

Goal: Gain better understanding of D97 systems of accounting for general ledger transactions

Action: Create new financial treasurer reports - Done

The new financial reports were created and submitted FORC in October for feedback. The new reports were used beginning with the July 2016 reporting data.

Action: Reconcile general ledger activity with the actual expenditure and revenue activity – ongoing

This task is complete through August 2016. The formal reconciliation is usually complete one month in arrears. At this point, we should be complete through November 2016. We will be up to date by January 2017. However, financial transactions are monitored regularly.

Goal: Improve the budgeting process for 2017-18 school year

Action: Talk with cabinet level administrators and others to look for efficiencies and possible reductions – Done

This data was gathered during various meetings held during the fall. This information was used help size the referenda discussions.

Goal: Utilize the data analysis position to assist in budget reduction scenarios

Action: Gather salary, staffing and student data for analyst and baseline information – ongoing

We are working with the human resources department to gather and reconcile staff and payroll data with the Alio system to ensure the data is accurate. This also helps the departments to find potential errors in pay calculations. Currently, we are working on reconciling retirement and other payroll data.

Action: Establish scenarios for budget reductions and their impact of the financial data and classrooms – on going

Several budget scenarios have been examined to reduce expenditures and redirect spending to find ways to become more efficient and fiscally responsible. The goal of this work was to be sensitive to maintaining current class sizes so that student achievement can continue to improve during this time of budget constraints.

Goal: Process payroll accurate paychecks

Action: Ensure that 95% of employee paychecks are accurate – ongoing

The data used to process paychecks are dependent upon information from multiple sources. For example, benefit, leave time and substitute information can impact pay. The main driver for this action is to make sure people are not overpaid. In order to ensure that paychecks are processed accurately, we are working with the human resources department to put processes and tools in

place to eliminate some of the potential errors that could impact paychecks. This work is labor intensive because the data has to be processed manually by Sandra. We will continue to work with human resources to complete this task.

Goal: Improve maintenance services to schools

Actions: Ensure that 95% of work order requests are completed within two weeks (on average)

I've met with Don Vacca to discuss the process for work orders and timely completion. I'm planning to meet with all custodians and maintenance people to talk about expectations, policies and behaviors. I gained access to SchoolDude so that I can monitor work order progress. I've communicated to Mr. Vacca that he should have regular meetings with his staff to review work orders and their progress.