

Calendar

◆ Monday, Sept. 30

Group Workshop

8 a.m.-5:30 p.m., Aud.

Intern Seminar

8:30-11:30 a.m., #2

CQI Committee

10 a.m.-12 p.m., #1

Psych Intern Seminar

11 a.m.-12 p.m., CW

Staff Relaxation Group

12-1 p.m., CW

IHCAPS RDS

2-4 p.m., #1

Psych Assessment Seminar

3-5 p.m., CW

◆ Tuesday, Oct. 1

TCI Training

8:30 a.m.-1:30 p.m., Aud.

Board Enhancement

8:30-10 a.m., Hillyer

Human Sexuality Training

9:30-11:30 a.m., #2

Latino Subcommittee

12-1:30 p.m., #2

Wethersfield Avenue Mtg.

1-2:30 p.m., Audit.

SFC Staff Meeting

1:30-3 p.m., #2

◆ Wednesday, Oct. 2

CDS Training

7-8 a.m., CW

Signature Event Comm.

9-10:30 a.m., Hillyer

CSC Staff Meeting

11 a.m.-2 p.m., Audit.

CDS Training

1-2 p.m., CW

CDS Training

3-4 p.m., CW

Reserved for B. Dugan

4-7 p.m., Audit.

◆ Thursday, Oct. 3

Reserved for C. Johnson

8 a.m.-2:30 p.m., #1

TIAA CREF Sessions

8:30 a.m.-4:30 p.m., #2

Research Dept. Mtg.

10:30 a.m.-12:30 p.m., Jwl.

United Way Meeting

11 a.m.-12 p.m., Audit.

Dev. & Mkt. Committee

12-1:30 p.m., Hillyer

Common Sense Parent.

6-9 p.m., Audit.

Adoption Fam. Prep. Grp.

6-9 p.m., #2

◆ Friday, Oct. 4

Reserved

8 a.m.-5 p.m., Audit.

Staff Relaxation

12-1 p.m., CW

Village Visibility

In the News

~ A photo of Village President/CEO **Howard Garval**, accepting a \$58,000 check from Glastonbury Auxiliaries Ginny Tyler, Nancy Courcy and Rita Spencer appeared in Glastonbury Life this month.

~ An advertorial entitled *Building a Stronger Community* ran opposite the editorial page of The Hartford Courant on September 19.

Community Kindness

Members of the Robinson & Cole staff committee again responded to a Village request for help. Eagle House classrooms were in need of school supplies and the committee came through with two globes, maps, computer work books, dozens of pads, pens and pencils, books, office supplies like tape, staples, glue sticks, color markers and much more. In the recent past, the committee delivered over 50 suitcases to the Village after a need was expressed for the Safe Home children. This support was initiated after a Village Friends visit by R&C staff member Michele Sexton. Later, a follow-up presentation and luncheon was held for the whole Robinson & Cole staff committee at their offices. Presently, the Village is working on developing further staff committee support of Eagle House.



R&C staff committee members deliver school supplies to appreciative Eagle House students.

Appraisal, continued

been rewritten and condensed to 7 for non-supervisors, and 8 for supervisors. There will no longer be a distinction between "critical" and "core" job competencies.

◆ Increase in weighting given to Performance Objectives. While the FY02 version of the performance appraisal system mathematically gave an equal weight to performance objectives and competencies, the FY03 revised version will give more weight or importance to the Performance Objectives (70%), and relatively less weight or importance for the Job Competencies (30%).

◆ Change in range of scores for each category for the Overall Rating. Based on the number of ratings in each performance category for FY02, we have modified the categories somewhat so that there is a broader distribution of scores.

We believe that the changes that are being made at this time are important and will make the Performance Appraisal System more effective for everyone. I will be providing training and on-going support to supervisors on these improvements. Thank you for your feedback and patience!

