

PASADENA UNIFIED SCHOOL DISTRICT
2022-2023 DEPARTMENT PLAN

Department Name: Business Services

Department Contact: Kingsley Udo

Contact Email: udo.kingsley@pusd.us

Contact Phone:

Report Last Generated: Oct 18 2022 @ 21:54:37 (PDT)

Department Purpose

What does the department do?

Business Services Division provides financial and operational support to school, staff and community, ensuring appropriate use of resources, collaborative communication, clear and understandable processes, accountability and innovative use of technology to further the District's strategic directives..

Department Services

What is a general list of services that your department provides?

All Business & Finance Operations

- Budget creation and Adoption
- Estimated Actuals
- 1st & 2nd Interim budget
- Unaudited actuals
- Budget Management reports
- Year End closing

Fiscal Consulting & Reporting for:

Student Support -Categorical Programs -financial oversight and reporting
Board, Executive Leadership Team, Associated Student Body (ASB)

Los Angeles County and State of California Departments of Education (LACOE
& CDE)

Legal and other district-wide services

Average Daily Attendance (ADA) tracking and reporting (which impacts
budget and operations)

Budget: Budget Development & ongoing Budget Management/ Monitoring

Position Control

Realignment – sites and department budgets

Process Personnel Requisitions

PASADENA UNIFIED SCHOOL DISTRICT
2022-2023 DEPARTMENT PLAN

Process Purchase Requisitions - budgets
Internal and External reporting; categorical support

Accounting & Accounts Receivable & Charter School
Associated Student Body (ASB) accounting
Developer Fees Program/Department/Other Receipts/Deposits
Civic Center Permits
Other Financial Operations
Manage all Financial Audits
Balance sheet reconciliation
Categorical Accounting
General School Accounting and Reconciliation

Charter School Budget review
Charter First & Second Interim review
Charter UnAudited Actuals and Audit reviews
Charter Solvency monitoring and reviews

Food Services
Support students and families providing nutritious meals daily. Ensure compliance with federal, state and local laws and regulations.
Warehouse: Maintain central stock of supplies, materials and equipment. Receiving & delivery of inventory and Asset tagging and management.

Total Department Budget

What is your department's total budget?

The total department budget is Budget by Resource

106 - Business Division -00000.0 - \$909,372
161 - Fiscal Services -00000.0 - \$2,564,024; 65000.0 \$272,661
219 - Purchasing -00000.0 -\$688,045;
213- Mail Svc - \$424,623;32130-\$5000
177 - Food Services - 70290.0 – \$553,979; 53100.0-\$7,877,585;
53200.0 -\$3,334,031; 54660 -\$353,581
221 – Warehouse - 00000.0 -\$252,862
Grand Total: \$17,230,763.

PASADENA UNIFIED SCHOOL DISTRICT
2022-2023 DEPARTMENT PLAN

Prior Year Reflection

This section of the department plan reviews the intent of prior department plans and the successes/challenges encountered while implementing the planned actions. This portion of the plan summarizes key learnings that inform the planning for the current year.

Prior Year Intended Outcomes

What did your department plan set out to achieve during the prior year?

Maintain effective operations and within COVID guideline limitations

Implement Requisition, PO for the LACOE Best Advantage System

Continue to build the district Reserve & maximizing COVID resources

Prior Year Achievement

Did the department achieve what it had outlined? How do you know?

The department achieved all targets.

Prior Year Successes, Challenges, and Learnings

What successes, challenges, and learnings should be highlighted from the prior year?

Historical District reserve Level

We met all our LACOE implementation benchmarks prior to “go-live” of the BEST Advantage System- finance and procurement modules

We met Operational expectations and deadlines (monthly payrolls, retro checks, retirement, benefits, vendor payments, contract processing, procurements, etc

CHALLENGES:

Occasional COVID outbreaks affecting operations.

Recruitment challenges to fill vacancies

Limited staffing for the increased workload

PASADENA UNIFIED SCHOOL DISTRICT
2022-2023 DEPARTMENT PLAN

Current Year Priorities

This section of the department plan provides a summary of the identified needs that are prioritized for informing the department plan's actions for the current year.

Data and Information Used for Plan Development

What data did you consider when developing this plan?

PeopleSoft Financial records; LACOE approved Financial Reports; Audit Reports

Stakeholder Engagement/Input

What stakeholder engagement or information was used to inform this plan?

