

Shelby County Schools  
 Long Range Strategic Planning  
 Finance Goal Action Plan  
 2014-2015

**Goal Action Plan** Finance - Training

**Rationale** To provide training for employees at various job levels within our organization to ensure financial policies and procedures are being followed and additional training as needed to maintain employee knowledge for applicable and available software programs to generate accurate and concise financial records.

**System Goal Supported by GAP** To seek continuous improvement in all schools and system departments

**Facilitator & Scribe of GAP** Teneal Smith

**Action Team Members** 1. John Gwin, 2. Lynne Hanson, 3. Brenda Kratz, 4. Patti Morrow, 5. Evelyn Kuuan, 6. Ginger Hilyer, 7. Zane Walker

Strategy	Person Responsible for Implementation	Date of Strategy Completion	Evidence for Monitoring/Evaluation
Provide local school bookkeepers with updated information and additional training as necessary when system updates are generated for the NextGen software.	Patti Morrow, Nadine Rohler, Teneal Smith	May 2015	Update release notes, emails or other communication regarding the update
Continue to provide budget and resource management training to ensure the long range plans for the system are funded in the appropriate manner.	John Gwin, Teneal Smith	March 2015	Training handouts, attendance records, budget instructions for local schools
Provide new administrators training on financial reports produced at the local school level to ensure principals and assistant principals are trained in the interpretation and use of data to effectively operate the school	Cheryl Naugher, Patti Morrow	April 2015	Sample reports, presentation, class attendance records
Continue annual local school bookkeeper training to ensure all staff are informed of current policies and procedures for financial management at the school level.	Patti Morrow, Nadine Rohler, Teneal Smith	July 2015	Presentation, class attendance record, handouts