ACTION PLAN 2018-19

Jessamine County Schools

Human Resources Department

JCS Human Resources Department Purpose

The purpose of the JCS Human Resources Department is to provide efficient, effective, and caring customer service by going *above and beyond* in support of the mission and vision of the Jessamine County School District.

We will accomplish our mission by offering exemplary service and by faithfully adhering to legal and ethical guidelines in the following areas:

- **Employee recruiting and onboarding**
- **Employee pay clarification and payroll processing**
- **Employee benefits clarification and processing**
- **Employee certification assistance**
- **Employee quality support**
- **Data collection, analysis, and distribution**

Strategic Plan

The strategic plan was developed in 2018-2019 and outlines the organization's mission and vision, core purpose, big ideas, theory of action, and 5-year vision-based horizon goals. This action plan is a companion to the strategic plan and serves as an annual planning tool designed to move the organization toward achievement of the long-term horizon goals set during the strategic planning process.

STRATEGIC PLANNING BIG IDEAS	2018-2019 GOALS
BIG IDEA 1	By the end of the 2018-19 school year, we will establish baseline customer service data as measured on a Customer Service Survey.
BIG IDEA 2	By the end of the 2018-19 school year, we will examine ways to make our recruitment and onboarding process more efficient and user friendly.
BIG IDEA 3	By the end of the 2018-19 school year, we will review summative teacher evaluation collection and retention methods and design a digital method of assuring that we are recruiting and retaining a “high quality staff.”
BIG IDEA 4	

Big Idea 1: 30-60-90 Day Action Plan

Provide Exemplary Customer Service.

Annual Goal(s)
By the end of the 2018-19 school year, we will establish baseline customer service data as measured on a Customer Service Survey.

APPROACH

Customer Service Survey Creation, Administering, and Monitoring

CORRESPONDING STATE GOAL AREA	**Key Core Work Process Strategies REFERENCE**
N. A.	**KCWP # N. A.**

DEPLOYMENT ACTIVITIES

30 Day Activities (8/15/18 - 9/26/18)	*Progress Notes*	*60 Day Activities (9/27/18 - 11/15/18)*	*Progress Notes*	*90 Day Activities (11/16/18 - 1/15/19)*	*Progress Notes*
		Discuss questions/areas of focus that could be used on a Customer Service Survey; agree upon survey wording; compose final copy of Customer Service Survey	We have preliminary Customer Service Survey wording established; this will be finalized by November 7, 2018	Using school bookkeepers as our survey contacts, all school-based employees will be asked to complete a customer service survey no later than 12-21-18; the same survey will also be linked to our website; we will also have hard copies in the H. R.	As of 12-7-2018, we have received 270 hard copies of surveys and 15 online survey submissions.

				Office.	
				We will notify stakeholders when the survey has been distributed and posted and solicit participation.	

CYCLES OF LEARNING

<Describe system for progress checks, including measurement tools and timeline here>

APPROACH

Review District Leadership Survey: Human Services Performance

CORRESPONDING STATE GOAL AREA	**Key Core Work Process Strategies REFERENCE**
N. A.	**KCWP # N. A.**

DEPLOYMENT ACTIVITIES

30 Day Activities (8/15/18 - 9/26/18)	*Progress Notes*	*60 Day Activities (9/27/18 - 11/15/18)*	*Progress Notes*	*90 Day Activities (11/16/18 - 1/15/19)*	*Progress Notes*
		H. R. Department members will review District Leadership Survey data concerning the efficacy of H. R. in	District Leadership Survey data was reviewed at our September 26, 2018 HR Department Meeting and on	We will continue to review district leadership survey results AND our internal H. R. Customer Service	We continue to review survey data and note SWOT (Strengths, Weaknesses, Opportunities, and Threats)

		meeting district administrators' needs; we will make adjustment as needed.	November 6, 2018 at our Election Day luncheon; we used these data to begin a draft of an internal H. R. Customer Service Survey.	Survey this is being collected through December 7, 2018.	

CYCLES OF LEARNING

<Describe system for progress checks, including measurement tools and timeline here>

APPROACH

Share H. R. Mission Statement with internal and external stakeholders.

