

Administration Program

Goals and Objectives

Goal 1: Maintain centralized accounting, purchasing and asset management systems.

Objective 1: Review internal controls on a monthly basis to ensure accuracy of information Input in to SABHRS.

Objective 2: Pay all vendor invoices within ten days of receipt.

Objective 3: Ensure school compliance with state year end requirements and deadlines.

Objective 4: Ensure compliance with federal grants and submit required reports to meet deadlines.

Objective 4: Maintain tracking system for assets purchased by the school and conduct annual inventory.

Goal 2: Oversee and coordinate budget preparation and submittal process.

Objective 1: Meet all deadlines for budget and fiscal note preparation and submittal.

Objective 2: Prepare and coordinate testimony before legislative committees.

Objective 3: Respond to legislative requests in a timely manner.

Goal 3: Maintain centralized personnel system for the school.

Objective 1: Ensure each employee receives a performance evaluation pursuant to board policy.

Objective 2: Review and update school policies on a two-year cycle.

Objective 3: Develop and review school-wide staff in-service training program on an annual basis.

Goal 4: Oversee development of the schools' five-year strategic plan.

Objective 1: Submit reports to the Office of Public Instruction to meet deadlines.

Goal 5: Oversee and coordinate accreditation reviews.

Objective 1: Submit reports to accrediting agencies to meet deadlines.

Goal 6: Develop and monitor school-wide safety and health program to enhance the safety and health of staff and students.

Objective 1: Hold quarterly meetings of the school Safety Committee to review safety issues.

Objective 2: Ensure each employee receives a safety handbook and signs off on employee acknowledgement.

