

Beyond Day One

Building Lasting Employee Connections



Goals for Today

- Share the D41 playbook
- Game plan in your own district

Our story

- Birth of the Dream Team
 - HR Experience (Jen)
 - Building Experience (Rani)
 - Management Experience (David)
- Challenged the norm...
- Created experiences...
- Success...



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YEAR LONG

FORTUNE IS IN THE FOLLOW UP



#WEARED41



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Illinois Association of School
Personnel Administrators



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New Staff



Getting to know you

D41
glen eilyn

Getting to know you

D41
glen eilyn

New Staff

Target Months: February-July

- **Onboarding**
 - Recommendation for Hire
 - Initial New Employee Meeting
 - Final Check In
- **New Teacher Week**
 - Making Organic Connections
 - Setting high expectations
 - How we do business in D41
- **Mentoring**
 - All get a mentor
 - Monthly emails
 - Monthly meetings with mentor
- **During the year**
 - Check-in 2x
 - Classroom visits



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Mentoring

September	• Made a friend • Behavior Referrals (entering into Skyward) • Reading an understanding IEP/504 • Social Media
October	• Prepared for teacher conferences • Report Cards • Taking care of yourself
November	• Do you know and understand D41 E-Learning process • Do you know what you would do in the event of an E-Learning day with your kids?
December	• Taking care of yourself • Do's and Don't for Holiday Celebration
January	• Reteaching expectations • Behavior Booster for Students • MAP testing/evaluation



HAVE YOU TALKED TO YOUR MENTEE ABOUT:

- Understanding EOY MAP Data
- Professional development over the summer

April

D41 glen ellyn

This graphic features a teal background with a white bar chart on the left. Two stylized figures are climbing the bars. The text is in white and bold. A calendar icon with the word 'April' is on the right.



HAVE YOU TALKED TO YOUR MENTOR ABOUT:

- How to prepare for IAR / ISA?
- Taking care of yourself

Feb.

D41 glen ellyn

This graphic features a blue background with a white bar chart on the left. Two stylized figures are climbing the bars. The text is in white and bold. A calendar icon with the word 'Feb.' is on the right.

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Opening Day



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Opening Day

Target Months: August

- Energy
- Making connections
 - Staff Celebration
 - Hats Off
 - Retirement Acknowledgement
 - New Staff Video Introduction
- Information Sharing
 - Hit initiatives
 - Reminders
 - Flu Shot
 - GCN Trainings



Connections - Beyond Day 1

Target Months: September-May

- Wellness Committee
- **Conversations by the water cooler**
- Positive Emails & Notes
- **Birthday Wishes**
- Accepting Feedback and Ideas
- **Strong Intranet Presence**
- Brand Building
 - Swag Swag Swag
 - Give giveaways



Human Resources	D41 Services	Media
Human Resources	Job Postings	
Accommodation Requests	Licensure	
AFSCME	Mandated Training	
Change of Personal Information	Payroll	
GEEA	Professional Development Surveys (CPDUs)	
EAP	Resignation Information	
Employee Verification	ROE Registrations	
Evaluation Documents	Workplace Injury Reporting	
Health & Benefits	Family Medical Leave Act Requests	
Handbooks	D41 Cookbook	

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Awards and Recognition

- Celebrate - EVERYONE
- Personal Invites
- Meaningful
- Authentic



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Offboarding and Support

- Preparation
- Compassion and Care
- Supportive Environment
- Key Information and Timely
- Exit Interviews or Survey

1

Resignation Notice

Employee submits letter of resignation to direct supervisor and to Human Resources.



2

Board Of Education

Employee is placed on personnel report to notify Board of Education.

Exit Interview, Board Of Education Letter and Unemployment Rights (if applicable) will be sent after the board meeting to employee's personal email.



3

Benefits

Mid Year Term: Benefits will end at the end of the month in which the employee terms.