CORRESPONDING STATE GOAL AREA	**Key Core Work Process Strategies REFERENCE**
N. A.	**KCWP # N. A.**

DEPLOYMENT ACTIVITIES

30 Day Activities (8/15/18 - 9/26/18)	*Progress Notes*	*60 Day Activities (9/27/18 - 11/15/18)*	*Progress Notes*	*90 Day Activities (11/16/18 - 1/15/19)*	*Progress Notes*
		A draft Mission Statement will be established at our September 2018 Strategic Planning session.	Final wording of the H. R. Mission Statement was decided upon by 11-1-18.	The H. R. Mission statement will be shared with district stakeholders and displayed in the H. R. office.	The new H. R. Mission Statement was unveiled during our November Principals' Meeting, we also discussed our

					new Mission Statement on Social Media. Our Mission Statement was hung in our office on 11-9-18.
CYCLES OF LEARNING					
<Describe system for progress checks, including measurement tools and timeline here>					

Big Idea 2: 30-60-90 Day Action Plan

We will examine ways to make our recruitment and onboarding process more efficient and user friendly.

Annual Goal(s)
We will research alternatives to Winocular, our current onboarding platform, and select another option that is more efficient and customer friendly.

APPROACH

Researching of Application and Onboarding Software

CORRESPONDING STATE GOAL AREA	Key Core Work Process Strategies REFERENCE
N. A.	KCWP # N. A.

DEPLOYMENT ACTIVITIES

30 Day Activities (8/15/18 - 9/26/18)	*Progress Notes*	*60 Day Activities (9/27/18 - 11/15/18)*	*Progress Notes*	*90 Day Activities (11/16/18 - 1/15/19)*	*Progress Notes*
Activity (Date, Owner)		We will research what other districts are using for application platforms; we will review capabilities, costs, and confer with Winocular to make certain recently stored data will transfer to a new platform.	All surrounding districts are either using Winocular, TalentEd, or AESOP/Frontline for their onboarding software.	We will decide on 2-3 application platforms and schedule a demo of each product.	We met on December 3 and 4, 2018, with reps from TalentEd and Frontline-Aesop. We have scheduled subsequent meetings in January with both reps to discuss additional features, costs of each program, etc.

CYCLES OF LEARNING					
<Describe system for progress checks, including measurement tools and timeline here>					
APPROACH					

Updating of Human Resources Website

CORRESPONDING STATE GOAL AREA N. A.	**Key Core Work Process Strategies REFERENCE** **KCWP # N. A.**

DEPLOYMENT ACTIVITIES					
30 Day Activities (8/15/18 - 9/26/18)	*Progress Notes*	*60 Day Activities (9/27/18 - 11/15/18)*	*Progress Notes*	*90 Day Activities (11/16/18 - 1/15/19)*	*Progress Notes*
Activity (Date, Owner)		We will continue to revise and update our website including adding job descriptions and easier navigation capabilities.	Carrie McDanald has agreed to assist with our H. R. website updates; on 11-15-18, Scott and Becky will meet with Carrie to outline this process.	After agreeing upon needed updates to our H. R. website, Carrie and Becky will begin this work.	Scott Wells, Becky Sewell, and Carrie McDanald met on December 5, 2018, to continue discussions and revisions on our H. R. website. We will meet again on December 20, 2018, to review our latest work in this area.

CYCLES OF LEARNING					
<Describe system for progress checks, including measurement tools and timeline here>					
APPROACH					
<Type name of approach here>					
CORRESPONDING STATE GOAL AREA <Type Goal Area Title Here>			**Key Core Work Process Strategies REFERENCE** **KCWP # _____**		
DEPLOYMENT ACTIVITIES					
30 Day Activities (8/15/18 - 9/26/18)	*Progress Notes*	*60 Day Activities (9/27/18 - 11/15/18)*	*Progress Notes*	*90 Day Activities (11/16/18 - 1/15/19)*	*Progress Notes*
Activity (Date, Owner)					
CYCLES OF LEARNING					
<Describe system for progress checks, including measurement tools and timeline here>					

Big Idea 3: 30-60-90 Day Action Plan

Review of state Summative Teacher Evaluation Procedures

Annual Goal(s)
By the end of the 2018-19 school year, we will decide upon a digital summative teacher evaluation collection method.

APPROACH

Networking with various Human Resource Offices about Summative Teacher evaluation repository best practices.

CORRESPONDING STATE GOAL AREA	**Key Core Work Process Strategies REFERENCE**
N. A.	**KCWP # N. A.**

DEPLOYMENT ACTIVITIES

30 Day Activities (8/15/18 - 9/26/18)	*Progress Notes*	*60 Day Activities (9/27/18 - 11/15/18)*	*Progress Notes*	*90 Day Activities (11/16/18 - 1/15/19)*	*Progress Notes*
Activity (Date, Owner)		We will contact regional H. R. Departments to discover how certified summative ratings are maintained.	Multiple districts were contacted about their retention methods for Summative Teacher Evaluations; some districts use a digital version via TalentEd, others use an EXCEL spreadsheet, while other districts still use a hard copy.	We will review the feedback given by other districts concerning their summative teacher evaluation collection methods.	
		We will meet with Erin Waggoner, DTO, to	Scott and Erin met on 10-29-18 to begin	Erin Waggoner will design the JCS	

		discuss the researched options and to discuss the JCS version of this repository.	discussions concerning the format of our proposed JCS Google summative teacher evaluation collection method.	version of the summative teacher repository; during second semester the platform will be unveiled, and selected schools will be asked to conduct "trial runs" of the proposed summative evaluation collection system.	

