

Suwannee County School District's Strategic Plan 2008-2011



Suwannee County

School Board

Strategic Plan

January 1, 2008 - December 31, 2011

Suwannee County School Board Members

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Suwannee County School Superintendent

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STRATEGIC PLAN SUBCOMMITTEES

FINANCE & FISCAL ACCOUNTABILITY

Vickie Music, Chairperson

Mel McMullen
Sandra Parker
Nancy Roberts

Kathy Robinson

Norri Steele
Jerry Taylor
Bill Yanossy

PERSONNEL & CERTIFICATION, HUMAN RESOURCES MANAGEMENT DEVELOPMENT

(PUBLIC RELATIONS, SAFETY & EQUITY)

Dr. Bill Brothers/Clyde Sperring, Chairpersons

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Jane Gray
Cindy Johnson

Mel McMullen

Muriel Owens
Virginia Weaver

SUPPORT SERVICES (TRANSPORTATION, FOOD SERVICES & MATERIALS DISTRIBUTION)

Rhonda Lepper, Chairperson

Scott Pfender
Jan Smith

Julie Ulmer

Bill Yanossy

CURRICULUM (TECHNOLOGY, EXCEPTIONAL STUDENT EDUCATION, STUDENT SERVICES & WORKFORCE EDUCATION)

Mel McMullen, Chairperson

Cheryl Brinson
Donna Long
James Cooper
David Dees
Dawn Lamb
Tina Kennon
Melissa Moseley

Carol Risk

Nancy Roberts
Ted Roush
Elizabeth Simpson
Norri Steele
Betty Ann Sumner
Lila Udell
Dianne Westcott

FACILITIES

Bill Yanossy, Chairperson

Mark Carver

J. M. Holtzclaw

Vickie Music



Suwannee County Schools

Mission Statement

Suwannee County Schools will educate all students in a safe and supportive learning environment that will develop life-long learners and productive citizens.

Introduction

It is the belief of the Suwannee County School Board and the Superintendent that strategic planning is essential to attaining both short-term and long-term goals. The strategic plan of the Suwannee County School System allows the district not only to assess its needs, but also to analyze the overall effectiveness of all departments and programs in the district.

The strategic plan is comprised of three key components:

- ✓ Goals, which determine the priorities of the entire school system;
- ✓ Strategies, which identify tasks and actions that focus the application of resources;
- ✓ Evaluation systems, which guarantee accountability by identifying persons responsible, documented source of strategy achievement and strategy status:
 - On Going – means that the item is well established and in place
 - In Progress – although in place, modifications occur
 - Updated Annually – annual revisions take place
 - Planned – not yet established, but in planning stage
 - Completed Status – goal has been reached and is no longer a consideration

The school system of Suwannee County is committed to “Serving the Children of Our Community” in a safe and healthy learning environment. The strategic plan will ensure that the focus of this district remains on implementing a challenging curriculum that promotes student achievement and district accountability within this environment.

FINANCE

	Responsible Party	Documentation Source	Status
GOAL: Annually assess District use of financial resources to ensure efficient and responsible operations.			
ANNUAL STRATEGY:			
1. Conduct budget workshops.	Finance Director	Workshop schedule and agenda	On Going
2. Provide proposed budget in concise, easy- to- read, understandable format.	Finance Director	Budget.	On Going
3. Provide comparison with prior years revenues and expenditures.	Finance Director	Comparison Charts	On Going
4. Consider fund balance levels, contingency funds, salary increases, health benefits, and class size reductions when developing Board priorities.	Finance Director	Adequate fund balances available at year-end. Individual cost center budgets adequate for operation for the year	On Going
GOAL: Maintain and improve District financial performance accountability system.			
ANNUAL STRATEGY:			
1. Implement audit recommendations and work toward reduction of future audit comments.	Finance Director	Results of Annual District Audit. Annual Budgeting Process.	On Going
2. Regularly monitor District programs for cost effectiveness and achievement of objectives.	Finance Director	Monitoring Reports	On Going

