SCHOOL OPERATIONS

PRINCIPALS' WEBCAST

September 24, 2008

School Operations is dedicated to improving student achievement through the collaboration of the various sites under our umbrella.

Welcome

Mr. Freddie Woodson
Deputy Superintendent
School Operations

SCHOOL OPERATIONS

Expectations for Meeting

◻ Stay engaged and present

◻ Share information with your leadership team

◻ Email questions during the webcast to:

SchoolOperations@dadeschools.net

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Agenda

- **Mr. Alberto Carvalho**
  Superintendent of Schools

- **Mr. George Nunez -** School Operations 2008-2009
  Temporary Deputy Superintendent
  School Operations

- **Ms. Penny Parham -** Food Services 2008-2009
  Administrative Director
  Food and Nutrition Services

- **Ms. Annette Adams -** Master Scheduling / Class Size Reduction
  Supervisor
  Infrastructure & System Support

- **Ms. Maria T. Gonzalez -** Audit Compliance
  Assistant Chief Auditor
  Office of Management & Compliance Audits

- **Mr. Michael Bell -** 2008-2009 Magnet Application Process
  Assistant Superintendent
  School Choice and Parental Options

- **Announcements**

Department of Food and Nutrition

Department of Food and Nutrition

Ms. Penny Parham

Administrative Director

Food and Nutrition Services

Essie Smith

Secretary

Contact Information: (786) 275-0420

penny@dadeschools.net

Department of Food and Nutrition
Important Issues for 2008 - 2009

Coordinated Review Effort - State and Federal audit (CRE)

Monetary reclaims can be made by the federal government if exceptions to food service compliance issues are cited. Issues include meal applications, meal service, Menu and Food Production Records, point of sale accountability. Food service managers will be required to attend in-service meetings on compliance issues.

Meals per Labor Hour Staffing Allocation

District staffing allocation for each kitchen is closely monitored. The staffing formula is based on meal equivalents determined from breakfast, lunch and a la carte sales. Adherence to the district standard is required and managers are informed weekly if staffing changes are required.

Competitive Food Sales

Schools must comply with district Wellness Policies and Healthy Food and Beverage Guidelines   see http://nutrition.dadeschools.net   Non-compliance can lead to audit exceptions, financial loss and may result in loss of staffing hours available for employees

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Infrastructure and System Support

Infrastructure and System Support

Ms. Annette Adams

Supervisor

Infrastructure and System Support

Contact Information: (305) 995-3587

byoung1@dadeschools.net

New District Web Cast Tools

- Leveraging existing Microsoft licensing, district can utilize LiveMeeting at no cost!
- Provides audio and video functionality to viewers
- Easy set-up functionality for presenters
- Previous web cast software was costing the district $12,000 to $15,000 *per* web cast

New District Web Cast Tools

◻ Delivers audio and video presentation through your computer (voice over IP or VoIP)

◻ Used successfully during the gradebook managers meeting and class size meetings

◻ Available to all district offices

Class Size Pointers

- Contact Support Services for assistance through HEAT Self-Service http://selfservice.dadeschools.net

- Common Class Size Errors
    - Invalid ISIS room numbers
    - Departmentalization (duplicate class periods)
    - Language courses (duplicate class periods)
    - Improperly coded co-teachers
    - Master schedule data entry problems (incorrect room numbers on classes and incomplete therapy pull-out info)

SCHOOL OPERATIONS

School Audits

School Audits—*What Every Principal Should Know*

Maria T. (Maite) Gonzalez, CPA
Assistant Chief Auditor-School Audits

Contact Information: (305) 995-1318 ◉ Fax No.: (305) 995-1331
Office website address: http://mca.dadeschools.net

School Audits

School Audits

- **Why Audit Exceptions May Rise To The Occasion**

  - Deficient Internal Controls
  - Non-Compliance With Established Procedures
  - Material Errors
  - Intentional Wrongdoing

School Audits

- Audit Exceptions—What's Next
  - Principal Must Submit Written Response To Audit Department Delineating Corrective Measures
  - Audit Exceptions And Principal's Response Included In Audit Report
  - Audit Report Presented To Audit Committee For Discussion And Commentary
  - District and Regional Center Administration Must Attend Audit Committee Meeting To Answer Questions Related to Findings
  - Report Transmitted To School Board For Their Review and Commentary
  - Following Year, Audit Follow-up To Ensure Implementation Of Corrective Action(s)

School Audits

- **The Necessity of Monitoring Strategies**
  - Proper Segregation Of Accounting/Payroll Duties Not Always Observed
  - Individual Who Collects Funds Also Performs Recordkeeping Duties
  - Individual Who Processes Payroll May Have Inappropriate Approval Authority Or Inappropriate Access To Payroll Checks
  - Staff Not Properly Trained And/Or Not Properly Supervised
  - Safeguarding of Assets Is A Must!

  Compensating Control: Close Supervision Of Staff By The Principal—

  Do Not Delegate This Duty, As It Could Be Hazardous To The Financial Stewardship Of Your School!

