

# **Pinal County School Office Education Service Agency (PCSOESA)**

## **Strategic Business Plan**

### **Vision**

**Pinal County Government provides progressive and proactive leadership in the areas of economic development, state-of-the-art technologies, growth management, and public services to promote healthy and safe communities.**

### **COUNTY MISSION**

**Pinal County Government protects and enhances its citizens' quality of life by providing public services in an ethical, efficient, and responsible manner delivered by a motivated, skilled, and courteous workforce.**

### **DEPARTMENT MISSION**

The mission of the Pinal County School Office Education Service Agency (PCSOESA) is to provide education, support, and fiscal management services to PCSOESA students, local school districts, and educational partners so they can, as students, achieve their maximum potential and be successful in education endeavors and so they can, as school districts and educational partners, have access to professional development opportunities and appropriately manage their fiscal obligations.

### **ISSUE STATEMENTS**

#### **Issue 1 “Funding”**

The continuing decline in education funding options and availability of discretionary grant opportunities will, if not addressed, continue to result in:

- Decline in staffing
- Critical reduction in services & support to school districts
- Reduction in programs & services to “at risk” students (drop out recovery/ graduation rates, GED program, Leadership Camp)

- Decline in the ability to appropriately maintain facilities and infrastructure

## **Issue 2      “Facilities”**

The continuing lack of permanent facilities for the mandatory jail education program, if not addressed, will continue to result in:

- Continuing non-compliance regarding provision of special education services (individuals screened and identified with needs between the ages of 18-21)
- Possible loss of current and future jail education funding
- Increased safety issues for staff and students due to off site transport

## **Issue 3      “I.T.”**

The continuing inability to adequately fund, implement and maintain cutting edge technology (video conferencing, distance learning) programs, if not addressed, will result in:

- Increased inefficiencies and antiquated technology
- Reduced potential for learning opportunities for students, teachers and other staff
- Challenge ability to successfully compete for funding grants

## **Issue 4      “Data / Analysis Process Modification”**

The continuing need for an efficient data collection/decision making system, if not addressed, will result in:

- Lack of focused decision making
- Less data to substantiate needs
- Inability to demonstrate continuous improvement

## **Issue 5        "PCSOESA Branding"**

The increasing need for clarification of the Pinal County School Office Education Service Agency (PCSOESA) due to the dis-connect between the legal definition and the public perception of services provided will, if not addressed, result in:

- Lack of uniformity with other ESAs within the state and nation
- Confusion in ability to indentify services offered by PCSOESA
- Loss of potential grant funding

## STRATEGIC GOALS

### Strategic Goal 1 “I.T”

(Issues 1,3,5)

The stakeholders of PCSOESA will experience increased benefit from access to online services and information via cutting edge technology as evidenced by:

- By 2014, 3 out of 7 of PCSOESA sites will have distance learning capability (The ability to teach interactively over long distance)
- By 2011, 100% of website enhancements will be available and accessible (need to identify websites enhancements)
- By 2011, 75% of training rooms/classrooms will be equipped with emerging learning technology (responder units, smart boards) etc...

### Strategic Goal 2 “Decision / Process”

(Issues 3, 4)

The stakeholders of PCSOESA will benefit from the results of enhanced data collection and analysis as evidenced by:

- By 2011, 85% parents will respond that they are very satisfied with PCSOESA Schools.
- By 2011, 85 % of school district surveys and interviews will indicate that they are very satisfied with data collection and analysis results
- By 2011, 75 % of PCOESAs employees in PCOESAs schools will indicate that they are satisfied or very satisfied with availability and quality of data used to perform their mission.