3. Provide incentive to budget administrators by allowing them to carry forward a percentage of any savings to next year's budget.	Finance Director	Budget	Planned
GOAL: Reserve Board contingency fund of at least 3% of budgeted revenues			
ANNUAL STRATEGY:			
1. Increase amount of reserve annually to meet the state-wide average.	Finance Director	Review of annual financial statement and budget to determine amount of reserve.	In Progress
GOAL: Work to improve salaries, recruitment, and retention of highly qualified teachers and staff in the District.			
ANNUAL STRATEGY:			
1. Pending adequate State funding, teachers will receive raises plus steps each year to maintain competitive salaries with other school districts.	Finance Director	Review of results of annual negotiations for salaries and benefits.	In Progress
2. Pending adequate State funding, non-instructional personnel will receive raises and steps to maintain competitive salaries with similar positions within private and public sector.	Finance Director	Annual salary schedule.	In Progress
3. Implement a differentiated pay plan as defined by F.S. 1012.22.	Finance Director	Differentiated Pay Plan	In Progress
Estimated Annual Budget: \$25,680,141.88			

PERSONNEL and CERTIFICATION

	Responsible Party	Documentation Source	Status
GOAL: Ensure adequate personnel are available to attain student performance outcomes.			
ANNUAL STRATEGY:			
1. Actively recruit high quality employees, who are appropriately credentialed, to replace those separating from the District.	Director of Personnel	Documentation of application and employee's credentials on file in personnel office.	On Going
2. Documentation of financial records indicating personnel raise bonuses and salary schedules.	Director of Personnel	District's staffing plan.	On Going
3. Provide substitute teacher training to meet the requirements set forth by the Florida Department of Education.	Director of Personnel Director of HRMD	Participant Roster	On Going
GOAL: Ensure that all employees are appropriately credentialed for their job assignments.			
ANNUAL STRATEGY:			
1. Require administrators and /or supervisors to adhere to District policies regarding screening, interviewing and recommending appropriately credentialed employees.	Director of Personnel	Personnel Review Committee checklist and recommendation forms.	On Going
2. Comply with the state requirements for continuous background screening of employees and volunteers.	Director of Personnel	FBI, FDLE, and statewide background checks	On Going
3. Adapt and update a staffing plan that adequately and equitably provides for personnel needs in each department.	Director of Personnel	Personnel Agenda	On Going
4. Continuously review NCLB requirements for highly qualified personnel to insure district compliance.	Director of Personnel Director of Federal Programs	Personnel Records	On Going

5. Monitor personnel recommendations for meeting In- Field and Highly-Qualified requirements.	Director of Personnel Certification Contact Asst. Supt. For Instruction	Personnel Records	On Going
Estimated Annual Budget:		\$176,006.00	

HUMAN RESOURCES MANAGEMENT DEVELOPMENT

(PUBLIC RELATIONS, SAFETY, & EQUITY)

Human Resources Management Development (HRMD)

	Responsible Party	Documentation Source	Status
GOAL: To provide training, education and updates for employee development including, but not limited to, the needs assessment. Adhere to the State of Florida guidelines for Professional Development Protocol.			
ANNUAL STRATEGY:			
1. Utilize the Professional Development Council (PDC) as a resource for professional development.	Director of HRMD	Schools Professional Development Calendars	Updated Annually
2. Provide professional development training for recertification, new program needs, mandated curriculum changes and educational trend updates.	Director of HRMD	My-Points.org	On Going
3. Update HRMD Plan.	Director of HRMD	Updated HRMD Plan	In Progress
4. Provide adequate professional development, aligned to allow employees to maintain certification credentials and required endorsements.	Director of HRMD	Schools Professional Development Calendars My-Points.org	Updated Annually
5. Provide professional development for teacher leaders and administrative candidates.	Director of HRMD	IPDP's My-Points.org	Updated Annually
6. Implement a staff development program that meets the needs of newly hire teachers.	Director of HRMD	Mentor-Teacher Handbook My-Points.org	In Progress

