

# Department Improvement Goal

**Department:** Central Office

**Date:** 5/10/07 - 12/5/07

**Department Goal(s):**

- Collaboration
- Time Services Sharing

**Describe activities that your department will complete this year to accomplish your goal:**

**By November:**

- Implement absentee database (September)
- Media Library - disposed of 410 titles dated 1980 and older (September)
- Assistive Tech inventory (October)
- Autism inventory (October)
- Started discussion on workshop registration process

**By February:**

- Hold workshop registration meeting with workshop hosts (December)
- Display board upgrade and showcased (November)
- Transition inventory (December)
- Vision inventory (January)
- All addresses/emails database update meeting (February)
- Kitchen update (January)

**By May:**

- Moving polycom
- All addresses/emails database updated and process determined
- Garage Sale/storage room organization