

2025-26 BCSD BUILDING & DEPARTMENT ACTION PLAN TEMPLATE

Human Resources Department SMART Goal #1:

SMART goals are *Specific, Measurable, Achievable, Relevant and Timebound*.

Strategy #1: Improve hiring efficiency		
Action(s) <i>The action steps required to accomplish the above goal (Hierarchy: Goal, Strategies, Objectives, Tactics)</i>	Responsible Party & Timeline <i>Person(s) responsible & deliverable date</i>	Process Measures & Status <i>Measurable evidence of actions below necessary to achieve the Success Measures</i>
Objective #1: Enhance and streamline the onboarding experience and communication with HR by converting all paper forms into digital templates. These templates should be fillable and set up for electronic signatures, accompanied by clear instructions for candidates on how to complete each section.	Assistant Superintendent for HR and Administrative Services, HR Staff, and Technology April 2026	• Identify all existing paper forms. • Research digital platforms for HR documents. • Convert these forms into digital formats. • Create guidance and a checklist for candidates.

Strategy #2: Improve day-to-day efficiencies and data in the Office of Human Resources		
Action(s) <i>The action steps required to accomplish the above goal (Hierarchy: Goal, Strategies, Objectives, Tactics)</i>	Responsible Party & Timeline <i>Person(s) responsible & deliverable date</i>	Process Measures & Status <i>Measurable evidence of actions below necessary to achieve the Success Measures</i>
Objective #1: Data Management and Technology Implementation (nVision): Utilizing nVision to maintain tenure status, seniority, position control status, certification status, and other paper-based tasks that can be digitized to ensure accuracy, consistency, and sustainability.	Assistant Superintendent for HR and Administrative Services and HR Staff February 28, 2026	• Determine the full capabilities of nVision. • Populate all relevant fields in the HR module of nVision. • Identify all paper-based tasks within HR. • Research which paper-based tasks within HR can be digitized and complete the digitization of those that are feasible.

Strategy #3: Improve and increase communication with departments, administration, staff, and the public		
Action(s) <i>The action steps required to accomplish the above goal (Hierarchy: Goal, Strategies, Objectives, Tactics)</i>	Responsible Party & Timeline <i>Person(s) responsible & deliverable date</i>	Process Measures & Status <i>Measurable evidence of actions below necessary to achieve the Success Measures</i>
Objective #1: Establish a system for streamlined and improved communication between Human Resources, Payroll, schools, and all other departments to ensure timely and accurate processing of employee attendance and resignations.	Assistant Superintendent for HR and Administrative Services, HR Staff, Technology, and Payroll June 30, 2026	● Identify the areas where communication from HR affects workflow in Payroll and other departments within the district, specifically regarding employee attendance and resignations. ● Determine what constitutes timely communication in these contexts. ● Develop and implement an efficient communication system to minimize overpayments. ● Create a Human Resources Handbook.

Strategy #4: Recruit and hire diverse, qualified, and effective staff.		
Action(s) <i>The action steps required to accomplish the above goal (Hierarchy: Goal, Strategies, Objectives, Tactics)</i>	Responsible Party & Timeline <i>Person(s) responsible & deliverable date</i>	Process Measures & Status <i>Measurable evidence of actions below necessary to achieve the Success Measures</i>
Objective #1: Actively recruiting through job fairs, partnerships with colleges and universities, professional organizations, and referrals from current employees, specifically for substitute teachers and teacher aides.	Assistant Superintendent for HR and Administrative Services and HR Staff Ongoing	● Explore and identify innovative methods for recruiting employees. ● Implement and execute new recruitment efforts. ● Reduced substitute vacancies

Strategy #5: Recognize and Reward Excellence		
Action(s) <i>The action steps required to accomplish the above goal (Hierarchy: Goal, Strategies, Objectives, Tactics)</i>	Responsible Party & Timeline <i>Person(s) responsible & deliverable date</i>	Process Measures & Status <i>Measurable evidence of actions below necessary to achieve the Success Measures</i>
Objective #1: Create a culture of recognizing and celebrating faculty and staff achievements, including annual awards and public acknowledgments.	Assistant Superintendent for HR and Administrative Services, District and Building Administration. Ongoing	• Identify areas and ways to acknowledge, celebrate, and reward employees for their contributions. • Develop and implement strategies to acknowledge, celebrate, and reward employees for their contributions in an equitable and effective manner.