



Alvord Unified School District

Our Promise: All students will realize their unlimited potential.

FCMAT Update

Dr. Allan Mucerino

Superintendent of Schools



Administrative Services

- Eliminate Employee Personal Use of the District Mailroom – Memo was sent to all the district office employees to have any personal items delivered to the front desk or their house.
- Discontinue Use of a Rubber Stamp on Purchase Orders – Purchase orders are now required to be an original signature.
- Purchase Dept. to Establish / Modify Vendors – The Galaxy system has been configured to limit access to the purchasing department create and modify vendors.

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Business Services

- Total items 45
- Fully Completed 15
- In Progress 16
- Will not implement 3

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Business Services

- Develop desk manuals of employee duties, and ensure each employee includes step-by-step procedures for all assigned duties in their desk manual
- Transition fully to Galaxy as the single system for position control
- Immediately change the combination to the district office safe

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Child Nutrition Services (Business Services)

- Total items 88
- Fully Completed 58
- In Progress 25
- Will not implement 5

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Child Nutrition Services (Business Services)

- Consider piggybacking for produce items with a more recently awarded bid for potentially better pricing
- Ensure student stores comply with regulations regarding the number of items that can be sold, that items sold cannot be the same as the food service program, and that food cannot be prepared (including baking cookies) on campus

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Information Technology (Educational Services)

- Total items 39
- Fully Completed 35
- Partially completed 4
- Will not implement 1

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Information Technology (Educational Services)

Highlights

- IT moved into Educational Services for a seamless flow of communication and collaboration
- Upgrade of Bandwidth for every school completed months ahead of schedule
- Upgrade of wireless infrastructure for every school completed months ahead of schedule
- Implementation of Bright Bytes, technology survey for all stakeholders to analyze district technology needs.
- Coordination of IT staff to better service school sites

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Human Resources

- Total items 78.
- Fully Completed 45
- Partially completed 15
- In Progress 18

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Human Resources

Main Accomplishments:

- Established regular meetings between HR, fiscal, and payroll to monitor and update position control and procedures.
- Trained all administrators and managers on employee evaluations, support, and discipline procedures.
- Developed and reestablished hiring practices to ensure fair and efficient hiring practices for all positions.
- Moved the benefits department to the HR office for greater alignment between the departments.

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Human Resources

Partially Completed/In progress:

- Updating all of the complaint procedures and forms for the district and provide training to the board and managers.
- Updating all board policies related to human resources
- Internally reviewing all HR forms, policies, procedures, and handbooks for greater accuracy and efficiency.

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Questions?



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