



Dr. Frank Ranelli
Superintendent of Schools

Colleen Pongratz
Director of Pupil Services

To: Board of Education
From: Colleen B. Pongratz, Director of Human Resources
Cc: Dr. Frank Ranelli
Date: October 1, 2024
Re: 2024-2025 Merit Goals

In accordance with my non-unit contract, the Board of Education permits me to establish merit goals as the Director of Human Resources. I submit the following goal for consideration by the Board of Education.

Quantitative Goals

1. Description of Goal

The Director of Human Resources will organize a professional development training for the school main office secretaries. At the completion of the training, 75% of the secretaries completing the post training survey will self-report feeling proficient or highly proficient when using the district software tools. This training will include tips on key district software programs and practices within the next academic school year. Shortly after the training (1 to 3 months after implementation), a survey will be issued. Additionally, we will provide the secretaries updated tip sheets to continue to navigate our district software programs independently after the conclusion of the professional development training. The purpose of this goal is to streamline and communicate district practices and expectations to strengthen and improve the skills of our secretarial staff.

- Evidence of Completion

Success will be measured by providing evidence of the agenda, training materials, sign in sheets, survey response data and a summary of feedback provided by the secretaries. Moreover, we will ask for feedback on future professional development and provide trainings based on the feedback and requests.

2. Description of Goal

By July 30, 2024, the Director of Human Resources will increase our district level recruitment efforts by 100% by participating in at least four recruitment fairs. My attendance at these programs will establish connections with a minimum of two college teaching programs. This recruitment effort will yield a minimum of 80 new resumes and/or applicants in an effort to fill our teaching vacancies for the current 2024-2025 and 2025-2026 school year.

These efforts will be to increase and to assist in diversifying our applicant pool.

- Evidence of Completion

My success will be measured by providing evidence of my attendance to various recruitment fairs and providing evidence of total resume's received during recruitment efforts. Additionally, I will be creating data records that will be retained on candidates who were recruited and hired. A follow up goal will be created for the 2025-2026 school year to track the employees success while employed at Piscataway Schools and I will continue to monitor their retention in the district.