Monthly Facilities and Safety Committees and Citizens Oversight Committee for Measure TT & O

Key Data Findings/Information for This Plan

Based on data analysis and stakeholder information, what key data findings are considered in the development of this plan?

Monthly feedback from committees resulted in changes in priorities, board report language and greater transparency

Current Plan Priorities

Based on the key data findings, what needs emerged from your Department's root cause analysis, and which of these needs are given priority for this planning cycle?

Implementation of new LACOE Financial System while operating the "old" system.

GAPS/NEEDS:

Same group of employees attempting to accomplish both;
Recruitment challenges finding retirees or hourly staff to assist;
Existing staff leaving for higher paying opportunities.
Maintain effective/efficient operations in the meantime

Implementation of new LACOE Financial System while operating the "old" system.

GAPS/NEEDS:

Same group of employees attempting to accomplish both;
Recruitment challenges finding retirees or hourly staff to assist;

PASADENA UNIFIED SCHOOL DISTRICT
2022-2023 DEPARTMENT PLAN

Existing staff leaving for higher paying opportunities.
Maintain effective/efficient operations in the meantime

PASADENA UNIFIED SCHOOL DISTRICT
2022-2023 DEPARTMENT PLAN

Current Year Planned Actions and Metrics

This section of the department plan provides a summary of the planned actions that address the identified priorities based on data analysis and stakeholder input. Metrics associated with monitoring and/or evaluating the effectiveness of the planned actions are summarized in this section.

What action could you take to address the identified needs of your department?

What would you be able to monitor throughout the year (quarterly or more than twice per year) to know that your actions are creating a change?

Theory Of Action

If we... Conduct regular meetings with Helen Hill to ensure the Business Office is supporting the literacy initiative as needed by the academic team

then... we will be able to properly allocate fiscal resources to support needs of academics department

which will... literacy support

If we... Meet with supervisory staff weekly to get progress reports on timeliness of transactions

and

Prepare a calendar for submission of reports to Chief for review and Board approval

and

Staff will attend customer service trainings and the “Let’s Talk” system will be implemented for the Business Office

then... we will be able to ensure correct documents and information will enable us to process all transactions in a timely manner

and

PASADENA UNIFIED SCHOOL DISTRICT
2022-2023 DEPARTMENT PLAN

we will be able to provide reports for internal and external consumption in a timely and accurate manner

and

they will be able to respond in a timely and professional manner to all inquiries, phone calls and emails from internal and external clients

which will... maintain effective and efficient operations

If we... Include unique opportunities for stipends and the amounts in our negotiations this year

then... we will be able to incentivize and ensure continued efficient and effective services

which will... recruitment and hiring of personnel

If we... Prepare schedules and desk assignments in order to maximize staff time between their daily work and the implementation of the new business and HR systems

then... we will be able to maximize staff time between the daily operations and the implementation of the new system and in compliance with the strict LACOE implementation timelines

which will... Transition to BEST financial system

PASADENA UNIFIED SCHOOL DISTRICT
2022-2023 DEPARTMENT PLAN

Priority 1: literacy support

[Action 1]

Conduct regular meetings with Helen Hill to ensure the Business Office is supporting the literacy initiative as needed by the academic team

Metrics

- a. Scheduled meetings and minutes with Helen Hill

Priority 2: maintain effective and efficient operations

[Action 1]

Meet with supervisory staff weekly to get progress reports on timeliness of transactions

Metrics

- a. Weekly supervisor meetings

[Action 2]

Prepare a calendar for submission of reports to Chief for review and Board approval

Metrics

- a. Calendar of due dates for financial reports

[Action 3]

Staff will attend customer service trainings and the “Let’s Talk” system will be implemented for the Business Office

Metrics

- a. Training courses attended and “Let’s Talk” implementation and data

Priority 3: recruitment and hiring of personnel

[Action 1]

Include unique opportunities for stipends and the amounts in our negotiations this year

PASADENA UNIFIED SCHOOL DISTRICT
2022-2023 DEPARTMENT PLAN

Metrics

- a. Language in MOU or contract regarding stipends and amounts

Priority 4: Transition to BEST financial system

[Action 1]

Prepare schedules and desk assignments in order to maximize staff time between their daily work and the implementation of the new business and HR systems

Metrics

- a. Reports from the Best System regarding number of Requisitions turned into Purchase Orders, Reports from Best System regarding number of invoices paid, LACOE timelines met for implementation of Best finance and HR systems