7. Provide staff development for staff that meets the Professional Development Protocol Standards.	Director of HRMD	My-Points.org Professional Development System Evaluation Protocol	On Going
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Public Relations

	Responsible Party	Documentation Source	Status
<i>GOAL: Initiate a plan of communication that allows for the timely dissemination of vital information to all stakeholders in the District.</i>			
<i>ANNUAL STRATEGY:</i>			
1. Continuously publicize District- wide events by means of the Suwannee District website (suwannee.k12.fl.us).	Director of IT District Staff	District Web Site/ First Class Written Correspondence Phonemaster Messages	On Going
2. Build partnerships with the local media, Suwannee Foundation for Excellence in Education, Chamber of Commerce and other civic organizations.	Asst. Supt. for Administration Asst. Supt. for Instruction	Written Correspondence	On Going
3. Promote family involvement activities.	Director of Federal Programs Director of ESE Director of Student Services Director of Elem Ed Director of Assessment/Curriculum Specialist	Sign-in rosters	In Progress

4. Recognize students, schools, business partners, volunteers and other special events at school board meetings.	Superintendent of Schools	School Board agendas and minutes.	On Going
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Safety

	Responsible Party	Documentation Source	Status
Goal: Communities provide an environment that is drug free and protects students' health, safety and civil rights.			
ANNUAL STRATEGY:			
1. Review and update employee workplace safety program.	Asst. Supt. For Administration	Employee Workplace Safety Program	Updated Annually
2. Ensure quarterly meetings of site-based safety committees to investigate employee reports and make recommendations for improvement/correction of safety issues.	Asst. Supt. For Administration	Meeting Minutes/Reports	On Going
3. Review and update School Health Services Plan.	Coordinator of Comprehensive Health Services and Safe & Drug Free Schools	School Health Services Report	Updated Annually
4. Implement, update, and monitor the District and School Emergency Plan	Asst. Supt. for Administration Director of HRMD	School Board Minutes, Updated Copy of Plans, and Annual Safe Best Practices Report	Updated Annually
5. Continue to provide a safe environment by performing background screenings and checks for applicants, vendors, and volunteers.	Director of Personnel	Applications, FBI/FDLE Reports, Sexual Database equerries.	On Going

Equity

	Responsible Party	Documentation Source	Status
GOAL: Ensure that employees, students, and applicants have equal access to all programs/services.			
Annual Strategy:			
1. Continue to update the Equity Monitoring Work Plan for students and employees.	Director of HRMD	Documentation of annual updates of the Equity Monitoring Work Plan.	Updated Annually
2. Comply with the Americans with Disabilities Act (ADA) program requirements.	Asst. Supt. For Administration	Compliance survey	Updated Annually
3. Continue to monitor home school participants.	Director of HRMD	Home School Data Base as required by DOE	On Going
4. Continue to monitor Adjusted Regular Education Plans (504 Plans).	Director of Student Services	Documentation of planning meetings and plan implementation found in student records	On Going
5. Monitor athletic programs to ensure equal opportunity for all students.	Director of HRMD Asst. Supt. for Instruction	Equity Athletic Report FHSAA Correspondence	Updated Annually
Estimated Annual Budget:		\$216,202.20	

Support Services

(Transportation/School Nutrition/Materials Distribution)

TRANSPORTATION

	Responsible Party	Documentation Source	Status
Goal: Provide safe and efficient student transportation to all students in the District.			
ANNUAL STRATEGY:			
1. Purchase four (4) 71-passenger buses	Director of Transportation	Purchase Order & Invoice	In Progress
2. Review employee and vehicle accident reports.	Director of Transportation	Accidents Reports	On Going
3. Obtain and train substitute school bus drivers.	Director of Transportation	Personnel and Training Records	On Going
4. Conduct monthly employee and staff meetings.	Director of Transportation	Meeting Agenda	In Progress
5. Improve service vehicle maintenance by purchasing a vehicle lift.	Director of Transportation	Purchase Order & Invoice	In Progress
6. Develop and implement a plan for public awareness of school bus safety.	Director of Transportation	Safety & Awareness Plan	In Progress
7. Improve employee safety by connecting the Live Oak lounge to city water and sewer.	Director of Transportation	Maintenance Work Order	In Progress
8. Provide pupil school bus safety training beyond the fifth grade.	Director of Transportation	Safety Training Records	In Progress