CYCLES OF LEARNING

<Describe system for progress checks, including measurement tools and timeline here>

APPROACH

<Type name of approach here>

CORRESPONDING STATE GOAL AREA <Type Goal Area Title Here>	**Key Core Work Process Strategies REFERENCE** **KCWP # _____**

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30 Day Activities (8/15/18 - 9/26/18)	*Progress Notes*	*60 Day Activities (9/27/18 - 11/15/18)*	*Progress Notes*	*90 Day Activities (11/16/18 - 1/15/19)*	*Progress Notes*
Activity (Date, Owner)					

CYCLES OF LEARNING					
<Describe system for progress checks, including measurement tools and timeline here>					
APPROACH					
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CORRESPONDING STATE GOAL AREA <Type Goal Area Title Here>			**Key Core Work Process Strategies REFERENCE** **KCWP # _____**		
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Activity (Date, Owner)					
CYCLES OF LEARNING					
<Describe system for progress checks, including measurement tools and timeline here>					

Big Idea 4: 30-60-90 Day Action Plan

<TYPE BIG IDEA 4 HERE>

Annual Goal(s)
<Type Annual Goal(s) for Big Idea 4 here>

APPROACH

<Type name of approach here>

CORRESPONDING STATE GOAL AREA <Type Goal Area Title Here>	**Key Core Work Process Strategies REFERENCE** **KCWP # _____**

DEPLOYMENT ACTIVITIES

30 Day Activities (8/15/18 - 9/26/18)	*Progress Notes*	*60 Day Activities (9/27/18 - 11/15/18)*	*Progress Notes*	*90 Day Activities (11/16/18 - 1/15/19)*	*Progress Notes*
Activity (Date, Owner)					

CYCLES OF LEARNING

<Describe system for progress checks, including measurement tools and timeline here>

APPROACH

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CORRESPONDING STATE GOAL AREA <Type Goal Area Title Here>			**Key Core Work Process Strategies REFERENCE** **KCWP # _____**		
DEPLOYMENT ACTIVITIES					
30 Day Activities (8/15/18 - 9/26/18)	*Progress Notes*	*60 Day Activities (9/27/18 - 11/15/18)*	*Progress Notes*	*90 Day Activities (11/16/18 - 1/15/19)*	*Progress Notes*
Activity (Date, Owner)					
CYCLES OF LEARNING					
<Describe system for progress checks, including measurement tools and timeline here>					
APPROACH					
<Type name of approach here>					
CORRESPONDING STATE GOAL AREA <Type Goal Area Title Here>			**Key Core Work Process Strategies REFERENCE** **KCWP # _____**		
DEPLOYMENT ACTIVITIES					
30 Day Activities (8/15/18 - 9/26/18)	*Progress Notes*	*60 Day Activities (9/27/18 - 11/15/18)*	*Progress Notes*	*90 Day Activities (11/16/18 - 1/15/19)*	*Progress Notes*
Activity (Date, Owner)					

CYCLES OF LEARNING					
<Describe system for progress checks, including measurement tools and timeline here>					

Big Idea 1: 120-150-180 Day Action Plan

Provide Exemplary Customer Service

Annual Goal(s)
By the end of the 2018-19 school year, we will establish baseline customer service data as measured on a Customer Service Survey.

APPROACH

Customer Service Survey Creation, Administering, and Monitoring

CORRESPONDING STATE GOAL AREA <Type Goal Area Title Here>	**Key Core Work Process Strategies REFERENCE** **KCWP # _____**

DEPLOYMENT ACTIVITIES

120 Day Activities (1/16/19 - 2/28/19)	*Progress Notes*	*150 Day Activities (3/1/19 - 4/18/19)*	*Progress Notes*	*180 Day Activities (4/19/19 - 5/31/19)*	*Progress Notes*
Activity (Date, Owner)					
We will review Customer Survey data, plusses, deltas, and overall suggestions and begin discussions on implementing 1 - 2 suggestions for the remainder of this school year. (SW)		We will conclude discussions about our Customer Service survey and begin implementation of the chosen suggestions based upon survey feedback. (SW)		We will monitor the implementation of suggestions based on our Customer Service survey; we will also begin preliminary discussions on implementing an additional 1-2 suggestions for the 2019-20 school year. (SW)	