(Relevant classes, services offered, and other data can be found at [www.ade.state.az.us](http://www.ade.state.az.us))

### Strategic Goal 3 “Funding & Stabilization of Programs”

(Issues 1,5)

The stakeholders of PCSOESA will experience benefit from stable funding of programs, long range planning, and successful interagency partnerships and collaboration as evidenced by:

- By 2012, \_5% reduction in the dropout rate of at risk students (Villa Oasis) as determined by AYP data
- By 2012, \_5\_% increase of PCSOESA students who obtain their high school diploma and/or GED

## **Enduring Activities and Goals**

*-Continue to establish non traditional sources of funding to support school programs*

*-Increase or maintain the number of partnerships with schools and other agencies*

## **Strategic Goal 4 “Jail Education Client Services” (Issues 1,2)**

The stakeholders of the PCSOESA Jail Education Program will benefit from consistent and equitable client services as evidenced by:

- By 2011, a permanent on site classroom facility will be provided by the Pinal County Sheriff and staffed by PCOESA allowing for:
  - 100% of remanded juveniles receiving required educational curriculum.
  - 100% implementation of adult education curriculum
  - 100% implementation of special needs adult curriculum
- By 2011, increase the pass rate for GED participants from 30% to 35%

## CROSS CUTTING

## DEPARTMENT ORGANIZATION

### **1. Administrative Program**

- 1.1. Human Resources Activity page, 10
- 1.2. Reserved page, 10
- 1.3. Training Activity page, 11
- 1.4. Records Management Activity page, 12
- 1.5. Vehicle Management Activity page, 13
- 1.6. Financial Services Activity page, 14
- 1.7. Department Director Activity page, 15

### **2. Fiscal Services Program**

- 2.1. Fiscal Services Activity page, 16

### **3. Professional Development Program**

- 3.1. Professional Development Activity page, 17

### **4. Pinal County Schools Program**

- 4.1. School Programs Activity page, 18

### **5. Elections Program**

- 5.1. Elections Activity page, 20

### **6. I.T. Program**

- 6.1. I.T. Activity page, 21

## PROGRAMS

### *Administrative Program*

**Purpose Statement** The purpose of the Administrative Program is to provide human resource, finance, budget, purchasing, records management, vehicle management and purchasing services to Pinal County departments so they can cost effectively manage their resources to achieve the planned results.

#### **Key Results**

- 98% of all employee appraisals will be submitted to Human Resources by the end of January due date
- 85% of training dollars spent will directly align to County or Department strategic goals
- 100% of record series will be managed in compliance with legal and policy requirements
- 95% of department vehicles will have preventative maintenance performed as scheduled
- 95% of department vehicles operated more than 10,000 miles per year
- 90% of non-construction payment authorizations will be entered into the system within three business days of receipt of goods
- 100% of applicable Key Results will be achieved
- 75% of surveyed customers will indicate that they are satisfied or very satisfied with the services provided by the PCSOESA Department

### ***Fiscal Services Program***

**Purpose Statement** The purpose of the Fiscal Services Program is to provide financial and business support services to the public school districts within Pinal County so they can provide sound fiscal management of local, state, and federal dollars

**Key Result(s)**

- 100% of Payroll and Expense vouchers will be monitored and processed based on the District's cash and /or budget capacity. [Payroll and Expense vouchers that are monitored and processed based on the District's cash and or budget capacity / Total number of payroll and Expense vouchers that are monitored and processed]

### ***Professional Development Program***

**Purpose Statement** The purpose of the Professional Development Program is to provide resources, collaborations and training to educators, schools and districts so they can improve student achievement.

**Key Result(s)**

- 90% of participants completing evaluations will indicate effective delivery of strategies and knowledge of human learning and change as measured by an average of the exit evaluations. [# of participants indicating effective delivery of strategies and knowledge of human learning and change / # of participants completing evaluations] *from IPMS page 15*

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### ***Pinal County Schools Program***

**Purpose Statement** The purpose of the Pinal County Schools Program is to provide unique educational services to elementary, alternative secondary, special education, and incarcerated students so they can obtain appropriate academic and social skills to become productive citizens.

