

**Division: Human Resources**

**Division Head: Dr. Cecil Clark, II**

**Date: August 21, 2017**

**Goal Area: Operational Effectiveness**

Performance Measures (with unit of measure)	Baseline	Target Year 1	Target Year 2	Target Year 3
Decrease Personnel Committee Cases	Data will be gathered 2017-18			
<i>Performance Measure is aligned to the RCSS Performance Objective of: Improve the safety and orderliness of environments</i>				

Initiative	Action Steps	Team or Leader who will oversee the initiative and actions and collect data	Data that the Team or Leader will collect	Timeline
Track and analyze data	Incident tracking system in OneDrive from personnel committee meetings  Utilize processes from Leadership Institute to analyze data	Dr. Melissa Shepard	Number of incidents  Certified/Classified	September 2017 – May 2018

District Improvement Plan  
2017-18

<p>Refine processes and procedures</p>	<p>Review current process and procedures</p> <p>Communicate with neighboring districts</p> <p>Share new processes and procedures with school personnel</p>	<p>Dr. Cecil Clark, II</p>	<p>Updated processes and procedures</p>	<p>September 2017 – May 2018</p>
<p>Professional Learning</p>	<p>Use analyzed data to target specific professional learning needs</p> <p>Work with professional learning department to develop plan for administrators and necessary school personnel</p>	<p>Dr. Cecil Clark, II</p>	<p>Data analysis</p> <p>Meeting agendas</p> <p>PL calendar</p> <p>PL sign in sheets, presentations, notes</p>	<p>January – August 2018</p>

Performance Measures (with unit of measure)	Baseline	Target Year 1	Target Year 2	Target Year 3
Decrease the number of worker's compensation claims in a school year	267 accidents reported in 2016-17	15% reduction	15% reduction	15% reduction
<i>Performance Measure is aligned to the RCSS Performance Objective of: Improve the safety and orderliness of environments</i>				

Initiative (Should be short like the title of a book)	Action Steps	Team or Leader who will oversee the initiative and actions and collect data	Data that the Team or Leader will collect	Timeline
Worker's Compensation	<ul style="list-style-type: none"> <li>Investigate all claims for worker's compensation</li> <li>Additional safety training for supervisors and employees</li> <li>Implementation of 3<sup>rd</sup> party underwriters administering safety and claims</li> <li>Light duty program</li> <li>Develop Safety Manual with a Safety Committee</li> <li>Monthly safety committee meetings (GSBA)</li> </ul>	<p>Antonia Scipio and Benefits Staff</p> <p>Safety Committee</p>	<ul style="list-style-type: none"> <li>Loss run reports</li> <li>Trends</li> <li>Safety violations</li> <li>Artifacts from safety trainings</li> </ul>	Ongoing

**Goal Area: High Performing Culture and Workforce**

Performance Measures (with unit of measure)	Baseline	Target Year 1	Target Year 2	Target Year 3
Increase the number of PQ teachers in RCSS	Data will be gathered 2017-18			
<i>Performance Measure is aligned to the RCSS Performance Objective of: Hire and support a highly effective staff</i>				

Initiative	Action Steps	Team or Leader who will oversee the initiative and actions and collect data	Data that the Team or Leader will collect	Timeline
Ensure that onboarding is cultivating, high quality, and meaningful	<ul style="list-style-type: none"> <li>Provide electronic access to new hire documents</li> <li>Provide good customer service and knowledge based information</li> <li>Have clear goals</li> <li>Provide differentiated onboarding</li> <li>Keep new hires engaged and address all needs</li> </ul>	HR Coordinators, Associates, and Specialists	New hire presentation, sign – in sheets, survey	Ongoing

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Offer Instructional Support	Teacher Induction Program through PL Department	Dr. Doby-Holmes and staff	Sign in sheets, presentations, FY18 schedule	August 2017 – May 2018
Provide clear expectations of school site onboarding	Communicate and train Administrators and Department chairs of the onboarding process	Laura Bussiere Crystal Walden	Sign-in sheets	Ongoing