

**New Orleans Public Schools  
Five-Year Strategic Plan for Reform  
1999-2000 through 2003-2004**

**Department/Area: Division of Financial Services**

**Name of Initiative/Plan: Business Support Services**

**Goal #1: To ensure the prudent management of school District financial resources (*Aligned with Goals 2000/USDE, LEARN/SDE, and DIR/NOPS*)**

**Current Team Leader: Reginald Zeno**

STRATEGIES	START DATE	COMPLETION DATE	PERSONNEL RESPONSIBLE	OUTCOMES
1. Prepare annual recommendations for a contingency fund consisting of 5% of estimated annual revenues.	May, 1999	Ongoing through 2004	Budget Director	5% financial contingency fund
2. Provide monthly and quarterly operating statements to school-sites and departments.	January, 1999	Ongoing through 2004	Budget Director Comptroller	Monthly school site and departmental financial statements
3. Implement long- and short-term financial plans which include public hearings to ensure community input on funding priorities.	January, 1999	Ongoing through 2004	Budget Director	Long- and short-term financial plans
4. Assist in the establishment of performance standards integral to the budget process.	March, 1999	Ongoing through 2004	Budget Director Educational Accountability PANOPSI	Budget performance standards
5. Develop a financial plan for the implementation of the strategic plan, including funded and unfunded initiatives/plans.	March, 1999	August, 1999	Budget Director	Financial resource plan

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**Name of Initiative/Plan: Business Support Services**

**Goal #2: To improve the financial management of school-site generated funds (Aligned with Goals 2000/USDE, LEARN/SDE, and DIR/NOPS)**

**Current Team Leader: Reginald Zeno**

STRATEGIES	START DATE	COMPLETION DATE	PERSONNEL RESPONSIBLE	OUTCOMES
1. Revise School Board policies and regulations governing student activity funds.	January, 1999	June, 1999	Comptroller	Revised student activity fund policies and regulations
2. Establish business managers for all elementary and secondary schools and participate in the selection process of business managers for all schools to serve as quality control.	March, 1999	July, 1999	Budget Director Comptroller	Business managers for all elementary schools and secondary schools
3. Provide financial management training for all site administrators and business managers.	April, 1999	Ongoing through 2004	Comptroller	Trained site administrators and business managers
4. Monitor the monthly compliance of school-site fiscal management procedures with School Board policies and regulations.	April, 1999	Ongoing through 2004	Comptroller	Monthly compliance reviews

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**Goal #3: To efficiently and effectively manage the business operations of the District (*Aligned with Goals 2000/USDE, LEARN/SDE, and DIR/NOPS*)**

**Current Team Leader: Reginald Zeno**

STRATEGIES	START DATE	COMPLETION DATE	PERSONNEL RESPONSIBLE	OUTCOMES
1. Review and revise internal procedures in terms of operational effectiveness, utilizing recent audit findings (included are Business Support Services, Purchasing, Warehousing, Accounts Payable, etc.).	January, 1999	January, 2000	Department Heads as appropriate	Revised procedures
2. Fully implement site-based purchasing at the school-sites.	June, 2000	December, 2000	Budget Director Department heads, as appropriate	Site-based purchasing
3. Provide online access of operating procedures to all stakeholders.	January, 2000	July, 2000	Department heads, as appropriate	Online operating procedures

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**Name of Initiative/Plan: Business Support Services**

**Goal #4: To strengthen the link between nutrition and learning by providing students nutritious, attractive and low-cost meals that conform to the dietary guidelines (*Aligned with Goals 2000/USDE, LEARN/SDE, and DIR/NOPS*)**

**Current Team Leader: Reginald Zeno**

STRATEGIES	START DATE	COMPLETION DATE	PERSONNEL RESPONSIBLE	OUTCOMES
1. Replace outdated and/or inoperable cafeteria/kitchen equipment.	July, 1999	June, 2001	Child Nutrition Director Budget Director	Efficient, updated cafeteria/kitchen equipment
2. Automate cafeteria operations to improve accountability and customer service.	July, 1999	Ongoing through 2004	Child Nutrition Director	Effective cafeteria operations
3. Develop and implement a marketing plan to increase student participation in the school breakfast and lunch program.	July, 1999	December, 1999	Child Nutrition Director	Marketing plan
4. Develop a plan for the acquisition of external resources to generate revenues to enhance the Child Nutrition Program.	July, 1999	December, 1999	Child Nutrition Director Grants Department Alumni Association	Revenue acquisition plan