

Year 1 FY 2003 - 2004	Year 2 FY 2004 - 2005	Year 3 FY 2005 - 2006	Year 4 FY 2006 - 2007	Year 5 FY 2007 - 2008	Year 6 FY 2008 - 2009
<p>GOAL 1:</p> <ul style="list-style-type: none"> ▪ Increase achievement of all students ▪ Reduce achievement gap 					
<p>Recruit a highly qualified work force.</p>	<p style="text-align: center;">—————→</p>	<p><u>Staffing and Recruitment will recruit and hire a highly qualified and diverse workforce.</u></p>	<p style="text-align: center;">—————→</p>	<p style="text-align: center;">—————→</p>	<p style="text-align: center;">—————→</p>
<p><i>Coordinate with curriculum department, principals and other supervisors to plan for annual recruitment needs.</i></p>	<p style="text-align: center;">—————→</p>	<p><i><u>Develop and implement a comprehensive recruitment plan, involving key departments and divisions.</u></i></p> <ul style="list-style-type: none"> • <i><u>Plan completed, approved by superintendent, and forwarded to DEED, per HB 161.</u></i> <p><i><u>Adjust recruiting to accommodate new calendar and short hiring season.</u></i></p>	<p><i><u>Submit a yearly fall Recruitment Report to the superintendent. Results should indicated decreased vacancies in hard to fill areas; more diverse certified workforce, increased applicant pool for certificated (baseline data as of August 2006); increased training opportunities for hiring process; and increased outreach.</u></i></p> <p><i><u>Analyze, review, and modify the CRP based on Recruitment Report.</u></i></p> <p><i><u>Increase classified components of the CRP (separate from bus, student nutrition and operations).</u></i></p>	<p><u>Increase applicant pool by 30% from previous year.</u></p>	<p><u>Increase applicant pool by 30% from previous year.</u></p>
<p><i>Identify and purchase an applicant tracking system that is web-based and accessible to supervisors at their work locations.</i></p>	<p><i>Implement the applicant tracking system for certificated positions.</i></p>	<p><i>Access feasibility of applicant tracking system for non-certificated positions.</i></p> <p><i><u>Completely move certificated hiring and transfer process to</u></i></p>			

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		<u>online system (NOVUS).</u>			
	<u>Upgrade the substitute dispatch system to a web-based system.</u>	<u>Assess the impact of the web-based sub finder on substitute job placement.</u>			
		<u>Upgrade HR Website connections to NOVUS to ease applicant process.</u> <u>Plan upgrades to refurbish entire HR website.</u>	<u>Upgrade entire HR website.</u>		
		<u>Implement and monitor District HR processes impacted by Certification Process (new Tiered Certificate, expired certs, etc.).</u>	<u>Analyze impact of new certification process on hiring.</u>		
		<u>Develop a succession plan for critical district positions.</u>	<u>Implement succession plan.</u>		
		<u>Investigate and develop a comprehensive induction plan, which compliments site induction plans and helps improve orientation and new employee welcoming to the District.</u>	<u>Implement comprehensive induction plan.</u>		
<u>Review job descriptions and revise as appropriate.</u> (Objective covered in another section.)					
Ensure compliance with No Child Left Behind requirements for highly qualified professionals and paraprofessionals.	→	→	→	→	→

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<p><i>Develop and implement a data base to track Highly Qualified Teacher (HQT) requirements.</i></p> <p><i>Audit files of all certificated staff against information captured in the IFAS to ensure accuracy.</i></p> <p><i>Develop and implement a data base to track Highly Qualified Professionals (HQP) requirements.</i></p> <p><i>Survey Title I Paraprofessional staff to verify university credits. Determine individual paths to reach compliance for Title I employees.</i></p>	<p><i>Continue by updating files with new employees.</i></p> <p>→</p> <p>→</p> <p><i>Finalize the observation process for Paraprofessionals.</i></p>	<p><u>Application for teachers HQT status submitted through MLP form, with electronic transferal of data to IFAS for state report.</u></p> <p>Ensure that 50% of our certified workforce meets Highly Qualified Teacher compliance with NCLB.</p> <p><u>Paraprofessional NCLB status tracked through MLP, certificate issuance, and HR data base.</u></p> <p>Ensure that 80% of our impacted classified paraprofessionals meet NCLB requirements.</p>	<p>→</p> <p>Ensure that 100% of our certified workforce meets Highly Qualified Teacher compliance with NCLB.</p> <p>Ensure that 100% of our impacted classified paraprofessionals meet NCLB requirements.</p>	<p>→</p> <p><i>Assist in Implementing District decisions with regard to teachers who do not met HQT.</i></p> <p><i>Assist in implementing District decisions with regard to paraprofessionals who have not met NCLB requirements.</i></p>	<p>→</p> <p><u>Implement District decisions.</u></p> <p><u>Implement District decisions.</u></p>
<p>Goal 2: Supportive and Effective Learning Environment</p>					
<p>All staff knows local, state, and federal compliance requirements for sexual harassment, discrimination, ADA, and 504 requirements.</p> <p><i>Annual mandatory training for all current and newly hired employees.</i></p>	<p>→</p> <p>→</p>	<p>→</p> <p>EEO will ensure equal employment opportunity in the ASD, as determined by Board policy and law.</p> <p>EEO will provide mandatory training and reviews completed in the</p>	<p>→</p> <p>→</p> <p>85% compliance.</p>	<p>→</p> <p>→</p> <p>90% compliance.</p>	<p>→</p> <p>→</p> <p>95%+ compliance.</p>

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<p><i>Each school will complete the Non-Discrimination/Anti-harassment action plan annually and send a copy to EEO.</i></p>	<p>→</p>	<p><u>areas of sexual harassment and discrimination to 80% of the employees.</u></p> <p><u>75% of the school and department's managers, supervisors, or principals will complete the EEO Compliance Survey.</u></p>	<p><u>80% compliance.</u></p>	<p><u>85% compliance.</u></p>	<p><u>95%+ compliance.</u></p>
<p>Internal complaints, federal and state discrimination complaints, harassment, Americans with Disabilities Act (ADA), and 504 complaints are managed and resolved.</p> <p><i>All employees will sign the sexual harassment overview form following training.</i></p> <p><i>Train all managers and supervisors so that they are aware of the contents and processes of discrimination and harassment plans, complaints, and investigations.</i></p>	<p>→</p> <p>→</p> <p>→</p>	<p>→</p> <p><u>Compliance maintained through MLP.</u></p> <p><u>Provide EEO Training opportunities in the areas of:</u></p> <ul style="list-style-type: none"> • <u>Diversity (target trained is 300)</u> • <u>Sexual harassment (make-up sessions for employees not trained by department and new employee w/ target trained at 400).</u> • <u>Title IX (target – all coaches, principals, and assistant principals)</u> • <u>Section 504 (target 100)</u> • <u>Title VII/ADA Training for new to the District employees (target 350)</u> • <u>Hiring policies and procedure trainings for leadership (target 75).</u> 	<p>→</p> <p>→</p> <p><u>Title IX training integrated into the non-discrimination training agenda.</u></p>	<p>→</p> <p>→</p> <p><u>Training target numbers increased by 5%</u></p>	<p>→</p> <p>→</p> <p><u>Training target numbers increased by 5%</u></p>

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<p><i>Investigate and help resolve conflicts in cases that fall under Human Resources functions and in collaboration with other departments.</i></p>	<p>—————></p>	<p><u>Respond to internal complaints submitted to EEO in a timely, appropriate and legal fashion.</u></p> <p><u>Begin baseline data on the number of open and closed cases.</u></p>	<p><u>Decrease number of open and closed cases by 5%.</u></p>	<p><u>Decrease number of open and closed cases by 5%.</u></p>	<p><u>Decrease number of open and closed cases by 5%.</u></p>
<p>EEO will revise, update and publish the District's Diversity Plan biannually.</p> <p><i>Revise and update the District's Diversity Plan.</i></p>	<p>—————></p> <p><i>Publish Diversity Plan.</i></p>	<p>—————></p> <p><i>Revise and update the District's Diversity Plan.</i></p> <p><u>Data presentation to the School Board.</u></p>	<p>—————></p> <p><i>Publish Diversity Plan.</i></p>	<p>—————></p> <p><i>Revise and update the District's Diversity Plan.</i></p> <p><u>Data presentation to the School Board.</u></p>	<p>—————></p> <p><i>Publish Diversity Plan.</i></p>
<p>Contract Administration will ensure that employee evaluation system uses best practices to accurately and appropriately measure performance.</p> <p><i>Review evaluation documents annually and revise to meet professional standards as required.</i></p>	<p>—————></p> <p><i>Develop and implement online input surveys required by certificated evaluation procedures.</i></p>	<p><u>Contract Administration will employ an evaluation system that most accurately and appropriately measures employee performance.</u></p> <p><u>Second year implementation of Web Evaluation tool with 70% of employee evaluation completed online.</u></p> <p><u>Examine alternative employee evaluation input tools through collaborative process with Assessment and Evaluation and Training and Professional Development.</u></p>	<p>—————></p> <p><u>5% increase in web evaluation completion</u></p>	<p>—————></p> <p><u>5% increase in web evaluation completion</u></p>	<p>—————></p> <p><u>5% increase in web evaluation completion</u></p>

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		<p><u>Rewrite of Certified Employee Evaluation Document.</u></p> <p><u>Rewrite of APA and Exempt Employee Evaluation Documents.</u></p>			
<p>New and existing employees know and adhere to Human Resources policies and procedures.</p> <p><i>Provide training for new and existing employees in Human Resources policies and procedures.</i></p>	<p>→</p> <p>→</p>	<p>→</p> <p>→</p> <p><u>Evaluation Process Training and Credit Courses offered w/ 90 evaluators trained.</u></p> <p><u>Contract Administration will negotiate contracts for operation efficiency, given the financial parameters set by the School Board.</u></p> <p><u>Successfully negotiate ACE, Bus, Food, and AEA contracts.</u></p> <p><i>Training provided for all contracts through the Administrative Advance, Leadership training sessions, and divisional new principal seminars.</i></p>	<p>→</p> <p>→</p> <p><u>120 evaluators trained</u></p> <p><i>Probationary Evaluation process reviewed for modifications and potential electronic monitoring.</i></p> <p><u>Successfully negotiate TOTEM contract</u></p>	<p>→</p> <p>→</p> <p><u>150 evaluators trained</u></p> <p><u>Successfully negotiate Maintenance contract</u></p>	<p>→</p> <p>→</p> <p><u>All evaluators trained with review updates on a yearly basis.</u></p> <p><u>Successfully negotiate contracts to be determined.</u></p>

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	<p><i>Incorporate a feedback tool into Human Resources training and follow-up to find out how well employees understand and follow policies and procedures.</i></p>	<p><u>Contract Administration will minimize contractual disputes and formal grievances by working in a collaborative and solution-oriented manner with the various collective bargaining groups.</u></p> <p><i>Baseline data collected showing the number of formal grievances.</i></p> <p><i>Utilize administrative advance feedback tool to determine the effectiveness of the trainings in the areas of evaluation and contract administration.</i></p>	<p><u>Decrease formal grievances by 5% from the previous year.</u></p>	<p><u>Decrease formal grievances by 5% from the previous year.</u></p>	<p><u>Decrease formal grievances by 5% from the previous year.</u></p>
<p>Goal 3: Public Accountability</p>					
<p>Implementation of Human Resources policies and procedures consistently and fairly.</p>	<p style="text-align: center;">→</p>	<p style="text-align: center;">→</p> <p><u>Operations will implement and maintain an appropriate balance of efficiency and effectiveness in Human Resource operations.</u></p> <p><i>Complete accurate Data Report requests in a timely fashion.</i></p>	<p style="text-align: center;">→</p> <p style="text-align: center;">→</p> <p style="text-align: center;">→</p>	<p style="text-align: center;">→</p> <p style="text-align: center;">→</p>	<p style="text-align: center;">→</p> <p style="text-align: center;">→</p>

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<p>Annually distribute manuals and train managers, supervisors, and principals.</p> <p>Update and revise HR and EEO handbooks annually.</p>	<p>→</p> <p>→</p>	<p><u>Review and revise job descriptions for AEA.</u></p> <p><u>Review and revise workflow hiring processes.</u></p> <ul style="list-style-type: none"> • <u>External</u> • <u>Internal</u> • <u>Additional impact of calendar adjustments with shortened summer</u> <p>→</p> <p><u>Update HR handbook showing modifications to external process changes.</u></p> <p><u>Document imaging RFP out and vendor selected.</u></p> <p><u>Review and revise the IT/HR Data Access Plan with regard to compatibility of IT systems with other HR stand-alone software products currently being used.</u></p> <p><u>Ongoing collaboration between Human Resources and Contract Administration.</u></p> <p><u>Ongoing collaboration between HR and external departments.</u></p>	<p><u>Review and revise job descriptions for TOTEM.</u></p> <p>→</p> <p><u>HR handbook posted on line w/ search features.</u></p> <p><u>Electronic versions of external hiring processes implemented (electronic 502, summary of hire, position requisition, etc.).</u></p> <p><u>Implement the document imaging tool in HR.</u></p> <p><u>IT/HR Data Access Plan guides data access needs of the HR department.</u></p>	<p><u>Review and revise job descriptions for ACE.</u></p> <p>→</p> <p>→</p>	<p>→</p> <p>→</p>

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<p><i>Provide training on labor contracts every year and as needed.</i> (Objective covered in another section of the revision.)</p> <p><i>Confer regularly with labor representatives to give and receive information, feedback, and plan for improvements.</i> (Objective covered in another section of the revision.)</p>		<p><i>Employee exit survey tool reviewed and revised.</i></p> <ul style="list-style-type: none"> <i>Second exiting survey project implemented for baseline data.</i> <p><i>Human Resource Department Audit recommendations examined for possible corrective actions.</i></p>	<p><i>Employee exit survey tool integrated into the termination process.</i></p> <p><i>Yearly exit survey report to the superintendent.</i></p>		
<p>Comprehensive, cost effective benefits are provided for employees.</p> <p><i>Review and administer retirement, health and benefit plans</i></p>	<p>→</p> <p>→</p>	<p>→</p> <p>Benefits and Compensation, being fiscally responsible, will provide a fair and competitive salary and benefit package to attract exemplary employees.</p> <p><i>Work with the State of Alaska to help prepare and plan for the retirement changes initiated by the legislature.</i></p>	<p>→</p> <p>→</p> <p><i>Implement, train, and assess the impact of the new retirement system.</i></p>	<p>→</p> <p>→</p> <p>→</p>	<p>→</p> <p>→</p> <p>→</p>

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<p><i>Work with the Health Insurance Task Force to explore changes to the insurance plan and facilitate communication with the bargaining units.</i></p>	<p style="text-align: center;">→</p>	<p><u>Ongoing collaboration with the Health Task Force to:</u></p> <ul style="list-style-type: none"> • <u>Assess cost savings measures that minimize impact to employees</u> • <u>Assess self-funded insurance</u> 	<p><u>Make recommendation on self-funded insurance.</u></p>	<p style="text-align: center;">→</p>	<p style="text-align: center;">→</p>
<p>Public and employees have easy access to relevant ASD information through the website. (Objective covered in another section of the revision.)</p> <p>ASD website is continually reviewed and revised to improve public access. (Objective covered in another section of the revision.)</p> <p><i>Continue to develop and utilize the website providing benefits information.</i></p>	<p style="text-align: center;">→</p>	<p><u>Utilize direct mail, Medicare notices, web information, employee information meetings, and open enrollment opportunities to communicate benefit information to our employees.</u></p>	<p style="text-align: center;">→</p>	<p style="text-align: center;">→</p>	<p style="text-align: center;">→</p>
		<p><u>Assess differentiated pay for substitute teachers (certificated and clerical) based on hard to fill positions.</u></p>	<p><u>Conduct a market analysis for substitutes and temporary employees.</u></p>	<p><u>Make recommendation for modification of substitute and temporary employee compensation, based on market analysis.</u></p>	
<p>ASD complies with governmental regulations relevant to Human Resources functions. (Objective covered in another section of the revision.)</p> <p>Reports and surveys done accurately and timely. (Objective covered in another section of the</p>					

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revision.) <i>Compliance with Human Resource audit recommendations.</i> (Objective covered in another section of the revision.)					