**Key Results**

- 100 % of students with an Individual Education Plan (IEP) meet at least 75% of the plan's goals. [# of students meeting 75% of the plan's goals / # of students with an IEPplan]
- 75 % of detained/jailed students tested for a GED will earn a passing grade (minimum 420) for GED [# of students getting passing grade / number of students testing for GEDs]
- Increase in pass rate for GED participants from 30% to 33%. (Jail Program)

## *Elections Program*

**Purpose Statement** The purpose of the Elections Program is to provide school related election services to candidates, PAC (political action committees), and school districts so they can effectively participate in the political process as appropriate for their candidacy and/or issues.

**Key Result(s)**

- 100% of applicants/candidates will meet signature and filing deadline requirements [ # that meet signature and filing deadline requirements / total # of applicants/candidates]

## *IT Program*

**Purpose Statement** The purpose of the Information Technology Program is to provide direct services to school districts, enable access to online services and information via cutting edge technology to all PCSOESA stakeholders so they can access information, contact appropriate offices/staff and engage in distance learning and/or online classes

**Key Result(s)**

- By 2012, 50% of PCSOESA training rooms/classrooms will be equipped with appropriate emerging learning technology (responder units, smart boardsetc)

# ACTIVITIES

## 1. Administrative Program

**Purpose Statement** The purpose of the Administrative Program is to provide human resource, finance, budget, purchasing, records management, vehicle management and purchasing services to Pinal County departments so they can cost effectively manage their resources to achieve the planned results.

### Section 1.1: Human Resources Activity

**Activity Purpose Statement** The purpose of the Human Resource Activity is to provide employee selection, evaluation and support services to department management so they can manage, evaluate and retain a qualified and diverse workforce.

<b>Activity Services</b>	<ul style="list-style-type: none"><li>• Candidate Selection Recommendations</li><li>• Job Postings</li><li>• Policy Interpretations</li><li>• Employee Relations Management</li><li>• Employee Interviews</li><li>• Grievance hearings</li><li>• Employee Inquiry Responses</li></ul>	<ul style="list-style-type: none"><li>• Performance Appraisals/ Evaluations</li><li>• Employee Assistance Referrals</li><li>• Employee Orientation Sessions</li><li>• Exit Interviews</li><li>• Personnel Reports</li><li>• Police and Procedure Updates</li><li>• Employee Awards</li><li>• “Silent Whistle” Investigations</li></ul>
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#### Family of Measures

##### Results

1. 98% of county funded employee appraisals will be submitted to Human Resources by the end of January due date  
(# of employee appraisals submitted by due date/total # of appraisals)

##### Outputs

1. 11 county funded employee appraisals submitted on/by due date

##### Demands

1. 11 county funded employee appraisals anticipated to be submitted

##### Efficiencies

N/A

**Activity Manager(s)** • Department Director and/or Supervisor(s)  
Tonya Taylor, Anna Ortega

**Activity Budget**

### Section 1.2: Reserved

## 1. Administrative Program

**Purpose Statement** The purpose of the Administrative Program is to provide human resource, finance, budget, purchasing, records management, vehicle management and purchasing services to Pinal County departments so they can cost effectively manage their resources to achieve the planned results.

### Section 1.3: Training Activity

**Activity Purpose Statement** The purpose of the Training Activity is to provide department specific training services to employees so they can more effectively meet the County and/or department strategic goals

**Activity Services**

- Training Sessions
- Safety Training Sessions
- Employee Handbooks
- Training Assessments
- Training Records
- Training Schedules/Arrangements

**Family of Measures**

Results

1. 85% of training dollars spent will directly align to County or Department strategic goals. (# of training dollars spent that directly align to County or Department strategic goals / total number of training dollars spent)

Outputs

1. Training \$ spent that directly align to County or Department strategic goals

Demands

1. Training \$ spent that directly align to County or Department strategic goals anticipated to be spent

Efficiencies

1. \$ Training Activity expenditures per training session attended

**Activity Manager(s)**

- Tonya Taylor

**Activity Budget**

Non county funded employee training will be reported under the Professional Development Program Activity

## **1. Administrative Program**

**Purpose Statement** The purpose of the Administrative Program is to provide human resource, finance, budget, purchasing, records management, vehicle management and purchasing services to Pinal County departments so they can cost effectively manage their resources to achieve the planned results.

