



**Ryan L. Tangen, CPA**  
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Buffalo-Hanover-Montrose Schools  
Independent School District 877

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### **HUMAN RESOURCES AND FINANCE & OPERATIONS GOAL 2023-24**

1. Eliminate paper leave of absence slips for custodial personnel by implementing processing through Skyward Absence Management.
2. Implementation of Safe and Sick Leave.

### **FINANCE AND OPERATIONS GOALS 2023-24**

1. Analyze benefit administration within Skyward and develop a timeline for implementation.
2. Evaluate operation in school kitchens to accommodate new levels of meal participation.

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Buffalo High School | BHS Arts Magnet | Phoenix Learning Center | PRIDE Transitions  
Buffalo Community Middle School | Discovery Elementary | Hanover Elementary  
Montrose Elementary School of Innovation | Northwinds Elementary | Parkside Elementary | Tatanka Elementary STEM School



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**Departments of Finance & Operations & Human Resources  
 IMPROVEMENT PLAN 2023-24**

**Department Goal:** Eliminate paper leave of absence slips for custodial personnel by implementing processing through Skyward Absence Management.

**District Key Expectations:** The district operates efficiently and effectively.

**Supporting Data (evidence of need):** Technology continues to present options for the district to eliminate the use of paper in areas that can be electronically submitted thereby reducing paper waste, creating more efficient use of staff time, and reducing potential errors. To this point, teachers, technology staff, administrators, office personnel, and some custodians have transitioned to paperless absence forms.

Measures:	Targets:
1. Eliminate paper leave of absence slips and utilize Skyward Absence Management for all custodial personnel.	By 6/30/2024

Strategies	Person(s) Responsible	Timeline
1. Set up the remaining custodial Personnel in Skyward Absence Management.	Ryan Tangen, Evan Ronken	3/15/2024
2. Training and implementation for each building or site.	Ryan Tangen, Evan Ronken	6/30/2024

*To be completed in June:*

**Accomplished:**                       **Yes**                       **No**                       **In Progress**

**Actual Results:**

**Future Steps:**

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**Departments of Finance & Operations & Human Resources  
 IMPROVEMENT PLAN 2023-24**

**Department Goal:** Develop a strategy and implement Safe and Sick Leave.

**District Key Expectations:** 2023 Legislation established new parameters for calculation, utilization, and reporting for a new leave type.

**Supporting Data (evidence of need):** Compliance with state and federal employment laws.

Measures:	Targets:
1. Review the legislation	10/1/2023
2. Create a plan for implementation	12/1/2023
3. Implement Safe and Sick Leave.	1/1/2024

Strategies	Person(s) Responsible	Timeline
1. Review the current legislation.	Ryan Tangen, Evan Ronken	10/1/23
2. Research strategies used by other districts.	Ryan Tangen, Evan Ronken	11/30/23
3. Develop an implementation plan	Ryan Tangen, Evan Ronken	12/1/23
4. Implement the Safe and Sick Leave.	Ryan Tangen, Evan Ronken	1/1/2024

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**Accomplished:**       **Yes**                       **No**                       **In Progress**

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**Department of Finance & Operations**  
**IMPROVEMENT PLAN 2023-24**

**Department Goal:** Analyze benefit administration within Skyward and create a timeline for implementation.

**District Key Expectations:** The district operates efficiently and effectively.

**Supporting Data (evidence of need):** The Business Office has many complex procedures related to enrollment and administration of employee benefits. The current process for benefits is completed utilizing paper enrollment forms that need to flow through multiple positions before the process is complete. Finding improvements to save time, eliminate paper, and improve accuracy would be a benefit.

Measures:	Targets:
1. Review and document current processes for each type of benefit.	3/15/2024
2. Determine if our benefit structure is compatible with Skyward	4/15/2024
3. Develop a timeline for implementation	6/15/2024

Strategies	Person(s) Responsible	Timeline
1. Meet with the team to review the current administrative process for each type of benefit.	Ryan Tangen, Miranda Kramer, Kari Jorgenson	2/15/24-3/15/24
2. Determine if the process is achievable.	Ryan Tangen, Miranda Kramer, Kari Jorgenson	4/15/24
3. Develop a timeline for implementation.	Ryan Tangen, Miranda Kramer, Kari Jorgenson	6/15/2024

*To be completed in June:*

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**Department of Finance & Operations  
 IMPROVEMENT PLAN 2023-24**

**Department Goal:** Evaluate operation in school kitchens to accommodate new levels of meal participation.

**District Key Expectations:** The district operates efficiently and effectively.

**Supporting Data (evidence of need):** Breakfast and lunch participation will permanently change with the new free meal legislation. Personnel and equipment will be reviewed to identify areas for improvement required to meet the new capacity requirements.

Measures:	Targets:
1. Review the meal participation by the site.	11/8/2023
3. Implement personnel changes	12/1/2023
4. Order necessary equipment	3/15/2024
5. Cafeterias and kitchens are fully operational and ready for serving meals.	8/23/2024

Strategies	Person(s) Responsible	Timeline
1. Meet and review meal participation and staffing at each site.	Kim Hinrichs, Ryan Tangen	11/8/23
2. Create staffing and equipment strategies and present them for approval.	Kim Hinrichs, Ryan Tangen	11/15/2023
3. Implement personnel changes if necessary	Kim Hinrichs, Ryan Tangen	12/1/2023
4. Work with vendors to develop a design for equipment purchases.	Kim Hinrichs	2/15/2024
5. Order necessary equipment and graphics.	Kim Hinrichs, Ryan Tangen	3/15/2024
6. Install new equipment.	Kim Hinrichs, Tim Helppi	8/16/2024

*To be completed in June:*

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