CYCLES OF LEARNING					
<Describe system for progress checks, including measurement tools and timeline here>					
APPROACH					
Review District Leadership Survey: Human Services Performance					
CORRESPONDING STATE GOAL AREA <Type Goal Area Title Here>			**Key Core Work Process Strategies REFERENCE** **KCWP # _____**		
DEPLOYMENT ACTIVITIES					
120 Day Activities (1/16/19 - 2/28/19)	*Progress Notes*	*150 Day Activities (3/1/19 - 4/18/19)*	*Progress Notes*	*180 Day Activities (4/19/19 - 5/31/19)*	*Progress Notes*
Activity (Date, Owner)					
We will continue to review our ratings on the fall District Leadership Survey and correlate those findings with our winter H. R. Customer Service survey ratings and suggestions. (SW)		We will continue to review our ratings on the fall District Leadership Survey and correlate those findings with our winter H. R. Customer Service survey ratings and suggestions. (SW)		We will continue to review our ratings on the fall District Leadership Survey and correlate those findings with our winter H. R. Customer Service survey ratings and suggestions. (SW)	

CYCLES OF LEARNING
<Describe system for progress checks, including measurement tools and timeline here>

APPROACH
Share H. R. Mission Statement with internal and external stakeholders.

CORRESPONDING STATE GOAL AREA <Type Goal Area Title Here>	**Key Core Work Process Strategies REFERENCE** **KCWP # _____**

DEPLOYMENT ACTIVITIES					
120 Day Activities (1/16/19 - 2/28/19)	*Progress Notes*	*150 Day Activities (3/1/19 - 4/18/19)*	*Progress Notes*	*180 Day Activities (4/19/19 - 5/31/19)*	*Progress Notes*
Activity (Date, Owner)					
This activity has been completed, but we will still use social media and other digital means to assure our Mission Statement is publicized and referenced on a regular basis. (SW)		This activity has been completed, but we will still use social media and other digital means to assure our Mission Statement is publicized and referenced on a regular basis. (SW)		This activity has been completed, but we will still use social media and other digital means to assure our Mission Statement is publicized and referenced on a regular basis. (SW)	

CYCLES OF LEARNING
<Describe system for progress checks, including measurement tools and timeline here>

Big Idea 2: 120-150-180 Day Action Plan

We will examine ways to make our recruitment and onboarding process more efficient and user friendly.

Annual Goal(s)
We will research alternatives to Winocular, our current onboarding platform, and select another option that is more efficient and customer friendly.

APPROACH

Researching Application and Onboarding Software

CORRESPONDING STATE GOAL AREA <Type Goal Area Title Here>	**Key Core Work Process Strategies REFERENCE** **KCWP # _____**

DEPLOYMENT ACTIVITIES

120 Day Activities (1/16/19 - 2/28/19)	*Progress Notes*	*150 Day Activities (3/1/19 - 4/18/19)*	*Progress Notes*	*180 Day Activities (4/19/19 - 5/31/19)*	*Progress Notes*
Activity (Date, Owner)					
We will conclude discussions with onboarding vendors (TalentEd & AESOP-Frontline) and schedule final product demos for C. O. staff. (SW)		We will review budgets and make a final choice for teacher recruitment and onboarding software. (SW)		An onboarding vendor contract will be presented to the Board for approval; product implementation and staff training will be scheduled. (SW)	

CYCLES OF LEARNING
<Describe system for progress checks, including measurement tools and timeline here>

APPROACH

Updating of Human Resources Website

CORRESPONDING STATE GOAL AREA <Type Goal Area Title Here>	Key Core Work Process Strategies REFERENCE KCWP # _____

DEPLOYMENT ACTIVITIES

120 Day Activities (1/16/19 - 2/28/19)	*Progress Notes*	*150 Day Activities (3/1/19 - 4/18/19)*	*Progress Notes*	*180 Day Activities (4/19/19 - 5/31/19)*	*Progress Notes*
Activity (Date, Owner)					
We will conclude an assessment of needed website updates and have final discussions with Carrie McDanald, JCS Communications Office, about the needed updates and revisions. (SW, BS, CM)		We will launch our new H. R. website to principals, other district stakeholders, and to the general public via social media and other digital means. (SW, EW)		We will have discussions with district stakeholders and community members about our new website, its ease of use, etc. and make needed improvements based upon user suggestions and feedback.	

