



**Department of Human Resources & Finance & Operations
IMPROVEMENT PLAN
2012-13**

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. Teacher absence forms are paperless	1. By 6/30/2013
2. Substitute teacher time cards are eliminated	2. By 6/30/2013
3. Online insurance enrollment	3. By 6/30/2013

Strategies	Person(s) Responsible	Timeline
1. Review the necessary requirements for implementation of the processes	Miranda Kramer, Gary Kawlewski, Moreen Martell	By 2/1/2013
2. Meet with affected stakeholders to educate, review, gather feedback, and create staff buy-in	Miranda Kramer, Gary Kawlewski, Moreen Martell	By 3/1/2013
3. Implementation of the processes	Miranda Kramer, Gary Kawlewski, Moreen Martell	By 5/1/2013

To be completed in June:

Accomplished: Yes No In Progress

Actual Results:

Future Steps: