

HR Goals Update 12-12-2016

**Big Rock #1: Educate the whole child by ensuring all systems, structures and processes within District 97 reflect an understanding of what it means to support the successful development of each and every student.**

Note - These goals are being updated by team members with a due date of 12/23. Laurie is meeting with individual team members.

Goal: Gain better understanding of D97 systems as it relates to registration in order to analyze and prepare recommendations for the 2017-2018 registration period. (Sherrie)

*December Update:*

Goal: Improve the Registration Process for families for the 2017-18 school year and minimize or eliminate "Do Not Admit" students practice. (Sherrie)

*December Update:*

Goal: Utilize marketing and communications skills to promote and communicate new registration process. (Sherrie)

*December Update:*

Goal: Improve service to staff and families who come into the District 97 Central Office and/or make a call to the District. (Ellen)

*December Update:*

Goal: Create a recruitment plan that will attract increased number of minority candidates and increased number of interviews of minority candidates for teaching (OPTA) positions for the 2017-18 school year. (Laurie)

*December Update:*

*Claim: Research about effective recruiting strategies and gathering information from successful sources will assist in the development of the Diversity Recruitment Plan.*

*Evidence: I have met with Diversity Council on 10/7 and on 11/14 to work on the recruitment plan for this hiring season. The group suggested targets and strategies which will be incorporated into the Diversity Recruiting Plan. On 11/30, Dr. Kelley and I visited Evanston High School's*

*HR Department. They have had success with recruiting diverse candidates. Several of their strategies will be incorporated into the development of our Diversity Recruitment Plan.*

*Impact: This information and research will be used to develop an effective Diversity Recruiting Plan.*

Goal: Create a selection process for teachers that is aligned with the D97 Vision and applied consistently throughout the organization. (Laurie)

*December Update:*

*Claim: If we know about the current selection process and what administrators feel are crucial and if we see patterns with our most successful teachers, then we can develop a system that identifies effective teacher candidates and can be implemented with fidelity by administrators.*

*Evidence: Information about current selection processes have been collected from building administrators and those responsible for hiring teachers. Data is being collected from teaching and learning about our most effective teachers (student growth + evaluation) and the effectiveness of NBC teachers.*

*Impact: This information and research will be used to develop an effective teacher selection plan.*

**Big Rock #2: Establish a comprehensive system of support for District 97 staff.**

Goal: Effectively and efficiently transition work done in Benefits Department to new hire. (Linda)

*December Update:*

Goal: Streamline some of our HR processes to be more efficient and effective. (Tulicia)

*December Update:*

Goal: Provide high quality and timely responses to staff inquiries. (all team members)

*December Update:*

Goal: Gain better understanding of D97 systems as it relates to registration in order to analyze and prepare recommendations for the 2017-2018 registration period. (Sherrie)

<b>Timeline (when)</b>	<b>Action Steps (what)</b>	<b>Evidence (demonstrating success or completion)</b>	<b>Person Responsible</b>	<b>December Update</b>
Now-Registration Season	Utilize certain educational references (district policy, residency/custody discrepancies) as learning tools to better understand D97 workflow	A thorough understanding of district policy, homeless enrollment, and overall understanding of how my role effects the works of others	Sherrie	Conducted research on ISBE and ROE websites to gain clarity on registration and residency verification best practices
Ongoing	Be proactive with data entry to prevent extensive data cleaning during high intensity times. Understand how data is comprised by process mapping what each organization needs	Data entry done correctly the first time, daily data checks/cleans, better clarity on all PS (PowerSchool) functions	Sherrie	Set up conference calls with infosnap reps for 12/15 and 1/6 to discuss all the functionalities of infosnap/powerschool and how to better streamline the two.

Goal: Improve the Registration Process for families for the 2017-18 school year and minimize or eliminate "Do Not Admit" students practice. (Sherrie)

<b>Timeline (when)</b>	<b>Action Steps (what)</b>	<b>Evidence (demonstrating success or completion)</b>	<b>Person Responsible</b>	<b>December Update</b>
October- Nov	Research other school district policies and procedures regarding registration process for new and returning students/families including OPRF, Villa Park District 45, and Woodridge District 68.	A comprehensive gathering of information that aligns our process similar to our neighboring and feeder districts	Sherrie	Researched the registration processes of 14 school districts, including neighboring and surrounding suburbs

Mid-November	Create a compare/contrast chart to come up with a final procedure	A more streamlined registration and communication plan to be presented to the board for approval	Sherrie	
September/October	Review data about our families (renters, home owners, mobility rate, number of investigations vs number of fraudulent cases, number of returning vs new students/families, etc.) and include this data in the recommendation to the Board.	Data included in the recommendation to the Board	Sherrie	In progress. Will have for 12/23 meeting
December 2016	Recommend revamped registration process to the Board of Education.	Completed recommendation along with accompanying data	Sherrie/Laurie	In progress

