

## Hiawatha Valley Education District

### STRATEGIC ACTION PLAN

EFFECTIVE MAY 27, 2015

**FOCUS:** Board of Directors

**HVED GOAL:** Govern HVED organization, guided by Core Values, with fiscal responsibility, meeting all state and federal requirements and high expectations of performance in order to meet the needs of member districts.

- Update Board handbook to include pertinent organization information, responsibilities, behavior expectations, history of HVED, staff directory, district members, “Fast Facts”.
- Pre-assess knowledge of HVED organization
- Provide in-service following pre- assessment results
- Provide special education learning opportunities through staff reports to the board, in- service, conferences, local district events
- Provide opportunities for Board and staff to collaborate and build relationship through social activities and staff providing in-service at Board meetings

**FOCUS:** Communication

**HVED GOAL:** Cultivate exceptional communication between and among HVED staff and member districts

- Conduct a communication needs assessment
- Develop comprehensive communication plan using needs assessment results as a guide, including public relations, internal communication, communication
- Leadership and employee communication
- Implement comprehensive communication plan; Conduct satisfaction survey following one year implementation

**FOCUS:** Human Resources

**HVED GOAL:** Retain and attract highly qualified employees who contribute to HVED excellence

- Assess qualifications and level of expertise of all employees
- Review job descriptions for each position and assess accuracy
- Develop job satisfaction and work environment survey
- Survey all employees regarding work environment, HVED culture and job satisfaction
- Develop a Code of Ethics based on input from survey data
- Develop hiring and recruiting plan; build relationship with higher education, state, regional, national organizations
- Develop a mentoring program for each new hire
- Develop exit interview process for staff, parents, and students.

**FOCUS:** Human Resources

**HVED GOAL:** Foster collaborative work environment

- PLC integrated into work environment
- HVED rituals and traditions

**FOCUS:** Organization – Continuous Improvement

**HVED GOAL:** Integrate continuous improvement practices throughout HVED organization

- Provide fundamental CI information, PDSA cycle, and process to HVED staff
- Develop CI process to address issues which negatively impact productivity
  - Work assignments change frequently
  - Lack empowerment to fix problems
  - Time wasted by redundant processes
  - Lack of organizational orientation processes
  - No well-defined decision making process
  - Cumbersome paperwork processes

**FOCUS:** Organization – Program

**HVED GOAL:** Provide programs to meet the individual needs of districts

- Analyze each member district special & ALC student needs
- Analyze current HVED programs
- Assess future needs
- Implementation of new program

**FOCUS:** HVED Organization Model and Facilities

**HVED GOAL:** Sustain efficient and effective organization operations

- Develop organization and facilities plan

**FOCUS:** HVED Partnerships

**HVED GOAL:** Foster collaboration and partnerships with member districts

- Identify intellectual capital for collaborative efforts