





**SCHOOL DISTRICT  
OF CLAY COUNTY**

**COMPREHENSIVE  
IMPROVEMENT PLAN**

**EVALUATION REPORT  
2005-2006**



**BUSINESS AFFAIRS  
DIVISION**



SCHOOL DISTRICT OF CLAY COUNTY  
ANNUAL IMPROVEMENT OBJECTIVES

District :  Clay

Dept/Division:  Business Affairs Division

Year:  2005-2006

PRIORITY OBJECTIVES Col. 1 (Improvements to be made)	ACTION PLAN Col. 2 (Actions to be taken to make improvement: Who, What, When, Where, How)	RESULTS Col. 3 M= Met, P= Partially Met, N= Not Met, I= In Progress, A= Abandoned Comments
Completely revise the procedures manual for the budgeting and accounting departments	Each month complete one section.	P=Partially Met. Our Department is approx. 90% complete with this objective.

**SCHOOL DISTRICT OF CLAY COUNTY  
ANNUAL IMPROVEMENT OBJECTIVES**

District: **Clay**

Dept/Division: **Business Affairs Division**

Year: **2005-2006**

PRIORITY OBJECTIVES (Improvements to be made)	ACTION PLAN (Actions to be taken to make improvement: Who, What, When, Where, How)	RESULTS
		M=Met; P=Partially Met; N=Not Met; I=In Progress; A=Abandoned
		Comments
<p>1. Completely revise the procedures manual for the budgeting and accounting departments.</p> <p>2. Increase efficiency/productivity as it relates to payroll accounting.</p> <p>3. Develop methods to increase efficiency in providing services and resources in support of the School Board of Clay County.</p>	<p>1. Each month complete one section.</p> <p>1. Review all payroll related forms and revise where necessary.</p> <p>2. Hold training sessions for new employees (new school openings).</p> <p>3. Revise office desk manuals (Payroll Department).</p> <p>1. Review records currently being produced manually in Purchasing/Accounts Payable/Warehouse/Property Control to possibly convert them to electronically produced documents, i.e.</p> <ul style="list-style-type: none"> <li>a. Receipt by Barcode Scanner the UPS/Federal Express/Airborne Express Central Warehouse deliveries currently being logged manually.</li> <li>b. Establish a Barcode system for inventory of equipment and furniture.</li> <li>c. Research availability of a TERMS program that will allow users to electronically notify Accounts Payable when items are received eliminating the need for two paper copies of the purchase order.</li> </ul>	<p>P Our Department is approximately 90% complete with this objective.</p> <p>M Substitute form was revised, combining three forms into one. A new child care deduction form was created to allow payroll deductions be taken from (4) of our high school child care centers. Created a new substitute procedure with step-by-step instructions and forms that allows the schools to input their own substitute payroll. We currently have 100% participation. Positive feedback and working extremely well. Revised the payroll calendars to separate the 9, 10, and 11-month employees' calendar with the hope to simplify the calendars.</p> <p>M Held a training session with the payroll secretaries. Discussed time reporting, leave forms, procedures and substitute payroll.</p> <p>M Our Payroll Office Manual is current with all new procedures and forms.</p> <p>I</p>

**SCHOOL DISTRICT OF CLAY COUNTY  
ANNUAL IMPROVEMENT OBJECTIVES**

District: **Clay**

Dept/Division: **Business Affairs Division**

Year: **2005-2006**

PRIORITY OBJECTIVES (Improvements to be made)	ACTION PLAN (Actions to be taken to make improvement: Who, What, When, Where, How)	RESULTS	
		M=Met; P=Partially Met; N=Not Met; I=In Progress; A=Abandoned Comments	
<p>4. Revise/Update as necessary. The Property Management System Manual for Property Control (To include TERMS).</p> <p>5. Expand in-service activities to meet current needs of program.</p> <p>6. Expand Policies and Procedures Manual.</p>	<p>1. Update existing procedures, forms, explanations and policies as necessary.</p> <p>1. Areas to be covered include nutrition education, meal pattern requirements, safety and sanitation procedures, standardization of food production techniques, use of newly introduced computer applications, marketing and merchandising techniques.</p> <p>1. Areas to be added include implementation of new free and reduced meal procedures, cleaning and sanitation procedures, POS enhancements, food ordering guidelines, employee uniform changes, and USDA Dietary Guideline additions.</p>	<p>I</p> <p>M</p> <p>P</p>	<p>Provided inservice to cafeteria managers and interns quarterly.</p>

SCHOOL DISTRICT OF CLAY COUNTY  
ANNUAL IMPROVEMENT OBJECTIVES

District : \_\_\_\_\_  
Year: 2005-2006

Dept/Division: Food and Nutrition Serv.