### **Section 1.4: Records Management Activity**

**Activity Purpose Statement** The purpose of the Records Management Activity is to provide record retention, disposal and retrieval services to departments so they can access, provide, retain and dispose of records in a timely manner and as legally required.

**Activity Services**

- Record Archives
- Record Disposals
- Record Disposition Authorizations
- Records Destruction List
- Records Inventory
- Records Requests Responses

**Family of Measures**

Results

1. 100% of county record series will be managed in compliance with legal and policy requirements as determined by the Arizona State Library of Archives.  
( # of records managed in compliance with legal and policy requirements/ total # of records managed)

Outputs

1. # of county record series in compliance with legal and policy requirements

Demands

1. # of county record series anticipated to be in compliance

Efficiencies

1. \$ Records Management Activity expenditure per record in compliance

**Activity Manager(s)**

- Anna Ortega, Tonya Taylor

**Activity Budget**

## **1. Administrative Program**

**Purpose Statement** The purpose of the Administrative Program is to provide human resource, finance, budget, purchasing, records management, vehicle management and purchasing services to Pinal County departments so they can cost effectively manage their resources to achieve the planned results.

### **Section 1.5: Vehicle Management Activity**

**Activity Purpose Statement** The purpose of the Vehicle Management Activity is to provide maintenance scheduling, reporting and vehicle requirement definition services to the department so they can have cost effective and safe vehicles.

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**Activity Services**

- Vehicle Maintenance and Repair Service Schedules
- Vehicle Utilization Reports
- Maintenance Records
- Fleet Credit Card Usage Reports
- Vehicle Usage Assessment

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**Family of Measures**

Results

1. 95% of county inventoried department vehicles will have preventative maintenance performed as scheduled  
(# of department vehicles with preventative maintenance performed as scheduled/ total # of department vehicles)
2. 95% of county inventoried department vehicles operated more than 10,000 miles per year  
(# of department vehicles operated more than 10,000 miles per year/ total department vehicles)

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Outputs

1. 2 department vehicles operated

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Demands

1. 2 department vehicles anticipated to be operated
2. 1 department vehicles operated more than 10,000 miles a year

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Efficiencies

1. \$ Vehicle Management Activity expenditure per vehicle operated

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**Activity Manager(s)**

- **Tonya Taylor**

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**Activity Budget**

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## ***1. Administrative Program***

**Purpose Statement** The purpose of the Administrative Program is to provide human resource, finance, budget, purchasing, records management, vehicle management and purchasing services to Pinal County departments so they can cost effectively manage their resources to achieve the planned results.

## ***Section 1.6: Financial Services Activity***

**Activity Purpose Statement** The purpose of the Financial Services Activity is to provide financial, budget information and purchasing services to department managers so they can ensure efficient use of County resources.

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<b>Activity Services</b>	<ul style="list-style-type: none"><li>• Grant Reports</li><li>• Grant Applications</li><li>• Grant Programmatic Progress Reports</li><li>• Payment Authorizations</li><li>• Employee Reimbursement Authorizations</li></ul>	<ul style="list-style-type: none"><li>• Year-end Accounting Records</li><li>• Cash Receipts</li><li>• Budget Proposal</li><li>• Spending Requests</li><li>• Appropriation Adjustments</li><li>• Expenditure Projections</li><li>• Performance Reports</li></ul>
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**Family of Measures** *Results*  
1. 90% of non-construction county payment authorizations (purchase orders) will be entered into the system within three business days of receipt of goods.  
(# of payment authorizations entered on the date of receipt of goods/total payment authorizations)

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*Outputs*  
1. 13 payment authorizations received within three business days of physical receipt of item(s)

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*Demands*  
1. 13 payment authorizations anticipated to be entered into the system

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*Efficiencies*  
1. \$ Financial Services Activity per payment authorization entered within three business days

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**Activity Manager(s)**

- **Department Director**  
Tonya Taylor

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**Activity Budget** This includes county financial services only. Non county financial services will be reported in the Pinal County Schools Program Activity and the Professional Development Program Activity.