9. Reduce vehicle parts inventory to only those items used frequently.	Director of Transportation	Inventory & Maintenance/Repair Records	In Progress
10. Build a classroom and lounge at the Branford bus compound.	Director of Transportation	Maintenance and Construction Work orders	In Progress
11. Purchase a pickup truck.	Director of Transportation	Purchase Order & Invoice	In Progress
12. Purchase and implement new computer software for FTE surveys in order to meet new State and Federal requirements and to aid in more efficient routing.	Director of Transportation Director of IT	FTE Surveys, Purchase Order & Invoice	In Progress
13. Build a new office at the Live Oak bus compound.	Director of Transportation	Bids and Construction Records	In Progress
14. Purchase two computers for the transportation office.	Director of Transportation	Purchase Order & Invoice	In Progress
15. Implement a plan to attract and retain substitute bus drivers.	Director of Transportation	Recruiting & Retention Plan	On Going
16. Conduct required school bus evacuation drills annually.	Director of Transportation	Drill Reports	On Going

Estimated Annual Budget: \$2,800,513.00

⇒ Funds to purchase 4 buses: \$348,000.00. The funds for the purchase of the buses will come from capital sources (i.e. 2 mil money) and are not in the current transportation budget.

School Nutrition

	Responsible Party	Documentation Source	Status
Goal: <i>Ensure that students have equal access to nutrition programs/services.</i>			
Annual Strategy:			
1. Request and encourage replacement and expansion of storage space at the central warehouse as needed.	Director of School Nutrition	Purchase Orders & Invoices	In Progress
2. Replace equipment and furniture as needed.	Director of School Nutrition	Purchase Orders & Invoices	On Going
Estimated Annual Budget:		\$2,365,016.35	

MATERIAL DISTRIBUTION CENTER

	Responsible Party	Documentation Source	Status
Goal: Ensure that supplies, materials and equipment are ordered and distributed in a timely manner			
ANNUAL STRATEGY:			
1. Prepare bid list for janitorial and classroom supplies.	Supervisor Material Center	Review of purchases and distribution records.	Updated Annually
2. Tabulate bids and submit to School Board for approval.	Supervisor Material Center	Review of purchases and distribution records.	On Going
3. Compile all requests for school supplies during the summer; process and deliver to all sites.	Supervisor Material Center	Review of purchases and distribution records.	On Going
4. Receive, store and deliver commodities to all cafeterias.	Supervisor Material Center	Review of purchases and distribution records.	On Going
5. Order, repair and maintain custodial equipment.	Supervisor Material Center	Review of facility needs and improvements.	On Going
6. Maintain Material Distribution Center's web site.	Supervisor Material Center	Website Updates	On Going
7. Replace restroom door.	Supervisor Material Center	Maintenance Requests & Work Orders	In Progress
8. Add additional pallet jack rack storage.	Supervisor Material Center	Purchase Orders & Invoices	In Progress

9. Provide training for all custodial staff.	Supervisor Material Center	Agendas & Sign-in rosters	On Going
10. Supervise custodial staff and perform frequent inspections of school sites.	Supervisor Material Center	Evaluations from walk through inspections	On Going
11. Maintain proper uniforms for custodial staff.	Supervisor Material Center	Purchase Orders & Invoices	On Going
12. Maintain current MSDS reference books for all district facilities as required by OSHA.	Supervisor Material Center	MSDS Books	Updated Annually
13. Obtain commercial washer and dryers.	Supervisor Material Center	Purchase Orders and Invoices	In Progress
14. Obtain building to house washer and dryers.	Supervisor Material Center	Purchase Orders and Invoices	In Progress
15. Obtain one additional truck	Supervisor Material Center	Purchase Orders and Invoices	In Progress
16. Replace warehouse roof	Supervisor Material Center	Maintenance Requests	In Progress
Estimated Annual Budget: \$231,693.00			

