

**Coventry Public Schools
Department Goals
for the 2017-2018 School Year**

Robert Carroll, Director of Finance & Operations

1. Identify, define, and measure the critical skills and attributes that are required for success and align systems to continuously improve student performance and achievement.

- *Work with the Superintendent and Administrators to examine the financial impact of implementing programmatic changes to be recommended for the FY19 budget.*
- *Work with the Superintendent and Administrators to navigate the current budget crisis and minimize the impact to students.*
- *Continue to examine all areas of operations to develop a fiscally conservative budget which proactively supports the needs at the district's school facilities.*
- *Work with the Superintendent, the Board of Education and the Town Council to determine an appropriate level of funding to foster the educational environment.*
- *Work with key stakeholders and the district's Technology Committee to develop a new three year plan and the associated financial impact.*
- *Continue to support staff to aid in their efforts to secure additional outside funding sources to support district initiatives.*
- *Assist the Administration to develop and implement the district's five year strategic plan.*

2. Maintain and promote a positive and respectful learning community.

- *Continue to work with the Superintendent and the HEEC staff with regard to the preschool arrangement, ensure full compliance with the Smart Start grant, and refine financial operations of the preschool program.*
- *Support the preschool staff in the NAEYC reaccreditation process.*
- *Continue to collaborate with the School Energy and Building Efficiency Building Committee as they develop a long term strategy to update HVAC systems and address Fire, ADA and Building Code Compliance issues district wide.*
- *Assist the Director of Facilities in the continued refinement of the comprehensive capital equipment replacement plan that will guide the District toward a proactive approach to maintenance equipment replacement.*
- *Assist the Athletic Director in an effort to streamline the financial operations.*
- *Enhance the Business Office webpage to increase ease of access to forms and employee information.*

3. Recruit, retain and develop high quality staff at every level.

- *Maintain and enhance the utilization of the Time and Attendance Management, Absence Management and Applitrack.*
- *Monitor developments at the Federal and State level that pertain to changes in the areas of Human Resources, Student Data Privacy, Grants Management and Finance.*
- *Provide the Business Office staff with opportunities for customized professional learning, specifically targeted toward their respective job responsibilities, to enhance their knowledge base and increase efficiencies.*