As of July 2002, we have also begun the implementation of an Anniversary Date schedule for Performance Objectives and Appraisals. Beginning in FY03, all staff are converting to a schedule where they will receive their performance appraisals on the month of their anniversary at the Village. During this transition, some employees will receive a "refresh and reset" of their Performance Objectives, and some employees will receive ratings at their 6-month (mid-year) review in addition to their year-end Performance Appraisal. These extra steps are only necessary this year to facilitate the conversion from a Fiscal Year to an Anniversary Date schedule. (As a reminder, salary increases, when granted, will continue to be on a fiscal year schedule.)

A copy of the revised Annual Objectives & Performance Appraisal document will be sent to all employees through interoffice mail. This document will be available in the All Staff/Human Resources folder and the Managers folder on the computer network during the first week in October.

Parkville 21st Century Learning Center Going Strong by Giselle Bautista, Parent Facilitator & Mentor Coordinator

Once again, the Parkville 21st Century Learning Center is kicking off another year of the After School Extended Day Program. During summer 2002, the learning center created a summer program for the children who attended Parkville Community School in Hartford. Our center offered positive youth development programs to children in the form of arts and crafts, sports, the *Sporting Minds Curriculum*, karate and dance. We also had special Friday field trips throughout the city of Hartford; these trips included visits to the State Capitol, the Old State House, Bushnell Park and the Wadsworth Atheneum. Children from both the learning center and Burns Family Resource Center collaborated in holding a huge park picnic.

Many thanks to the 21st Century Child Facilitators **Wanda Flores, Joselyn Ortiz, and Magaly Perez**. **Hadil Collazo**, a floating child facilitator, also helped in the many demanding, yet fun, tasks that the center completed over the summer. Also kudos to Village staff **Christine Moses** (Interim Director), **Evelyn Welgoss** (Administrative Assistant) and **Magdamaris Figueroa** (Violence Prevention Facilitator and Extended Day Program Coordinator).

Parkville will begin the Extended Day Program on October 7, after the Connecticut Mastery Tests (CMTs). The program will offer classes in arts and crafts, technology, sports, the *Sporting Minds Curriculum*, martial arts, social skills implemented by interns, dance, the Drug Education Program, and an opportunity to participate in a spelling bee. The program will also have mentors for the Student Assistant Center (SAC) students.

Along with these programs, Certified Teachers from the Board of Education will be tutoring children every day. This year's new and returning child facilitators include **Wanda Flores, Magaly Perez, Linda Pereira, Itzel Anaya, and Damaris Ruiz**.

We have also contacted Trinity College, the University of Hartford, Capitol Community College and St. Joseph's College for first and second year education and social work students to become mentors for children at Parkville 21st Century Learning Center. If you or anyone you know is interested in donating one hour a week to work with our children, please call us at 695-4757.

With the help of Principal Elizabeth J. Michaelis and her staff, we anticipate a very smooth, productive and invigorating year, and we invite you to stop by the Parkville 21st Century Learning Center!

Update on the Performance Appraisal System by Deborah Spencer, Human Resource Director



As many of you know, the Village made some significant changes to the Performance Appraisal System in fiscal year 2002. Key changes were:

- ◆ Distinguishing performance beyond pass/fail by expanding to a four-category system;
- ◆ Emphasizing the need for Individual Performance Objectives to be outcome-based and clearly linked to the Village's mission;
- ◆ Providing more detailed and specific job competencies, and including a weighting

system to define the relative value of performance objectives as compared to job competencies;

- ◆ Moving to scheduling performance reviews on anniversary dates.

As planned at the outset, the operational leadership team (OLT) has conducted an evaluation of the new Performance Appraisal System now that we have completed

one full year with the new system. The changes to the performance appraisal system have increased the consistency and quality of reviews within departments and across the agency. Feedback to employees is now more thorough and meaningful, and reviews are occurring more regularly and frequently.

Based on formal and informal feedback from staff and supervisors, we are refining the new system further to address some challenges that were identified:

- ◆ Reduction in the number of Job Competencies. A great deal of the feedback we received indicated that the instrument is too long and redundant. The Job Competencies have

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