CURRICULUM

(TECHNOLOGY/ESE/STUDENT SERVICES/ WORKFORCE EDUCATION/FEDERAL PROGRAMS)

Documentation source key

Annual Evaluation Criteria:

- A. Document student performance on District and State-designated assessments in elementary, middle, and high schools
- B. Documentation of career curriculum outlined in district guidance action plan based on DOE Guidance Curriculum Frameworks
- C. Documentation of purchases of textbooks and instructional materials aligned with the Sunshine State Standards.
- D. Documentation of curriculum maps aligned with the Sunshine State Standards, Performance Standards and Curriculum Frameworks.
- E. Documentation of adherence to procedural guidelines for students referred, tested, staffed and served in exceptional education programs.
- F. Documentation of adherence to student progression plan, equity guidelines, and school board policy
- G. Documentation of Progress Monitoring Plan implementation for eligible students, as required by the District or State.
- H. Documentation of the number of computers in each classroom for student use and documentation of student use of designated software, including Accelerated Reader and Accelerated Math.
- I. Documentation of the number of students enrolled in technical, vocational and college preparatory classes, including AP and Dual Enrollment classes.
- J. Documentation of the number of students enrolled in postsecondary education programs, employed or in the military.
- K. Documentation of the annual average attendance rates for each school.
- L. Document of the graduation and drop-out rates of high schools annually.
- M. Documentation of the number of retentions at each school each year.
- N. Documentation of the teacher/student ratios in classrooms.
- O. Documentation of the professional development provided each year.
- P. Documentation of the number of volunteers and mentors at each school.
- Q. Documentation of the membership and meetings of School Advisory Councils.
- R. Documentation of business partnerships and community participation in school programs.
- S. Documentation of implementation of research-based programs with fidelity.
- T. Documentation of teacher use of technology through computer generated lesson plans, computer grade book and attendance data.
- U. Documentation of the number of students enrolled in after school programs.
- V. Documentation of student support team interventions at each school.

	Responsible Party	Documentation Source	Status
GOAL: ■ Improve Student Performance Outcomes at Each Grade Level in Order to: <ul style="list-style-type: none"> ■ Ensure that students make annual learning gains sufficient to acquire the knowledge, skills and competencies needed to master Sunshine State Standards/Performance Standards/Curriculum Frameworks at each grade level ■ Ensure that students are prepared to compete at the highest levels nationally and internationally ■ Ensure that students are prepared to make well-reasoned, thoughtful and healthy lifelong decisions. ■ Ensure that students demonstrate readiness for postsecondary education and the workforce ■ Ensure the effective use of technology to implement the Sunshine State Standards/Performance Standards/Curriculum Frameworks at each grade level. ■ Ensure progress towards meeting proficiency levels under NCLB:AYP and A+ criteria. 			
ANNUAL STRATEGY:			
1. Provide a curriculum and a logical sequence of coursework that prepares all students to master the Sunshine State Standards.	Asst. Supt. for Instruction Director of Elem Ed Director of Assessment Director of ESE	A,C, D, G	In Progress
2. Provide a curriculum that allows students to explore and prepare for their chosen career path.	Director of Career & Technical Ed Director of Student Services	B,F,J,R	In Progress
3. Provide students with a curriculum that promotes and develops critical thinking skills and decision-making skills.	Asst. Supt. for Instruction	B,C, D	In Progress
4. Provide instructional strategies, programs and materials that are research based and provide opportunities for all learners to master the Sunshine State Standards.	Asst. Supt. for Instruction	A, B, C, D, E, F	In Progress