Completion of the School Year Term:

10 month employee benefits will end 8/31 (AFSCME & GEEA Employees).

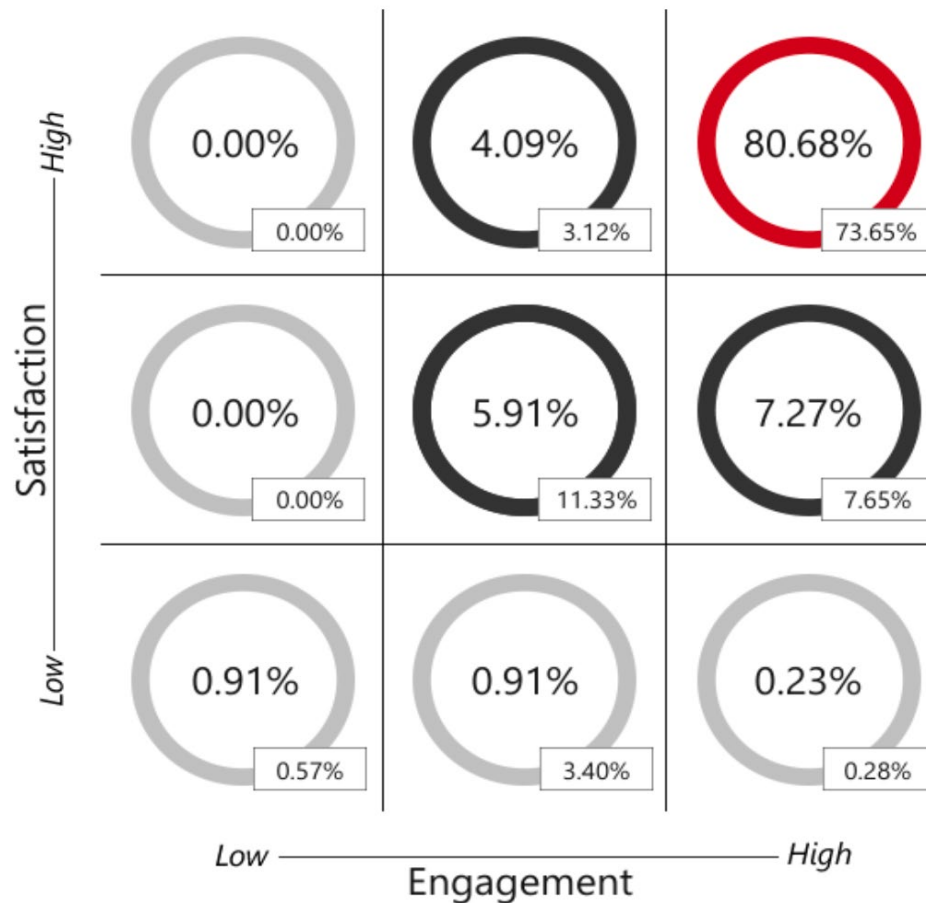
- *Cobra Information will be sent if applicable within 2 weeks of*



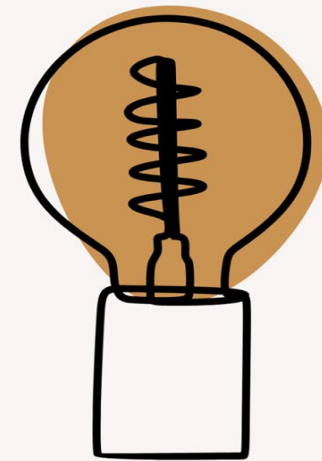
Core Beliefs

- High Customer Service - Never stops
- Authentic Engagements
- Read the room (in-person vs virtual)
- Fortune is in the Follow Up
- Support until it Hurts
- BE PRESENT & Engaged
- Transparency, Accessibility & Consistency
- Relentless to be the BEST HR Department

Highly Engaged and Satisfied



Where can I start



1 Idea



Thank you!

Contact Information

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Call or email anytime!