## **1. Administrative Program**

**Purpose Statement** The purpose of the Administrative Program is to provide human resource, finance, budget, purchasing, records management, vehicle management and purchasing services to Pinal County departments so they can cost effectively manage their resources to achieve the planned results.

### **Section 1.7: Elected Official Activity**

**Activity Purpose Statement** The purpose of the Elected Official Activity is to provide results oriented leadership and management services to Pinal County residents and businesses so they can benefit from effective and efficient County services.

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<b>Activity Services</b>	<ul style="list-style-type: none"><li>• Reports</li><li>• Direction</li><li>• Employee Supervision Meeting</li><li>• Inquiry Responses</li><li>• Strategic Business Plans</li><li>• Issue Resolutions</li><li>• Special Projects</li></ul>	<ul style="list-style-type: none"><li>• Budgets</li><li>• Department Structures</li><li>• Policies/Procedures</li><li>• Employee Evaluations</li><li>• Program Evaluations</li><li>• Recommendations</li><li>• Leadership</li></ul>
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**Family of Measures**

**Results**

1. 100% of applicable Key Results achieved  
(# of key results achieved/total # of key results)
2. 75% of surveyed customers (school districts) who say they are satisfied or very satisfied with the services provided by the School Superintendent's Office.  
(# of respondents who state they are satisfied or very satisfied with the department's services/total # of respondents)

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**Outputs**

1. 15 customers responding to the department survey

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**Demands**

1. 15 customers expected to respond to the survey

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**Efficiencies**

1. \$ Department expenditures per customer served

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**Activity Manager(s)**

- **Orlenda Roberts**

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**Activity Budget**

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## 2. Fiscal Services Program

**Purpose Statement** The purpose of the Fiscal Services Program is to provide financial and support services to the public school districts within Pinal County so they can provide sound fiscal management of local, state, and federal dollars

### 2.1 Fiscal Services Activity

**Activity Purpose Statement** The purpose of the Fiscal Services activity is to provide financial and support services to the public school districts within Pinal County so they can provide sound fiscal management of local, state, and federal dollars

<b>Activity Services</b>	<ul style="list-style-type: none"> <li>• Develop Budgets</li> <li>• Spending Requests</li> <li>• Leadership Meetings</li> <li>• Tax Rate Consultations</li> <li>• Cash Receipts</li> <li>• Policy and Procedures</li> <li>• IGA's</li> <li>• Grant Reports</li> <li>• Revenue Distributions</li> <li>• Teacher Certifications</li> <li>• Records Completion Reports</li> <li>• Information Inquiry Responses</li> </ul>	<ul style="list-style-type: none"> <li>• Budget Projections</li> <li>• Payroll Reports</li> <li>• Statistical Reports</li> <li>• Procedure Manuals</li> <li>• Grant Progress Reports</li> <li>• Year End Accounting Records</li> <li>• Data Reports</li> <li>• Assorted Consultations</li> <li>• Coaching and Mentoring Sessions</li> <li>• Legislative Advocacy Meetings</li> <li>• Technology Training Sessions</li> <li>• Data Processing Services</li> </ul>
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**Family of Measures**

Results

- 100% of Payroll and Expense vouchers that are monitored and processed will be based on the District's cash and or budget capacity.  
 [Payroll and Expense vouchers that are monitored and processed based on the District's cash and or budget capacity / Total number of payroll and Expense vouchers that are monitored and processed]

Outputs

- 188,072 warrants issued
- 26 districts/programs provided financial services

Demands

- 188,072 anticipated warrants needed to be issued

Efficiencies

Total # of Accounting personnel / Total number of warrants

**Activity Manager(s)**

- Tonya Taylor
- Anna Ortega

**Activity Budget**

### 3. Professional Development Program

**Purpose Statement** The purpose of the Professional Development Program is to provide resources, collaborations and training to educators, schools and districts so they can improve student achievement.