5. Create an academic environment that provides a safe and secure place where learning can be optimized for all learners.	Asst. Supt. for Instruction Asst. Supt. for Administration Director of HRMD	B,F	In Progress
6. Continue to revise and update the Special Programs and Procedures manual to ensure students are appropriately referred, staffed, tested and served in exceptional education programs.	Asst. Supt. for Instruction Director of ESE	E	In Progress
7. Continue to revise and update the District Equity Plan to ensure all students are provided with equitable opportunities to participate in academic and non-academic programs.	Asst. Supt. for Instruction Director of HRMD	F	In Progress
8. Continue to revise and update the District Student Progression Plan to ensure all District and State guidelines are implemented to improve student achievement in meeting NCLB: AYP and A+ proficiency.	Asst. Supt. for Instruction Director of Federal Programs Director of Assessment Director of Elem Ed Director of ESE Director of Student Services	A, B,D,F	In Progress
9. Adhere to State timelines for adoption and purchase of State-adopted instructional materials and textbooks.	Asst. Supt. for Instruction	C	In Progress
10. Provide a means of reporting to parents the individual progress of students on the specifics of the Sunshine State Standards, Performance Standards, and Curriculum frameworks	Asst. Supt. for Instruction Director of Federal Programs Director of Assessment Director of Elem Ed Director of ESE Director of Student Services	A,C,D,G,T	In Progress

11. Provide vocational, technical and college preparatory programs that prepare students for postsecondary education, the workforce or the military.	Director of Career & Technical Ed Director of ESE Director of Student Services	I,J	In Progress
12. Develop and update a plan to increase the number of students, especially minority students, who are enrolled in college preparatory, honors, pre-AP, and AP classes at both the middle and high school grade levels.	Asst. Supt. for Instruction, Director of ESE, Director of Student Services, Director of Assessment	F,I	In Progress
13. Provide an after school program for eligible students, as funding allows.	Director of Federal Programs	G	In Progress
14. Ensure implementation of a Progress Monitoring Plan (PMP).	Director of Elem Ed Director of Assessment Director of Student Services Director of ESE	G	In Progress
15. Utilize District assessment tools to pinpoint strengths and weaknesses in reading, writing, science and math for all students.	Director of Student Services Director of Assessment	A,V	In Progress
16. Ensure teachers and students develop the ability to utilize technological resources to solve problems.	Director of IT, Director of HRMD	H	In Progress
17. Continue to update and improve the technology infrastructure of the District in order to enhance all telecommunications resources in every classroom.	Director of IT	H	In Progress

18. Provide technical programs that meet the changing needs of business, industry and the community and are aligned with State and national standards.	Asst. Supt. for Instruction Director of Career & Technical Ed	I,J,R	In Progress
19. Provide high quality adult and family literacy programs to meet the needs of our community.	Director Of Career & Technical Ed	R	In Progress
20. Develop, implement and update attendance plans and incentives to improve student attendance at all schools	Director of Student Services	K,L,M,T	In Progress
21. Increase the graduation rate and decrease the dropout rate through quality programs that meet the needs of all students.	Director of Student Services Director of ESE Asst. Supt. for Instruction	B,K,L,M	In Progress
22. Provide meaningful professional development opportunities for all instructional staff in order to improve student performance	Director of HRMD	O	In Progress
23. Increase parent and community involvement in all schools through Title I Parent Involvement programs, School Advisory Councils, and volunteer and mentoring programs.	Director of Federal Programs Director of HRMD Director of Assessment	P,Q,R	In Progress
24. Implement research-based instructional programs at all schools and provide appropriate staff training to ensure fidelity of program implementation.	Asst. Supt. for Instruction Director of Elem Ed Director of Assessment Director of ESE	O,S	In Progress
25. Provide teachers with time and support to analyze student data.	Director of Elem Ed Director of Assessment Director of ESE	G	In Progress

26. Provide programs for migrant populations that include tutoring, family literacy and parent involvement.	Director of Federal Programs	F,R	In Progress
27. Implement programs, policies, plans (District and School Improvement) and procedures to ensure continued district SACS/CASI accreditation.	Asst. Supt. for Instruction	D,Q,R	In Progress
28. Recommend staffing needs to comply with Class Size Reduction mandate.	Asst. Supt. for Instruction	N	In Progress