CYCLES OF LEARNING

<Describe system for progress checks, including measurement tools and timeline here>

APPROACH

<Type name of approach here>

CORRESPONDING STATE GOAL AREA <Type Goal Area Title Here>	**Key Core Work Process Strategies REFERENCE** **KCWP # _____**

DEPLOYMENT ACTIVITIES

120 Day Activities (1/16/19 - 2/28/19)	*Progress Notes*	*150 Day Activities (3/1/19 - 4/18/19)*	*Progress Notes*	*180 Day Activities (4/19/19 - 5/31/19)*	*Progress Notes*
Activity (Date, Owner)					

CYCLES OF LEARNING

<Describe system for progress checks, including measurement tools and timeline here>

Big Idea 3: 120-150-180 Day Action Plan

Review of state summative Teacher Evaluation Procedures

Annual Goal(s)

By the end of the 2018-19 school year, we will decide upon a digital summative teacher evaluation collection method.

APPROACH

Networking with various Human Resource Offices about Summative Teacher evaluation repository best practices.

CORRESPONDING STATE GOAL AREA <Type Goal Area Title Here>	**Key Core Work Process Strategies REFERENCE** **KCWP # _____**

DEPLOYMENT ACTIVITIES

120 Day Activities (1/16/19 - 2/28/19)	*Progress Notes*	*150 Day Activities (3/1/19 - 4/18/19)*	*Progress Notes*	*180 Day Activities (4/19/19 - 5/31/19)*	*Progress Notes*
Activity (Date, Owner)					
Consultations have been completed with other districts. See next steps below. (SW)		Consultations have been completed with other districts. See next steps below. (SW)		Consultations have been completed with other districts. See next steps below. (SW)	

CYCLES OF LEARNING

<Describe system for progress checks, including measurement tools and timeline here>

APPROACH

Adoption of a final summative teacher evaluation data collection method.

CORRESPONDING STATE GOAL AREA <Type Goal Area Title Here>	**Key Core Work Process Strategies REFERENCE** **KCWP # _____**

DEPLOYMENT ACTIVITIES

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Activity (Date, Owner)					
We will confer with principals and district staff during Principals' Meetings and make a final determination concerning which Certified Summative Evaluation template will be used for spring 2019 summative evals. (SW, EW)		Principals will become familiar with the selected certified Summative Evaluation template and inform staff this method will be used in 2019 for the summative eval process. (SW)		Principals will conduct spring summative evals using the new certified Summative Evaluation template and submit hard copies to H. R. by 6-1-19. (SW)	

CYCLES OF LEARNING

<Describe system for progress checks, including measurement tools and timeline here>

APPROACH					
<Type name of approach here>					
CORRESPONDING STATE GOAL AREA <Type Goal Area Title Here>			**Key Core Work Process Strategies REFERENCE** **KCWP # _____**		
DEPLOYMENT ACTIVITIES					
120 Day Activities (1/16/19 - 2/28/19)	*Progress Notes*	*150 Day Activities (3/1/19 - 4/18/19)*	*Progress Notes*	*180 Day Activities (4/19/19 - 5/31/19)*	*Progress Notes*
Activity (Date, Owner)					
CYCLES OF LEARNING					
<Describe system for progress checks, including measurement tools and timeline here>					

Big Idea 4: 120-150-180 Day Action Plan

<TYPE BIG IDEA 4 HERE>

Annual Goal(s)
<Type Annual Goal(s) for Big Idea 4 here>

APPROACH

<Type name of approach here>

CORRESPONDING STATE GOAL AREA <Type Goal Area Title Here>	**Key Core Work Process Strategies REFERENCE** **KCWP # _____**

DEPLOYMENT ACTIVITIES

120 Day Activities (1/16/19 - 2/28/19)	*Progress Notes*	*150 Day Activities (3/1/19 - 4/18/19)*	*Progress Notes*	*180 Day Activities (4/19/19 - 5/31/19)*	*Progress Notes*
Activity (Date, Owner)					

CYCLES OF LEARNING

<Describe system for progress checks, including measurement tools and timeline here>

APPROACH

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Activity (Date, Owner)					
CYCLES OF LEARNING					
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APPROACH					
<Type name of approach here>					
CORRESPONDING STATE GOAL AREA <Type Goal Area Title Here>			**Key Core Work Process Strategies REFERENCE** **KCWP # _____**		
DEPLOYMENT ACTIVITIES					
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Activity (Date, Owner)					

CYCLES OF LEARNING					
<Describe system for progress checks, including measurement tools and timeline here>					