#### 3.1 Professional Development Activity

**Activity Purpose Statement** The purpose of the Professional Development Activity is to provide resources, collaborations and training to educators, schools and districts so they can improve student achievement.

<b>Activity Services</b>	<ul style="list-style-type: none"> <li>• Budget Developments</li> <li>• Leadership Meetings</li> <li>• Policies and Procedures</li> <li>• Grant Reports</li> <li>• IGA's</li> <li>• Budget Projections</li> <li>• Statistical Reports</li> <li>• Grant Applications</li> <li>• Employee Evaluations</li> <li>• Grant Progress Reports</li> <li>• Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>• Data Reports</li> <li>• PC3 (Pinal County Curriculum Consortium)</li> <li>• Professional Training Sessions "Teach to Standards"</li> <li>• Student Leadership Camps</li> <li>• Administrative Surveys</li> <li>• Hand Books</li> <li>• Consortium and Partnerships</li> <li>• Newsletters</li> <li>• Information Inquiry Responses</li> </ul>
<b>Family of Measures</b>	<p><u>Results</u></p> <p>1. 90% of participants completing evaluations will indicate effective delivery of strategies and knowledge of human learning and change as measured by an average of the exit evaluation.            [# of participants indicating effective delivery of strategies and knowledge of human learning and change / # of participants completing evaluations] <i>from IPMS page 15</i></p> <hr/> <p><u>Outputs</u></p> <p>1. 100 sessions offered</p> <hr/> <p><u>Demands</u></p> <p>1. 150 sessions anticipated to be needed</p> <hr/> <p><u>Efficiencies</u></p> <p>1. Activity budget / # of sessions offered (cost per session)</p>	
<b>Activity Manager(s)</b>	<ul style="list-style-type: none"> <li>• <b>Virgil Prokopich</b></li> </ul>	
<b>Activity Budget</b>		

## ***4. Pinal County Schools Program***

**Purpose Statement** The purpose of the Pinal County Schools Program is to provide unique educational services to elementary, alternative secondary, special education, and incarcerated students so they can obtain appropriate academic and social skills to become productive citizens.

### ***4.1 School Programs Activity***

**Activity Purpose Statement** The purpose of the Pinal County Schools Program is to provide unique educational services to elementary, alternative secondary, special education, and incarcerated students so they can obtain appropriate academic and social skills to become productive citizens.

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<b>Activity Services</b>	<ul style="list-style-type: none"><li>• Budget Development</li><li>• Spending Requests</li><li>• Leadership Meetings</li><li>• Facilities Maintenance</li><li>• Policies and Procedures</li><li>• Purchasing Network Contracts</li><li>• I.G.A.'s (Inter Governmental Agreements)</li><li>• Procedure Manuals</li><li>• Payroll Reports</li><li>• Grant Applications</li><li>• Employee Evaluations</li><li>• GED Sessions</li><li>• Special Education Program Sessions</li><li>• Ceremonies</li><li>• PTO Meetings</li><li>• Student Information System Uploads</li><li>• Teacher Certification Records</li></ul>	<ul style="list-style-type: none"><li>• Truancy (Meetings, Reports, Court Appearances)</li><li>• Data Reports</li><li>• Professional Trainings</li><li>• Student Leadership Camps</li><li>• "Teach to Standards"</li><li>• Behavioral Emotional Counseling Sessions</li><li>• Food Services</li><li>• Transportations</li><li>• Academic Classes</li><li>• Diplomas</li><li>• Therapeutic Equine Program Sessions</li><li>• Report Cards</li><li>• Discipline Hearings</li><li>• Field Trips</li><li>• Information Inquiry Responses</li><li>• North Central Accreditation Activities</li><li>• Human Resources</li></ul>
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## Family of Measures