Estimated Annual Budget: \$19,371,069.00

- ⇒ \$1,686,161.00 – General Revenue Funded (includes district-level curriculum, ESE, Technology and Student Services departments, textbooks and testing materials)
- ⇒ \$1,625,227.50 – State Grants/Allocation (includes VPK/School Readiness, Safe Schools, Library Media Materials, SAI, Lab Material, Teacher Lead funds)
- ⇒ \$4,806,502.00 – Federal Grants/Allocations (includes Title I Part A & C, Title II, Title III, Title V, IDEA, Workforce Development, and Safe & Drug Free Schools)
- ⇒ \$24,072,367.00-General Revenue Funded (includes school-level administrators, teachers, and paraprofessionals)

COMPLETED STATUS

FINANCE & FISCAL ACCOUNTABILITY

	Responsible Party	Documentation Source	Status

PERSONNEL, HUMAN RESOURCES MANAGEMENT DEVELOPMENT, PUBLIC RELATIONS, CERTIFICATION & EQUITY

	Responsible Party	Documentation Source	Status

SUPPORT SERVICES (TRANSPORTATION)

	Responsible Party	Documentation Source	Status
1. Purchase one exceptional student transportation bus.	Director of Transportation	Purchase Order & Invoice	Completed 11/14/2005
2. Develop a plan to attract and retain substitute bus drivers.	Director of Transportation	Recruiting & Retention Plan	Completed 2003-04
3. Train a staff member to be a CPR Instructor.	Director of Transportation	CPR Certification	Completed 2006-07

4. Train a staff member to be a Bus Inspector Trainer.	Director of Transportation	Trainer Certification	Completed 2002
5. Connect Operations and Maintenance computers to District network.	Director of Transportation	Work Order	Completed 2004-05
6. Improve vehicle diagnostics by purchasing a laptop computer and software.	Director of Transportation	Purchase Order & Invoice	Completed 2003-04
7. Improve parking areas in Live Oak and Branford by spreading limerock.	Director of Transportation	Maintenance Work Order	Completed 2004-05
8. Develop and implement new computer software for field trips.	Director of Transportation	Purchase Order & Invoice	Completed 2004-05

SCHOOL NUTRITION

	Responsible Party	Documentation Source	Status
1. Change computerized meal accountability system to Horizon.	Director of School Nutrition	Purchase Orders & Invoices	Completed July 2005
2. Update computer system in central office.	Director of School Nutrition	Purchase Orders & Invoices	Completed 2005-06
3. Expand computer software to include a nutrient analysis module.	Director of School Nutrition	Purchase Orders & Invoices	Completed July 2005
4. Improve inventory accountability by implementing a computerized inventory program.	Director of School Nutrition	Purchase Orders & Invoices	Completed 2006-07

MATERIAL DISTRIBUTION CENTER

	Responsible Party	Documentation Source	Status
1. Replace front walk at office door.	Supervisor Material Center	Maintenance Requests & Work Orders	Completed 2003
2. Obtain heater for front area of warehouse.	Supervisor Material Center	Purchase Orders & Invoices	Completed 2004
3. Make repairs to warehouse roof and gutters.	Supervisor Material Center	Maintenance Requests & Work Orders	Completed 2006
4. Remove and replace current freezer with a larger, more efficient unit.	Supervisor Material Center	Purchase Orders & Invoices	Completed 2004

CURRICULUM (TECHNOLOGY, EXCEPTIONAL STUDENT EDUCATION, STUDENT SERVICES & WORKFORCE EDUCATION)

	Responsible Party	Documentation Source	Status

FACILITIES

	Responsible Party	Documentation Source	Status

FACILITIES

Responsible Party: Assistant Superintendent for Administration

SEE ATTACHED FIVE-YEAR FACILITY WORK PLAN

NOTE: Documentation for completion of this section of the Strategic Plan/Five-Year Facility Work Plan will be based on the evaluation of the components Five-Year Facility Work Plan