PRIORITY OBJECTIVES (Improvements to be made)	ACTION PLAN (Actions to be taken to make improvement; Who, What, When, Where, How)	RESULTS
<p>1. Expansion of computer applications to complete tasks at both school level and County Office.</p> <p>2. Replacement of equipment.</p> <p>3. Expand in-service activities to meet current needs of program.</p> <p>4. Expand Policies and Procedures Manual.</p>	<p>a. Implement and upgrade POS program and allow Managers to access inventory at each school.</p> <p>b. Continue to provide most current nutritional analysis software programs.</p> <p>a. Assess condition of large kitchen equipment in schools and replace/repair as necessary.</p> <p>b. Identify uniform specifications for equipment to produce high-quality, consistent end product.</p> <p>a. Areas to be covered include nutrition education, meal pattern requirements, safety and sanitation procedures, standardization of food production techniques, use of newly introduced computer applications, marketing and merchandising techniques.</p> <p>a. Areas to be added include implementation of new free and reduced meal procedures, cleaning and sanitation procedures, POS enhancements, food ordering guidelines, employee uniform changes, and USDA Dietary Guideline additions</p>	<p>M= Met; P= Partially Met; N= Not Met; I= In Progress; A= Abandoned</p> <p>Comments</p> <p>I</p> <p>M</p> <p>M</p> <p>M</p> <p>M</p> <p>P</p> <p><i>\$800,000 expended upgrading and replacing large kitchen equipment throughout District.</i></p> <p><i>Provided inservice to cafeteria managers and interns quarterly</i></p>

**SCHOOL DISTRICT OF CLAY COUNTY  
ANNUAL IMPROVEMENT OBJECTIVES**

District: Clay

Year: 2005-2006

Dept./Division: Payroll Department

PRIORITY OBJECTIVES	ACTION PLAN Col. 2 (Actions to be taken to make improvement: Who, What, When, Where, How)	RESULTS Col. 3
<p>2. Other payroll related services.</p>	<p>1. Design a new employee flyer to be included in the pre-employment packet.</p> <p>2. Continue to send informational newsletter quarterly and the employee newsletter by e-mail. Monitor website and make changes when necessary.</p>	<p>M=Met; P=Partially Met; N=Not Met; I=In Progress; A=Abandoned</p> <p style="text-align: center;">Comments</p> <p>M Created a two page flyer with information about time reporting, sick and annual leave. Important telephone numbers listed and how to find more information on our web site.</p> <p>M Our newsletter that was sent in Dec., 05 with a new look and lots of information for the 2005 tax season. The March, 06 issued will be sent out on April 3, 2006 with reminder of tax deadline and other important reminders. Our website is being updated with the 2006-2007 calendar information.</p>

**SCHOOL DISTRICT OF CLAY COUNTY  
ANNUAL IMPROVEMENT OBJECTIVES**

District: Clay

Year: 2005-2006

Dept./Division: Payroll Department

PRIORITY OBJECTIVES	ACTION PLAN	RESULTS
Col.1	Col. 2	Col. 3
<p>Improvements to be made)</p> <p>1. Increase efficiency/productivity as it relates to payroll accounting.</p>	<p>(Actions to be taken to make improvement: Who, What, When, Where, How)</p> <p>1. Review all payroll related forms and revise where necessary.</p> <p>2. Hold training sessions for new employees (new school openings).</p> <p>3. Revise office desk manuals (Payroll Dept.)</p>	<p>M=Met; P=Partially Met; N=Not Met; I=In Progress; A=Abandoned</p> <p>Comments</p> <p>M Substitute form was revised, combining three forms into one.</p> <p>M A new child care deduction form was created to allow payroll deductions be taken from(4)of our high school child care centers.</p> <p>M Created a new substitute procedure with step-by-step instructions and forms that allows the schools to input their own substitute payroll. We currently have 100% participation. Positive feedback and working extremely well.</p> <p>M Revised the payroll calendars to separate the 9,10, and 11-month employees calendar with the hope to simplify the calendars.</p> <p>M Held a training sessions with the payroll secretaries. Discussed time reporting, leave forms, procedures and substitute payroll.</p> <p>M Our Payroll Office Manual is current with all new procedures and forms.</p>



SCHOOL DISTRICT OF CLAY COUNTY  
ANNUAL IMPROVEMENT OBJECTIVES

District : Page 3  
Year: 2005-2006

Dept/Division: Property Control Business Affairs

PRIORITY OBJECTIVES Col. 1 (Improvements to be made)	ACTION PLAN Col. 2 (Actions to be taken to make improvement: Who, What, When, Where, How)	RESULTS Col. 3 M= Met; P= Partially Met; N= Not Met; I= In Progress; A= Abandoned Comments
Revise/Update as necessary The Property Management System Manual for Property Control (To Include TERMS).	Update existing procedures, forms, explanations and policies as necessary.	I
Send to Board and Staff for approval.	Place on Board Agenda.	I
Distribute to all appropriate personnel.	In-service Property Managers as necessary.	I

SCHOOL DISTRICT OF CLAY COUNTY  
ANNUAL IMPROVEMENT OBJECTIVES

District: CLAY Dept/Division: Purchasing/AP/Materials Management Year: 2005-2006

<b>PRIORITY OBJECTIVES</b> Col. 1 (Improvements to be made)	<b>ACTION PLAN</b> Col. 2 (Actions to be Taken to Make Improvement: Who, What, When, Where, How)	<b>RESULTS</b> Col. 3	
		M=Met; P=Partially Met; N=Not Met I = In Progress; A=Abandoned	
		<b>Comments</b>	
1. Develop methods to increase efficiency in providing services and resources in support of the School Board of Clay County	1. Review records currently being produced manually in Purchasing/AP/Materials Management to possibly convert them to electronically produced documents, i.e. a. Receipt by barcode scanner the UPS, Federal Express/Airborne Express Central Warehouse deliveries currently being logged manually. b. Establish a barcode system for inventory of equipment and furniture c. Research Availability of a TERMS program that will allow users to electronically notify AP when items are received eliminating the need for two paper copies of the purchase order.	I	