### Results

1. 100% of the schools in the Mary C. O'Brien Accommodation District will make (Adequate Yearly Progress) (AYP) each year [ # of schools making AYP / # of schools]
2. 100 % of the schools in the Mary C O'Brien Accommodation District will receive an Arizona Learning rating of "Performing or Better".  
[ # of ratings graded "Performing or Better:" / total number of ratings]
3. 100 % of the students with an Individual Education Plan (IEP) will achieve at least 75% of their plan's goals.  
[# of students meeting 75% of the plan's goals / # of students with a plan]
4. 75 % of detained students tested will earn a passing grade (minimum 420) for their GED  
[# of students getting passing grade / number of students testing for GEDs]
5. There will be an increase in pass rate for GED Jail participants from 30% to 33%. (Jail Program)  
(# of Jail GED participants achieving a pass rate/total # of Jail GED participants)
6. 100% of remanded juveniles in the Jail Program receive required educational curriculum.  
(# of remanded juveniles receiving the required educational curriculum/total # of remanded juveniles)
7. 100% of the adult education curriculum will be implemented in the Jail Program  
  
(# of adult education curriculum components implemented/total # of adult education curriculum components)
8. 100% of the required adult special needs curriculum will be implemented in the Jail Program  
  
(# of adult special needs curriculum components implemented/total # of special needs curriculum components)

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### Outputs

1. 2,343 students receiving educational services (includes Accommodation District, Special Education, and incarcerated youth)

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### Demands

1. 2,343 anticipated students receiving educational services (includes accommodation district, special education and incarcerated youth number)

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### Efficiencies

1. Pinal County Schools Program Activity Budget / number of students receiving educational services

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**Activity Manager(s)**

- Valerie Gorodensky
- Orlenda Roberts

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**Activity Budget**

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## 5. Elections Program

**Purpose Statement** The purpose of the Elections Program is to provide school related election services to candidates, PAC (political action committees) and school districts so they can effectively participate in the political process as appropriate for their candidacy and/or issues.

### 5.1 Elections Activity

**Activity Purpose Statement** The purpose of the Elections Program is to provide school related election services to candidates, PAC (political action committees) and school districts so they can effectively participate in the political process as appropriate for their candidacy and/or issues.

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**Activity Services**

- Policy and procedures
- Dissemination of Information Packets
- Telephone Inquiry Responses
- Legislative Updates
- Election Services
- Appointment Certificates
- Election Certificates
- Election Receipts

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**Family of Measures**

Results

1. 100% of applicants that return packets will meet signature and filing deadline requirements (# of applicants that return packets that meet signature and filing deadline requirements/total # of applicants that return packets)

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Outputs

1. 100 # of candidate packets provided

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Demands

1. 100 # of candidate packets anticipated to be needed

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Efficiencies

1. \$ total activity per candidate packet provided

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**Activity Manager(s)**

- Tonya Taylor

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**Activity Budget**

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## 6. IT Program

### Purpose Statement

The purpose of the Information Technology Program is to provide direct services to school districts, enable access to online services and information via cutting edge technology to all PCSOESA stakeholders so they can engage in distance learning and access information.

## 6.1 IT Activity

### Activity Purpose Statement

The purpose of the Information Technology Activity is to provide direct services to school districts, enable access to online services and information via cutting edge technology to all PCSOESA stakeholders so they can engage in distance learning and access information.

### Activity Services

- Technology training sessions
- Data Collection Reports
- Access to instructional software
- Remote access sessions
- Online professional development classes
- E-newsletter
- Online surveys
- Data Processing Services
- Agency Links
- Employment Opportunity Links
- Manuals

### Family of Measures

#### Results

1. 14% of PCSOESA sites will have distance learning capability [ # of PCSOESA sites that have distance learning capability / # of PCSOESA sites]
2. 50 % of website enhancements will be available and accessible (need to identify websites enhancements) [# of website enhancements will be available and accessible / # of website enhancements produced]
3. 50 % of training rooms/classrooms will be equipped with emerging learning technology (responder units, smart boards, etc...) [# of training rooms/classrooms will be equipped with emerging learning technology / # of total classrooms]

#### Outputs

1. 20 technology training sessions

#### Demands

- 1.20 technology training sessions anticipated to be needed

#### Efficiencies

1. \$ total activity per training class offered

### Activity Manager(s)

- Virgil Prokopich

### Activity Budget