

## Department Overview

The Personnel and Finance Office coordinates all data collection for District, state, and federally mandated special education compliance reports, data collected for specific accountability reviews, and supervises the procedures for all special education funds, grant funds, Medicaid fee-for-service funds and other division funds. This office has oversight for all personnel and finance resource management activities to assure maximum utilization of resources to school-based programs for students.

This office directs the funding allocations of resources to Charter Schools as well as directs the districtwide allocation of special education staff including the coordination and recommendation of program deletions, moves, and additions.

## Performance Measures

**Communication:** Utilize grant opportunities to provide additional support for schools and communicate those opportunities to the Instruction Unit/building principals to improve learning opportunities for CCSD students.

**Consistency:** All stakeholders seeking information, clarification, or customer service will receive follow-up correspondence within 24 hours or one business day.

**Customer Service:** In addition to feedback received through surveys to improve operational efficiencies, the Personnel and Finance Office will continue to provide high-quality customer service to CCSD employees, parents, and students.

## Department Services



- Oversees the allocation of special education resources to ensure all CCSD schools and District sponsored Charter Schools receive adequate resources.
- Monitors all division budgets (general, federal, indirect costs, and Medicaid).
- Maintains the division's inventory management process to ensure that administrators are following District, federal, and state procedures/guidelines.
- Collaborates with division leadership to manage, monitor, and adjust staffing allocations for the special schools and SSD departments.
- Provides fiscal oversight and management for over 40 projects within the local plan (IDEA) grant.
- Oversees staffing projections for all CCSD schools in relation to special education units.
- Processes all special education support staff requisitions for schools and SSD departments as well as add-on and extended days for employees working in special education classrooms.
- Provides cost projections, prepares and analyzes proposals and advises the Assistant Superintendent on personnel and budgetary recommendations.
- Oversees SSD's White Fleet inventory that consists of 92 vehicles that provides CBI services to students as well as mileage reductions costs to SSD budgets.
- Processes SSD payroll for administrators, licensed, and support staff positions.