): Health insurance costs continue to grow industry-wide as well as with our group. This is based largely on claims experience. VEBA plans have worked effectively in many cases to help reduce health insurance premiums in schools by helping to make employees become better consumers of insurance. In lieu of insurance premium payments, employees have the opportunity to grow funds in a HRA for future medically related expenses.

Measures:	Targets:
1. Review the plan participant numbers prior to and following open enrollment on 10/2/2014 7/1/13 = 219 + 129 Open Enrollment = 348	1. 400 participants by 10/1/2014 renewal

Strategies	Person(s) Responsible	Timeline
1. Continue to work with Insurance committee to educate them about the program	Gary Kawlewski, Miranda Kramer, Moreen Martell	2013-14 quarterly meetings
2. Set up multiple short education sessions for staff to provide information and education	Gary Kawlewski, Miranda Kramer, Moreen Martell	August 2013-September 2014
3. Identify one to two employees in each bargaining group enrolled in VEBA to act as a spokesperson to assist in promoting VEBA to other employees	Gary Kawlewski, Miranda Kramer, Moreen Martell	September 2013-September 2014

To be completed in June:

Accomplished: Yes No In Progress

Actual Results:

Future Steps:



**Department of Human Resources & Finance & Operations
IMPROVEMENT PLAN
2013-14**

Department Goal: Implement components of the Affordable Care Act (ACA)

District Key Result: Effective and Efficient Operations

Supporting Data (evidence of need): Requirements of the federal law

Measures:	Targets:
1. Notification of MNSure Health Exchange	1. By 10/1/2013
2. Compliance with Adequate Coverage Requirement of ACA	2. By 10/1/2014
3. Compliance with Minimal Adequate Coverage & Cadillac Plans	3. By 10/1/2014
4. Compliance with Discrimination	4. By 10/1/2014

Strategies	Person(s) Responsible	Timeline
1. Become educated on the ACA (deadlines, guidelines, and necessary procedures)	Miranda Kramer, Gary Kawlewski, Moreen Martell	Ongoing
2. Communicate to affected stakeholders	Miranda Kramer, Gary Kawlewski, Moreen Martell	Ongoing
3. Implementation of processes	Miranda Kramer, Gary Kawlewski, Moreen Martell	By 1/1/2015

To be completed in June:

Accomplished: Yes No In Progress

Actual Results:

Future Steps:



**Department of Human Resources & Teaching & Learning
IMPROVEMENT PLAN
2013-14**

Department Goal: To successfully implement an effective teacher evaluation system by 2014-15 that is in compliance with Minnesota statute.

District Key Result: All students demonstrating academic growth and success
Efficient and effective operations

Supporting Data (evidence of need): The 2011 Legislature enacted laws that establish teacher accountability and the requirement apply beginning in the 2014-15 school year. The School Board and the Exclusive Representative of the teachers must jointly agree to an annual teacher evaluation and peer review process for probationary and non-probationary teachers or use the state model by default.

Measures:	Targets:
1. Teacher Evaluation System	1. An evaluation system in compliance with MN statute will be in place for the 2014-15 school year.

Strategies	Person(s) Responsible	Timeline
1. Establish a district teacher evaluation committee.	Moreen, Pam	November 2012
2. Hold committee meetings to review legislation, review MDE pilot, and develop local teacher evaluation system.	Moreen, Pam	March 2013-February 2014
3. Report the finalized teacher evaluation system to the school board.	Moreen, Pam	March 2014
4. Provide necessary training to staff as appropriate.	Moreen, Pam	April 2014 and ongoing
5. Implement the revised teacher evaluation system.	Pam, Moreen, Principals	July 1, 2014

To be completed in June:

Accomplished: ___ **Yes** ___ **No** ___ **In Progress**

Actual Results:



**Department of Human Resources & Superintendent
IMPROVEMENT PLAN
2013-14**

Department Goal: Provide an alternative compensation system for teacher union and school board consideration and implementation. To successfully implement a quality compensation program (Q-Comp) by 2014-15 that is in compliance with Minnesota statute.

District Key Result: All students demonstrating academic growth and success

Supporting Data (evidence of need): The State of Minnesota has passed a new teacher evaluation statute that includes elements of the quality compensation program that could benefit the District if it is adopted. A new teacher evaluation system is being created in conjunction with the Education Minnesota- Buffalo bargaining group to meet the criteria set forth by the State. A quality compensation program would provide resources and compensation for required elements of the newly mandated teacher evaluation system.

Measures:	Targets:
1. Committee report to teacher union and school board regarding quality compensation plan.	1. Develop a quality compensation program for implementation by the teacher union and the school district.
2. Action taken by the school board and teacher union based on the recommendation of the committee.	

Strategies	Person(s) Responsible	Timeline
1. Re-establish the Q-Comp committee to study a quality compensation program.	Martell, Thielman	November 2012
2. Hold committee meetings to review legislation analyze other districts Q-Comp plans and develop a local Q-Comp plan.	Martell, Thielman, Committee members	November 2012 - October 2013
3. Notify MDE of intent to participate in Q-Comp program.	Martell, Thielman, Kawlewski	June 2013
6. Draft quality compensation plan and seek union support of the mutually developed plan.	Martell, Thielman, committee members	November 2012 - October 2013
7. Present draft of recommended Q-Comp plan to school board for consideration.	Martell, Thielman, committee members	November 2013
8. Negotiate Q-Comp program with 2013-15 bargaining unit.	Martell, Thielman	June 2013 - December 2013
9. Provide necessary training for staff as appropriate.	Martell, Thielman	2013 - 2014 SY
10. Implement Q-Comp program	Martell, Thielman	2014 – 2015 SY

To be completed in June:

Accomplished: Yes No In Progress
Actual Results:
Future Steps: