



**HUMAN RESOURCES
DIVISION**



**CLAY COUNTY SCHOOL BOARD
ANNUAL IMPROVEMENT OBJECTIVES**

District: Clay Dept/Division: Human Resources Year: 2005-2006

PRIORITY OBJECTIVES (Improvements to be made) Col. 1	ACTION PLAN Col. 2 (Actions to be Taken to Make Improvement: Who, What, When, Where, How)	RESULTS Col. 3 M=Met; P=Partially Met; N=Not Met I = In Progress; A=Abandoned	
Comments			
1. Human Resources/Support will seek strategies to simplify procedures and paperwork.	1.a. By December 2005, the use of Limited Contracts for support employees employed for less than 12 months during the time period of February-May will be simplified to Long Term Substitute records to become consistent with the HR/Instructional Department's hiring procedures for the same time period. 1.b. Human Resources/Support staff will cross-train on job responsibilities to increase efficiency in the processes currently in place.	N M	Due to contract complications, such as retirement and insurance, this objective has not been met, but will be revised from using Long Term Subs from February-May, to hiring those in such positions as regular contracted employees, who are reappointed to their positions for the next school year due to growth.
2. By August 1, 2005, any revisions required to the Clay Assessment System will be ready for implementation.	2.a. During the 2005 Pre-Planning session, Clay County teachers will be trained on the revised CAS. 2.b. Revisions to the Clay Assessment Manual will be prepared and distributed to all teachers. 2.c. During the Summer of 2005, administrators will receive training on the revised CAS.	M M M	

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3. During 2005-2006 the school system's efforts to recruit more teachers and administrators will be expanded.	3.a. Funds will be provided to support activities of Future Educators of America (FEA) Clubs in Clay County Schools. 3.b. Qualified Clay County minority teachers will be encouraged and assisted in enrolling in an educational leadership program. 3.c. Clay County participation in minority recruitment fairs and visits to universities will be increased.	M M M
4. Human Resources staff will examine ways to provide more meaningful training and orientation for school and district administrators.	4. a. Training components of the HRMD Plan will be evaluated to determine relevance to present duties of new administrators. b. In cooperation with the Instructional Division, methods will be examined to provide more support mechanisms for newly appointed and present administrators and principals.	M M
5. Clay County District Schools will implement required revisions to the alternative certification program.	5.a. Revisions to the Clay County alternative certification plan will be ready for implementation August 2, 2005..	M

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5. Continued 6. The Online Application System will implement additional features to further automate current paper procedures. 7. During 2005-2006, the Public Relations Officer will continue to increase public knowledge of, and support of the School District of Clay County.	5.b. Training will be conducted by November 2005 to update knowledge and skills required of peer teachers in the Alternative Certification Program. 6.a. By Spring, 2006, an electronic Transfer Profile page for internal transfer requests will be developed and implemented into the Online Application System. 6.b. By Spring, 2006, an electronic Personnel Action Form page will be developed and implemented into the Online Application System. 7.a. The "Extra Credit" will be published once a month for 12 months and will communicate to the community, activities and accomplishments in the schools. 7.b. The "Extra Credit" will continue to be inserted in the "Times Union County Line" for wider distribution of information.	M I I M M	 The electronic Transfer Profile page for internal transfer requests has been postponed to complete other vendor requests, which were of a higher priority, such as facilitating the process on the jobs posting page. The exploration of the cost for an electronic Personnel Action Form will be continued for 2006-2007 in conjunction with plans to automate forms in I.S.

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7. Continued	7.c. The Newcomer Booklet will be updated for greater distribution of information through the district. 7.d. Media Releases will continue to go out at a rapid pace to spread the good word about our schools and the district. 7. e. Assistance will be provided to all schools in the form of media releases and brochures as needed. 7.f. The Public Relations Officer will continue to assist Information Services with updating the district web site, as another means for distributing information to the community. 7.g. The Public Relations Officer will continue to send out information to district employees via an in-house e-newsletter, called "Employ-E-Mail". 7. h. The Public Relations Officer will continue to write articles and letters to be included in other community newsletters, such a that of the Chamber of Commerce.	M M M M M M	

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7. Continued 8. During 2005-2006, the Public Relations Officer will continue to serve as a resource for the Volunteer/Mentor/Business Partners Programs.	7. i. The Public Relations Officer will continue to serve on community boards (such as Concert of the Green and Quigley House) as a liaison between these boards and the school district.	M	
	8.a. Emphasis will be placed on getting more information about our schools and the district through the use of Channel 29, a local educational cable channel.	M	
	8.b. The Public Relations Officer will continue to assist the Instructional Personnel Division with seeking from the business community additional financial incentives which might encourage teachers to work in Clay County.	M	
	8.c. New materials will be developed as needed, to communicate to the community how individuals and groups can become mentors/volunteers/business partners.	M	
	8.d. The Public Relations Officer will continue to work with local organizations, such as First Coast Family Center and the Clay County Education Foundation, in order to successfully recruit and train potential mentors.	M	