



**Priority Strategies and Action Plans**

**PRIORITY STRATEGIES**

**AND**

**ACTION PLANS**

**Process/Support Delivery**

## PROCESS/SUPPORT DELIVERY

18. We will ensure efficient and effective processes and systems are utilized to support district requirements.



## Priority Strategies and Action Plans

### Strategy # 18

We will ensure that efficient and effective processes and systems are utilized to support district requirements.

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**To achieve this strategy, the School District of Clay County will implement the following action plan(s):**

1. Provide for electronic inspection and work order enhancement.
2. Improve and automate the Free and Reduced Lunch Application process.
3. Summarize and network data from all locations to improve and automate free and reduced and inventory data using a central core database.
4. Provide functionality to accept credit card payments from parents over the web and post the credits to one or more children's account.

**SCHOOL DISTRICT OF CLAY COUNTY  
STRATEGIC PLANNING  
ACTION PLANS**

Strategy #: 18  
Plan #: 1

**SPECIFIC RESULTS:**

Provide For Electronic Inspection and Work Order Enhancement.

#	Activity/Action Step(s) (Number each one)	Resources Required
1	Purchase Inspection Software and Palm Pilots or tablet PC to capture and edit Inspection Information.  2007-2008 AS/400 Programming 6 weeks Ongoing Programming Support 2 weeks annually	Est. Cost \$16,000.00 School Year 2007-08
2	Department to provide and maintain database of inspection information and references to Code.  2007-08 Should reduce present efforts required to create paper based reports.	
3	Automate the interface required to create Work Orders in the Terms System. Automate the posting of complete Work Orders back to the Inspection Data base.  2007-08 Programming 6 weeks Ongoing 2 Weeks Annually	<i>Operating Funds</i>
4	Provide Ad Hoc reports for Board, State and Fire Marshall.	
5	Ongoing operational costs.	\$3,200.00 2008-09 Thru 2011-12

**Measurement (Criteria for Success):**

Inspections performed electronically, Work Orders and Reports are created electronically without manual input. Codes and Standards are consistent on all reports.

*Approved*

**SCHOOL DISTRICT OF CLAY COUNTY  
STRATEGIC PLANNING  
ACTION PLANS**

Strategy #: 18  
Plan #: 2

**SPECIFIC RESULTS:**

Improve and Automate the Free and Reduced Lunch Application Process.

#	Activity/Action Step(s) (Number each one)	Resources Required
1	Review present forms and manual process to determine what can be done with the present software and technology in use.	Est. Cost \$5,000.00 School Year 2007-08 (F.S. Funding)
2	Review solutions that have been employed in other Counties (Putnam).	
3	Create a proposed change to the process and define hardware and software costs associated with a solution.	
4	Implement the solution in a TEST environment. Verify the accuracy of results and gain agreement with Food Services that the results are accurate and the process is acceptable.	
5	Install the solution in a Production Environment and use it to process the applications directly in MAPS.	
6	Annual reoccurring cost.	\$3,000.00 2008-09 Thru 2011-12 (F.S. Funding)

**Measurement (Criteria for Success):**

Forms are process according to plan and the results are interfaced into MAPS with less labor.

*Approved*  
*A - O -*  
*FMS Funding*

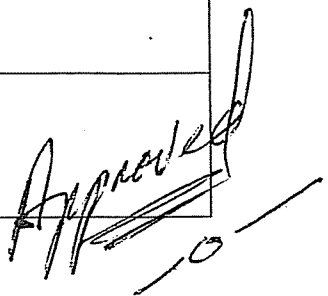
**SCHOOL DISTRICT OF CLAY COUNTY  
STRATEGIC PLANNING  
ACTION PLANS**

Strategy #: 18  
Plan #: 3

**SPECIFIC RESULTS:**

Summarize and network data from all locations to improve and automate free and reduced and inventory data using a central core database.

#	Activity/Action Step(s) (Number each one)	Resources Required
1	Present process requires significant manual effort to accumulate data from School based data stores. Define a process and cost to pull the information automatically or work with Vendor to network the data stores.	School Year 2007-08
2	Engage the Vendor to determine if a solution is available through the vendor. Allocate funds for the purchase of a solution or build internally.	School Year 2008-09
3	Create or install programs to pull the information and summarize into defined form.	
4	Run the automated process parallel with the manual process and verify accuracy.	
5	Implement the fully tested automated process and discontinue the manual effort.	

*Approved*  


**Measurement (Criteria for Success):**

Data concerning free and reduced and inventory positions are networked on a central core database requiring less labor and minimal human effort.

**SCHOOL DISTRICT OF CLAY COUNTY  
STRATEGIC PLANNING  
ACTION PLANS**

Strategy #: 18  
Plan #: 4

**SPECIFIC RESULTS:**

Provide functionality to accept Credit Card Payments from parents over the Web and post the credits to one or more children's account. Automatic Bank Draft?

#	Activity/Action Step(s) (Number each one)	Resources Required
1	Define requirements to process credit card payments. Research how other counties have solved the problem.	Est. Cost \$8,000 School Year 2008-09 (F.S. Funding)
2	Add a link to <a href="http://www.clay.k12.fl.us">www.clay.k12.fl.us</a> to access a function to process payments. Program the needed interface and post to MAPS.	
3	Create a proposed change to the process and define hardware and software costs associated with a solution.	
4	Implement the solution in a TEST environment. Verify the accuracy of results and gain agreement with Food Services that the results are accurate and the process is acceptable.	
5	Install the solution in a Production Environment and use it to process payments directly into MAPS.	
6	Annual reoccurring cost.	\$2,500.00. 2008-09 Thru 2011-12 (F.S. Funding)

**Measurement (Criteria for Success):**

Payments are received through the Internet by Credit Card.

*Approved*  
*A - O*  
*NFS Funds*