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School Audits

- **Sound Strategies For Successful Audit Results—An Ounce Of Prevention Is Worth A Pound Of Cure**
    - When In Doubt, Check It Out First!
    - Review Manuals and Share Information With Responsible Staff
    - Train Personnel
    - Meet Periodically With Staff To Review Processes And Ensure Full Understanding Of Procedures
    - Implement Processes and Procedures Compliant With District Policy and Uphold Consistency Of Operations
    - Don't Be "Creative" With Finances—This Can Lead To Trouble
    - Walk The Beat And Promote Team Effort—As A Principal, You Are Not Alone In This!
    - Participate In Money Matters Support Program

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Schools of Choice & Parental Options
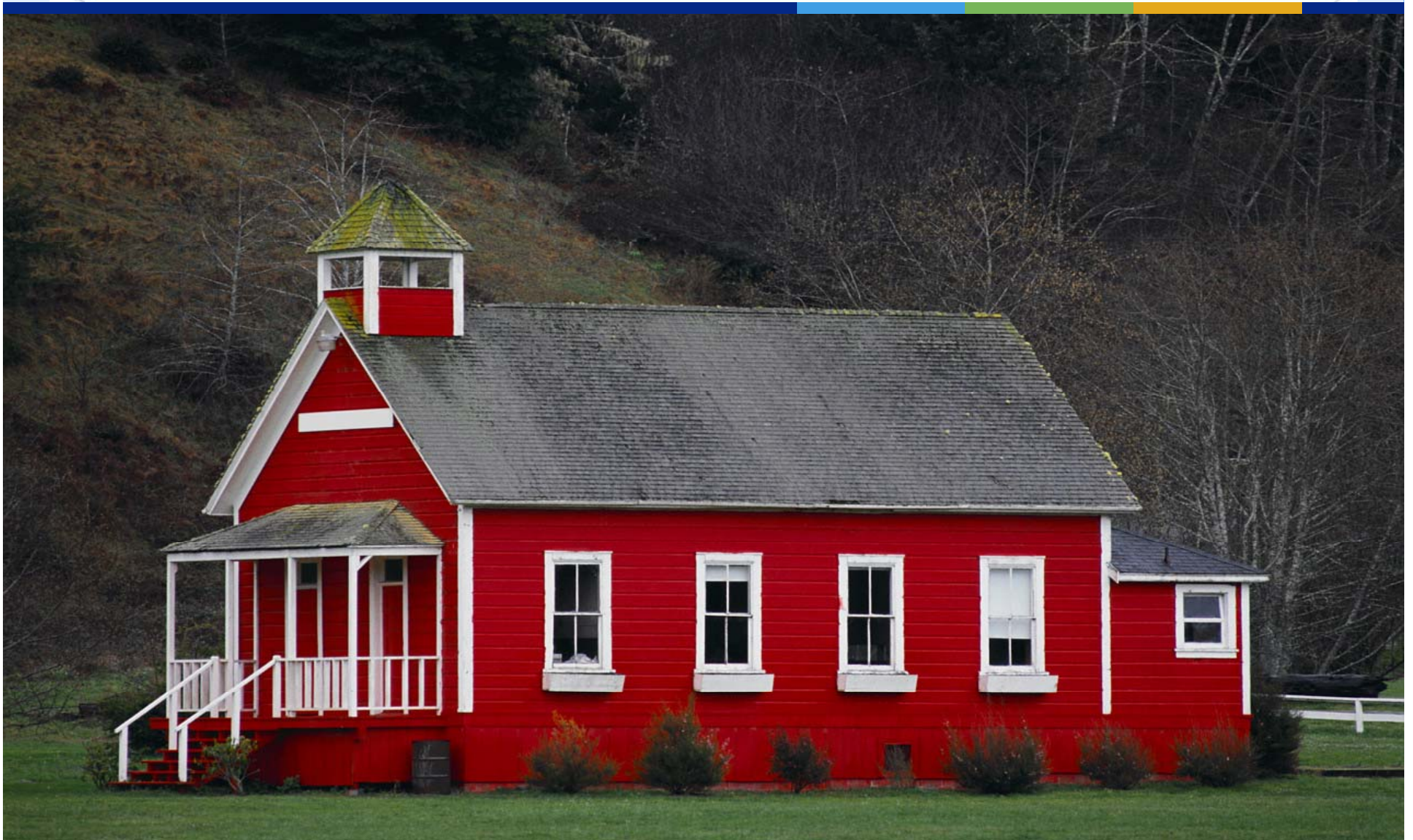
Schools of Choice & Parental Options

Mr. Michael Bell

Assistant Superintendent

Schools of Choice & Parental Options

Ms. Lorraine Barrionuevo

Secretary

Contact Information: (305) 995-7260

mbellish@dadeschools.net

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2008-2009 Magnet Applications

- New Magnet Board Rule: Magnet Programs/Schools, 6Gx13-6A-1.461 (Weekly Briefing 4813)

- Magnet Student Coding: Magnet type and strand coding should be executed for **all** students participating in the magnet program/school, including those students enrolled from within the school's attendance boundary (Weekly Briefing 4786)

- Magnet School Allocation

- Application Recruitment Period: October 1st through January 15th

- Marketing and Recruitment general guidelines

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http://choice.dadeschools.net

Announcements

Announcements

◻ Professional Growth Teams

Ms. Maria Teresa Rojas

Assistant Superintendent

Office of Professional Standards

◻ Closing

Mr. George Nuñez

Temporary Deputy Superintendent

School Operations

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It is OVER!