



**SCHOOL DISTRICT OF
CLAY COUNTY**

**COMPREHENSIVE
IMPROVEMENT PLAN**

BUSINESS AFFAIRS DIVISION

**EVALUATION REPORT
2006-2007**

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

District: **Clay**

Dept/Division: **Business Affairs Division**

Year: 2006-2007

PRIORITY OBJECTIVES (Improvements to be made)	Col. 1 ACTION PLAN (Actions to be taken to make improvement: Who, What, When, Where, How)	Col. 2 RESULTS Col. 3
		Comments
1. Completely revise the procedures manual for the budgeting and accounting departments.	1. The accounting assistant will complete this task during her down time, which will come once the 2005-06 school year is finished.	P P=Partially Met. We are 90% complete.
2. Increase efficiency/productivity as it relates to payroll accounting.	1. Review all manual processes and revise where necessary, write queries and reports with the help of the Information Service Department. 2. Hold training sessions for new employees (new school openings). 3. Add a question and answer section to the Employee Handbook.	M Terms report TH9016 has been changed to add several items that were previously retrieved manually. Will use the new report for the Bencor payments in April M Held a training session.
3. Other payroll related services.	1. Design an informational sheet to be sent to principals and secretaries concerning key areas: Leave, time reporting, first check, final check and payouts of leave. 2. Continue to send informational newsletter quarterly and the employee newsletter by e-mail. Monitor the website and make changes when necessary.	I In progress, did not complete before the handbooks deadline. Will be completed with next year's additions. M An information sheet has been created. I believe that we may also use this sheet in pre-employment.
4. Increase efficiency/productivity as it relates to insurance activities.	1. Implement a web based enrollment system. 2. Review all insurance related forms and revise where necessary. 3. Hold group meetings for new/existing employees. 4. Revise employee manuals for the Insurance Activities Department.	I Working on our March issue now and the web site will be updated as soon as the payroll calendars have been board approved. M Went live with Campus the online enrollment system for employees. Partially Met-Form is being review by Mr. Bickner. P Group meetings at every school. In Progress-Adding information and revising manual when time permits.
5. 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 Accounts Payable when items are received eliminating the need for two paper copies of the purchase order.	M In Progress-Adding information and revising manual when time permits. I Met with MIS and Safety regarding barcode scanners and are looking at long term plan for integrating barcode scanners into TERMS.
6. Breakout 9001-District in TERMS by Cost Center for reporting purposes.	1. Interact with various Departments to implement changes.	I Met with MIS and Safety regarding barcode scanners and are looking at long term plan for integrating barcode scanners into TERMS.
7. Expand in-service activities to meet current needs of program.	1. Areas to be covered include HACCP implementation, meal pattern requirements, use of computer applications, inventory control, etc.	M M

SCHOOL DISTRICT OF CLAY COUNTY
ANNUAL IMPROVEMENT OBJECTIVES

District: Clay Dept/Division: Business Affairs Division Year: 2006-2007

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	
Completely revise the procedures manuals for the budgeting and accounting department.	The accounting assistant will complete this task during her down time, which will come once the 2005-06 school year is finished.	P	P=Partially Met. We are 90% Complete.
Implement host budgeting.	The Director of Finance will perform the necessary procedures to facilitate host budgeting for the 2006-07 budget year.	A	A=Abandoned. We were concerned that host budgeting could circumvent some of Florida's laws.

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

District: Clay Dept/Division: Purchasing/AP/Warehouse - BAD Year: 2006-2007

PRIORITY 1 OBJECTIVES (Improvements to be made)	ACTION PLAN 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	
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/Warehouse to possibly convert them to electronically produced documents, i.e. a. Receipt by barcode scanner of the UPS, Federal Express/Airborne Express packages that District Warehouse currently delivers and are 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.	1	Met with MIS and Safety regarding barcode scanners and are looking at long term plan for integrating barcode scanners into TERMS.

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

District: Clay Dept/Division: Property Control/Business Affairs Year: 2006-2007

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	
1. Revise/Update as necessary The Property Management System Manual for Property Control (To include TERMS). Send to Board and Staff for approval. Distribute to all appropriate personnel.	Update existing procedures, forms, explanations and policies as necessary. Place on Board Agenda. In-service Property Managers as necessary.	I I I	
2. Breakout 9001-District in Terms by Cost Center for reporting purposes.	Interact with various Departments to implement changes.	M	

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

District: _____ Dept/Division: 2006-2007 Year: _____

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	
1. Implement upgraded computer applications to complete tasks at school level and District Office.	a. Continue to implement and expand MAPS for Windows program. b. Continue to provide most current nutritional analysis program.	M M	Windows upgrades still in progress with MAPS.
2. Replacement of equipment and kitchen upgrades.	a. Continue to assess large kitchen equipment and replace/repair as necessary.	P	ongoing process
3. Expand in-service activities to meet current needs of program.	a. Areas to be covered include HACCP implementation, meal pattern requirements, use of computer applications, inventory control, etc.	M	
4. Expand Policies and Procedures Manual.	a. Areas to be added to include implementation of new free and reduced meal procedure requirements, HACCP and Wellness policies, MAPS for Windows upgrades, food and vendor ordering guidelines.	I	ongoing process