Department Director Report

General Information

Director Name: Kevin Fitton

Department: Finance

Date: November 2026

Section 1: SWOT Analysis

Strengths/Celebrations

1. The new Finance Director is becoming familiar with the school's financial systems, procedures, and operations.

2. Staff training on Skyward is underway, with an emphasis on accessing account information and using additional system features.

3. After reviewing external bids and an interested employee candidate, the school determined that hiring an employee for Payroll/Accounts Payable is the best option. The candidate brings substantial Skyward and payroll experience.

4. Bringing financial work in-house will address authorizer concerns and strengthen internal oversight.

Weaknesses/Challenges

1. The Finance Director is working through an existing backlog while learning current systems and processes.

2. Current procedures have not yet been reviewed for improvements in order to maintain continuity during the transition.

3. Staff need continued training to make fuller use of Skyward.

Opportunities

1. Review financial procedures for efficiency and alignment with best practices after the backlog is addressed.

2. Transition ABC financial management in-house, given its limited number of payments, deposits, and occasional bond transactions.

3. Strengthen internal payroll and accounts payable capacity through an experienced employee.

4. Expand staff knowledge of Skyward to improve access to financial information.

Threats

1. The backlog and leadership transition may temporarily delay process improvements.

2. Transferring responsibilities in-house requires coordination to maintain accuracy and continuity.

Section 2: Addressing Weaknesses and Threats

Question: What steps are being taken to address the identified weaknesses and threats?

Response: The Finance Director is prioritizing the backlog and learning existing processes before making changes. Staff training on Skyward has begun. The school has selected an experienced employee as the preferred option for Payroll/Accounts Payable following review of external bids. Kevin will work with SMS during the transition.

Section 3: Budget/Department Planning

1. Please outline any anticipated large-scale budget requirements for the upcoming quarters and explain how these resources will address current challenges or position the department for future success.

No specific large-scale budget requirements were identified in the updates provided. Planned operational changes include hiring an employee for Payroll/Accounts Payable and moving ABC financial management in-house.

Section 4: Additional Notes & Future Planning

Upcoming priorities for next quarter:

1. Continue Finance Director onboarding and address the backlog.
2. Expand staff Skyward training.
3. Kevin will coordinate with SMS on the transition in December.
4. Move forward with the employee option for Payroll/Accounts Payable.
5. Review financial procedures for best practices once the backlog is addressed.

Anticipated challenges and mitigation strategies:

Maintain continuity while the Finance Director works through the backlog and financial responsibilities move in-house. Use a phased transition, staff training, and coordination with SMS.

Support requested from the School Board:

None at this time.