Goal: Utilize marketing and communications skills to promote and communicate new registration process (Sherrie)

<b>Timeline (when)</b>	<b>Action Steps (what)</b>	<b>Evidence (demonstrating success or completion)</b>	<b>Person Responsible</b>	<b>December Update</b>
Pre-Enrollment Season	Create an integrated marketing and communications plan to promote new implementations	Messages are communicated through all channels- digital backpack, email, website, direct mail, print media etc-well before registration season begins	Sherrie	Created first draft of integrated marketing/communications plans with strategies and appropriate tactics for execution; based off big rock goals and district/HR objectives
During Enrollment Season	Adhere to deadlines and milestones set by IMC plan	Information is well received and eludes positive feedback from those affected by the process	Sherrie	Created first draft of a project plan that details tasks and projected deadlines.. Still a work in progress

February	Educate school office staff and administration about new registration process.	School office staff understand and can articulate/carry out the new process	Sherrie	Had a pre-discussion with D97 tech team to determine feasibility of a website revamp and the implementation of webinars and/or tutorials for target audience
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Goal: Streamline some of our HR processes to be more efficient and effective (Tulicia)

Timeline (when)	Action Steps (what)	Evidence (demonstrating completion or success)	Person Responsible	December Update
By the end of 2016 (January 2017)	Utilize Applitrack to make our onboarding process more efficient with scheduling and sending hiring packets to candidates. Create electronic pre-employment documents in AppliTrack. Different sets of documents will be developed for the various positions in District 97. create electronic pre-employment documents in AppliTrack. Different sets of documents will be developed for the various employment groups (OPTA, OPTAA, OPESP, SEIU, Admin, etc.) in District 97.	All pre-employment documents are created in AppliTrack and available for distribution to new employees Onboarding process is smoother for new employees.	Tulicia Edwards	I've created my certified form packet. I need to create two additional forms to make my packet complete. I will start to utilizing my onboarding documents with any new staff members and updating my packet before the summer hiring starts.
Ongoing	Communicate reminders (e.g. contractual deadlines, lane changes, licensure expiration date, etc.) of upcoming deadlines to give teachers reminders so they don't miss out on available opportunities.	Reminders sent and fewer deadlines missed by employees	Tulicia Edwards	Continuing to send contractual deadlines to staff via email.
Weekly at Team	HR Coordinator will bring new hire information	Files completed	Tulicia Edwards and HR	Created a checklist to

Meetings	to Weekly Team Meetings. Members of the department will provide updates and contribute to the efficient and thorough completion of the employment process.	accurately and quickly	Team	assist and making sure all documents were received and set up complete for all new hires.
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Goal: Provide high quality and timely responses to staff inquiries (Tulicia)

<b>Timeline (when)</b>	<b>Action Steps (what)</b>	<b>Evidence (demonstrating completion or success)</b>	<b>Person Responsible</b>	<b>December Update</b>
Immediately and permanently	Responding to emails and other correspondence within 48 hours (2 business days) to allow staff to know their issues will be resolved and allowing them to focus on their students.	Timely and high quality responses	Tulicia Edwards, Ellen McKay, Laurie Campbell, Debra Sample, and Linda Moseley	Cleaned out my inbox and working throughout the day to keep up with emails daily.
Throughout 2016-2017 school year	Participate in more HR workshops and conferences to build my knowledge and stay current in HR laws.	Signed up for IASPA and other workshops to learn updated HR laws.	Tulicia Edwards	I've attended the IASPA support staff workshop and attended an Applitrack and Background Check workshops to receive updates on the current stipulations and laws.

Goal: Effectively and efficiently transition work done in Benefits Department to new hire (Linda)

<b>Timeline (when)</b>	<b>Action Steps (what)</b>	<b>Evidence (demonstrating completion or success)</b>	<b>Person Responsible</b>	<b>December Update</b>
	Creating a binder and other directives to ensure employee has information in place to assist in performing the duties of the benefits coordinator.	Completed process maps/checklists for the following processes: *Enrolling a new	Linda Moseley	

		<p>employee - start in December *Open enrollment processing - April *Change in coverage - February *Dropping coverage - February *Submitting a Workers Comp Claim *Responding to Unemployment Claim *Preparing insurance invoice for payment *FSA open enrollment - December 2016 *403B plans and enrollment process *OSHA reporting</p>		
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